Memorandum

Attention: Department of Chemical Engineering Safety Committee
Department: Department of Chemical Engineering
Sender: Warren Batchelor
Subject: Agenda for Departmental Safety meeting
Date: Wednesday 15th of April, 2009

Agenda

1. Apologies:
2. Review of minutes of previous meeting
3. Action Items from previous minutes
   - Check lab holdings against Chemwatch database (Lab managers/ Safety comm. reps)
4. Safety Issues from faculty (RG)
5. Update on Inspections
6. Summary of any incidents reported since the previous meeting (RG/WB)
7. General Business
8. Suggested time and date for next meetings
   - 2 pm, Wednesday the 13th of May
   - 2 pm, Wednesday the 10th of June
   - 2 pm, Wednesday the 15th of July
Memorandum

Attention: Department of Chemical Engineering Safety Committee

Department: Chemical Engineering

Sender: Warren Batchelor

Subject: Minutes of meeting held on 18th March 2009 at 2.00 pm

Date: 18th March 2009

Present: Warren Batchelor (Chair), Ron Graham (Safety officer)

Please see table below for attendance of representatives from different labs.

<table>
<thead>
<tr>
<th>Lab or Group Name</th>
<th>Room/Building</th>
<th>Lab Manager</th>
<th>Safety Committee representative &amp; alternate</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRC Lignite MTE group</td>
<td>G17/37</td>
<td>Emma Qi</td>
<td>Emma Qi/ Andrew Hoadley</td>
<td>Emma Qi</td>
</tr>
<tr>
<td>Clean Coal</td>
<td>Hard Stand/37</td>
<td>Emma Qi</td>
<td>Emma Qi/ Andrew Hoadley</td>
<td>Emma Qi</td>
</tr>
<tr>
<td>Clean Coal</td>
<td>Shed/37</td>
<td>Emma Qi</td>
<td>Emma Qi/ Andrew Hoadley</td>
<td>Emma Qi</td>
</tr>
<tr>
<td>Advanced Particle technology</td>
<td>110/37</td>
<td>Ali Rownaghi</td>
<td>Ellie Binner/Ali Rownaghi</td>
<td>No representative</td>
</tr>
<tr>
<td>Coal Science</td>
<td>124/37</td>
<td></td>
<td>Ron Graham</td>
<td>Ron Graham</td>
</tr>
<tr>
<td>Coal Science</td>
<td>112- West/37</td>
<td>Hue Chen Au Yong</td>
<td>Ranjeet Singh/Vicki Liu</td>
<td>Vicki Liu</td>
</tr>
<tr>
<td>Clean Coal</td>
<td>G12/37</td>
<td>Liangguang Tang</td>
<td>Ellie Binner</td>
<td>No representative</td>
</tr>
<tr>
<td>Food Tech</td>
<td>21/36</td>
<td>Adel Fickak</td>
<td>To be named</td>
<td>No representative</td>
</tr>
<tr>
<td>Fluidization</td>
<td>306, 306A/37</td>
<td>Sean Lin</td>
<td>Tony Zhang/Lawrence Quek</td>
<td>No representative</td>
</tr>
<tr>
<td>Bio Engineering Lab</td>
<td>218 - 221/36</td>
<td>Michael Danquah</td>
<td>Michael Danquah/Jenny Ho</td>
<td>Michael Danquah</td>
</tr>
<tr>
<td>Nanomaterials</td>
<td>111/37</td>
<td>Linda (Dan Li)</td>
<td>Xinyi Zhang/</td>
<td>No representative</td>
</tr>
<tr>
<td>Analytical lab</td>
<td>G11/37</td>
<td>Kim Phu</td>
<td>Kim Phu/ Ron Graham</td>
<td>Kim Phu</td>
</tr>
<tr>
<td>Adsorption Group/C02-CRC</td>
