Memorandum

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

Present: Andrew Hoadley, Shan Wang, Emma Qi, Ranjeet Singh, Duc At Nguyen, Syed Hassan, Gareth Forde, Martin Rhodes, Jill Crisfield, Dan Li (Linda)
Apologies: Cath Buckley, Ron Graham, John Whale, John Barnard, Adel Fickak, Loi Nguyen, Under-graduates

1. Minutes from the October meeting approved.

2. Actions from previous meeting
   (a) Safety glasses signage for Thermo Lab – Action CB to check on status of signage.
   (b) Review of RA & SWI – CB/AH to follow up with APPI and other academics.

3. Safety Issues from faculty
   No report at meeting

4. Laboratory Inspections
   ● Fluidisation lab still outstanding
   ● AH to do a new schedule for semester 1 and to mix it up, so we are inspecting different labs.

5. Incidents reported since the previous meeting
   No report at meeting

6. Specific items for discussion
   (a) Lab Management teams and team meetings
   We discussed the need for good communication within the lab. We agreed that in the case of single research group labs, this was facilitated within research group
meetings, but in the case of shared labs, this communication sometimes doesn’t happen. It was therefore decided that in the case of shared labs that:

i. A laboratory management team would be formed.

ii. The team leader would be a member of the Safety Committee

iii. The management team would meet monthly to communicate about laboratory activities.

(b) Safety Day

We will need to change the date because of a clash with the faculty lunch – awaiting update from CB on whether MUARC can provide a Xmas driving awareness seminar (Action CB – before the next meeting).

7. Environmental Officer’s Report

(a) JC reported on the change-over to DIY rubbish collection and upgraded cleaning services. No one had noticed better cleaning of offices yet!

8. General Business

MR reported that two 4th year students would undertake a water audit as a final year research project.

9. Date of next meeting Wednesday 5 December – 2pm (to be confirmed).

Andrew Hoadley