Present: Andrew Hoadley, Shan Wang, Karen Hapgood, Ranjeet Singh, Duc At Nguyen, Cath Buckley, Ron Graham, John Whale, Syed Hassan, Martin Rhodes, Adel Fickak, Antony Puthenpurayil, Hugh McKeown (UG rep)

Apologies: John Barnard, Loi Nguyen, Abishek Saxena, Emma Qi

1. Minutes from the August meeting approved.

2. Actions from previous meeting

   (a) Water tank investigation → on hold until the end of the semester

   (b) Safety glasses requirement for Thermo Lab – Action Signage to be put up to explain when they are required (CB to coordinate with Mech. Eng.)

   (c) Safety shower modesty curtain → CB gathered feedback and it was decided not to install modesty curtains, as these were thought to impede the operation of the shower in an emergency.

   (d) Review of waste disposal procedures – JB and AH reviewed alternative locations, but decided that all of these had similar issues and that the present location was most suitable.

3. Safety Issues from faculty

   ● No zone meeting in the last month

   ● Forklift safety group is meeting regularly and will identify certain hazard locations.

4. Laboratory Inspections

   ● Almost on schedule (2 not done).

5. Incidents reported since the previous meeting

   ● Taxi incident
• Inflamed tendon from typing → ergonomic keyboard ordered

• 4th year lab incident from semester 1 → investigation not adequate, safety documentation missing, actions include better regulation of gas pressures.

6. Specific items for discussion

(a) Review of RA & SWI documents & involvement of academic staff member

CB issued a schedule giving each supervisor at least a few weeks warning. So far no one has responded to say that they have reviewed their documents. **Action**: AH & CB to discuss face to face with supervisors the need to review the safety documents.

(b) Safety Day

Tentative date – Monday 10 December. It was suggested to get a speaker from MUARC to talk about driving over the holidays. **Action** AH/CB to organise.

7. Environmental Officer’s Report

(a) CB will add to the laboratory checklist an item dealing with environmental issues

8. General Business

• Joint labs – need for someone to take responsibility. Currently issues with the joint ownership of Coal and Adsorption labs. **Action**: Syed H to try to resolve this on behalf of the coal group.

9. Date of next meeting Tuesday 9 October 2.30pm

Andrew Hoadley