Memorandum

Attention: Department of Chemical Engineering Safety Committee
Department: Chemical Engineering
Sender: Andrew Hoadley
Subject: Minutes of meeting held on 13 June 2007 at 2.00 pm
Date: 18 August, 2009

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Present: Andrew Hoadley, Shan Wang, John Barnard, Huanting Wang, Cordelia Selomulya, Ranjeet Singh, Duc At Nguyen, Martin Rhodes, Gareth Forde, Cath Buckley, Ron Graham, Adel Fickak, Emma Qi, Abishek Saxena, Tim Powell*, Brendon Hanger*, Leia Evans*

Apologies: Loi Nguyen, Jill Crisfield, John Whale

1. Tim, Brendon and Leia (under-graduate representatives*) were welcomed to the committee.

2. Minutes from the May meeting approved.

3. Actions from previous meeting
   (a) Visitors’ book → Done
   (b) Gas bottle handling procedures → Still waiting on response from Chemistry (Linde to provide training)
   (c) Water tank investigation → On hold until the mid semester break.
   (d) Safety glasses requirement for Thermo Lab – Action JW to arbitrate
   (e) Review of Safety Manual for waste disposal procedures – JB/CB to report at the next meeting
   (f) Safety shower modesty curtain – JB/CB to do risk assessment to decide whether a modesty curtain would affect the use of the shower.

4. Safety Issues from faculty
   ● Risk assessment training to be held on 22 June from 2.30-4pm by JW
   ● OH&S induction – on-line induction – authcate name required and is recorded on SAP. All students and staff are to do it. Action: CB to send out email
5. Laboratory Inspections
   - Only Inspection not completed was the post-grad offices – follow-up by CB a bit behind.
   - No comments on the new inspection schedule

6. Incidents reported since the previous meeting
   - Incorrect disposal of sharps – those involved counselled

7. Specific items for discussion
   (a) Systems & Chemicals Audit
       Highest priorities identified were the: (i) completion of the OH&S on-line induction, (ii) Training, especially on doing Risk Assessments, (iii) Chem store housekeeping, (iv) Labelling of chemicals in English. (v) The number of gas cylinders in room 124 (15).
       **Action** JW to raise at OH&S consultants meeting.
   (b) Safety Day
       Outlined plans for the day, emphasis on clearing out chemicals and safety documentation
   (c) Research Grant Checklist
       New draft circulated for comment. AH to present it also to the academic staff meeting. If no comments received, procedure to be implemented.
   (d) Safety of high temperature activities in G13. Concerns over the level of activity around the pyrolysis ovens and furnace. Plans to move the furnace to Materials Engineering. **Action**: JB, CB, Raman S, Saeed, JC to discuss further.

8. Environmental Officer’s Report
   (a) Community water grant applications to be coordinated across the campus.
   (b) Waste Stickers available advertising reuse and recycling.

9. General Business
   - JB raised the issue as to whether Chemsel should do the induction and quiz. We didn’t decide on this, but we did decide that we would need SWIs to deal with waste transfer and a spill. **Action** JB/CB to investigate further

10. Date of next meeting August (date to be confirmed)

Andrew Hoadley