<td>G13/37</td>
<td>Penny Xiao</td>
<td>Dong Xu (Edward)</td>
<td>Dong Xu</td>
</tr>
<tr>
<td>MAPEL</td>
<td>224/69</td>
<td>Linda Li</td>
<td>Rachel Smith/Cordelia/ Selomulya/Thanh Nguyen</td>
<td>Rachel Smith</td>
</tr>
<tr>
<td>Biological Corrosion</td>
<td>215/36</td>
<td>Chris Panter/ Raman Singh</td>
<td>Abhishek Saxena /Raman Singh</td>
<td>Abhishek Saxena</td>
</tr>
<tr>
<td>Corrosion</td>
<td>120/37</td>
<td>Abhishek Saxena</td>
<td>Abhishek Saxena/ Raman Singh</td>
<td>Abhishek Saxena</td>
</tr>
<tr>
<td>Corrosion</td>
<td>121/37</td>
<td>Abhishek Saxena</td>
<td>Abhishek Saxena/ Raman Singh</td>
<td>Abhishek Saxena</td>
</tr>
<tr>
<td>Rheology lab</td>
<td>205/69</td>
<td>Duc At Nguyen</td>
<td>Duc At Nguyen</td>
<td>Duc at Nguyen</td>
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<tr>
<td>Fluidization</td>
<td>G07/37</td>
<td>Ron Graham</td>
<td>Ron Graham</td>
<td>Ron Graham</td>
</tr>
<tr>
<td>Teaching</td>
<td>G09/37</td>
<td>Kim Phu</td>
<td>Kim Phu/ Ron Graham</td>
<td>Kim Phu</td>
</tr>
<tr>
<td>Solids/size reduction lab</td>
<td>G14/37</td>
<td>Ross Ellingham</td>
<td>Ron Graham</td>
<td>Ron Graham</td>
</tr>
<tr>
<td>Solids Store</td>
<td>G15/37</td>
<td>Ross Ellingham</td>
<td>Ron Graham</td>
<td>Ron Graham</td>
</tr>
<tr>
<td>Chemical Store</td>
<td>G01/37</td>
<td>Kim Phu</td>
<td>Kim Phu/Ron Graham</td>
<td>Kim Phu</td>
</tr>
<tr>
<td>APPI</td>
<td>Room/Building</td>
<td>Lab Manager</td>
<td>Safety Committee representative &amp; alternate</td>
<td></td>
</tr>
<tr>
<td>National Print Lab</td>
<td>G43/27</td>
<td>Wei Shen</td>
<td>Mohid Khan/ Wei Shen</td>
<td>Mohid Khan</td>
</tr>
<tr>
<td>Coating/Creping</td>
<td>G16/37</td>
<td>Ellie Binner/Warren Batchelor</td>
<td>Ellie Binner/Warren Batchelor</td>
<td>Warren Batchelor</td>
</tr>
<tr>
<td>CRC Smartprint/APPI</td>
<td>101/59</td>
<td>Li Xu</td>
<td>Li Xu/Mohid Khan</td>
<td>Mohid Khan</td>
</tr>
<tr>
<td>Chemical Lab</td>
<td>103/59</td>
<td>Jun Fei Tian</td>
<td>Jun Fei Tian/ Lin Wang</td>
<td>No representative</td>
</tr>
<tr>
<td>Analysis lab</td>
<td>107/59</td>
<td>Lin Wang</td>
<td>Lin Wang/ Junfei Tian</td>
<td>No representative</td>
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<tr>
<td>Paper Test lab</td>
<td>109/59</td>
<td>Junfei Tian</td>
<td>Jun Fei Tian/ Lin Wang</td>
<td>No representative</td>
</tr>
<tr>
<td>Temp/humidity Control Lab</td>
<td>110/59</td>
<td>Mohid Khan</td>
<td>Mohid Khan/ Lin Wang</td>
<td>Mohid Khan</td>
</tr>
<tr>
<td>Deinking lab</td>
<td>G11/59</td>
<td>Sharmiza Adnan</td>
<td>Sharmiza Adnan/Li Xu</td>
<td>Sharmiza Adnan</td>
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<tr>
<td>High Lab</td>
<td>G12/12</td>
<td>Sharmiza Adnan</td>
<td>Sharmiza Adnan/Mohid Khan</td>
<td>Sharmiza Adnan</td>
</tr>
</tbody>
</table>

2. The minutes from the February meeting were approved.

3. Action Items from previous minutes
   - Check lab holdings against Chemwatch database. Completed so far are: APPI Ground floor and the Rheology lab. Completion of this was postponed to the next meeting.
     (Action: Lab managers/ Safety comm. Reps)
     (Action: WB to send reminder ONE week before next safety committee meeting)

4. Safety Issues from faculty (RG, John Whale)
   - The first zone meeting will be held on the Friday after this meeting. Forklift training has started.

5. Update on Inspections
   - The new inspection list for semester 1, 2009 is tabled with these minutes. The first inspection has already been completed. The major issue found was out-dated electrical tests.

6. Summary of any incidents reported since the previous meeting (RG/WB)
   - No incidents reported.

7. General Business
   - The list of safety officers is being updated. Michael Danquah will be the new Bio safety officer. We have no radiation safety officer.

8. Suggested time and date for next meetings
   - 2 pm, Wednesday the 15th of April
   - 2 pm, Wednesday the 13th of May
   - 2 pm, Wednesday the 10th of June
   - 2 pm, Wednesday the 15th of July
## Inspection Timetable, Semester 1, 2009

### Shaded=completed

<table>
<thead>
<tr>
<th>Due Date – Week ending</th>
<th>Lab</th>
<th>Inspection Team</th>
<th>Lab</th>
<th>Inspection Team</th>
</tr>
</thead>
</table>
| Friday 20 March        | Rheology (Bldg 69) 205 | Duc At Nguyen  
B. Ladewig  
N. Eshtiaghi | Chemicals Store (Bldg 37) G01 | K. Phu  
G. Garnier  
K. Joshi |
| Friday 27 March        | Fluidisation (Bldg 37) G07, 106, 206, 306 | Ali Akhavan  
M. Danquah  
Yuan Fang | Dewatering/SHS Drying (Bldg 37) G12, G14, G15, G17, Garage | E. Qi  
J. Whale  
Jill Crisfield |
| Friday 3 April         | Corrosion (Bldg 37) 120, 121, & Bldg 36 215 | A. Saxena & C. Panter  
Dong Chen  
Garry Thunder | Coal Science (Bldg 37) 124, 110, Gas storages, Gas Room 1&2 | E. Binner  
W. Batchelor  
Wei Lit Choo |
| Friday 10 April        | Adsorption (Bldg 37) HS area, G13, 112 | P. Xiao  
K. Hapgood  
Lian Zhang | Coating (Bldg 37) G16, G66 | D. Achim  
R. Graham  
Ravi Jagadeesan |
| Friday 17 April        | Hydrothermal & Postgraduate Office 111, Gas Room 1, 117 | Li D. (Linda)  
A. Hoadley  
Minghan Ho | Ancillary 1 (Bldg 37) G02, G03, G11 | R. Harrip  
H. Wang  
Dehua Dong |
| Friday 24 April        | 3rd Year Lab (Bldg 37) G09 | R. Graham  
P. Chan  
UG Rep | BEL (Bldg 36) 218, 223 | Michael Danquah  
Raman Singh  
K. Hapgood |
| Friday 1 May           | Food Tech. (Bldg 36) 211 | A. Fickak  
Warren Batchelor  
R. Ellingham | APPI High Lab (Bldg 59) G10, G11 | Manjindar Singh  
C. Selomulya  
Junfei Tian |
| Friday 8 May           | APPI – Top floor Bldg 59 101, 103, 107, 109,110 | Li Xu  
M. Danquah  
J. Whale | NPL (Bldg 27) G43 | W. Shen  
Paul Webley  
Liangguang Tang |
| Friday 15 May          | Chemical Engineering General Office, Building 36 | Lilyanne Price  
A. Hoadley  
Jun Zhang | MAPEL Bldg 69, 224 | R. Smith  
Wei Shen  
G. Ganegoda |