Memorandum

Attention: Department of Chemical Engineering Safety Committee

Department: Department of Chemical Engineering

Sender: Warren Batchelor

Subject: Departmental Safety meeting

Date: Wednesday 24th of August, 2011

Document status: Minutes

1 Present: Chris van den Bergen [lab representatives listed here].
   Apologies: John Hayman, Ranjeet Singh, Paul Webley.

2 Review of minutes of previous meeting.
   ○ These were accepted.

3 Committee membership- Any changes in membership of committee or lab managers
   ○ Parama Bannerjee is the new lab manager for 215 following the departure of Chris Panter.
   ○ The committee welcomed the David Barling as the representative for the Chemical Engineering Postgraduate Association (CEPA).
   ○ Ben Asquith is the new representative from Bradley Ladewig’s group in place of Rebecca Yee, who is away. A replacement for Emily Perkins as lab manager for 110 in APPI is needed as she has shifted projects.

4 Action items from previous minutes
   ○

5 On-going action items
   ○ Please see the following spreadsheet for Reporting on SWI, Risk assessments and training records.
   ○ Labs for reporting on sWI
   ○ Nanomaterial safety. (WB/CS/RG/AH)
See Attached U of Q Guidelines

Collection of SWI/RAs from all groups working with nanomaterials (All groups). Ron Graham will send a list of everyone working with nanomaterials and request that they send their SWI/RAs to WB for examination by the working group.

Establishment of working group to review SWI/RAs (WB) Current acceptances: Andrew Hoadley, Ron Graham, Jianfeng Yao and Wade Mosse.

6 Safety Issues from faculty (CVDB/RG)
   ○ Chris van den Bergen presented.
   ○ John Hayman had completed an initial inspection of Faculty labs. Many issues were found with housekeeping and chemical storage. John has produced a chemicals segregation chart that will be laminated and displayed in the labs. Ron and Kim have been inspecting the labs to follow up on the issues raised by John.
   ○ The OHS policy committee is now requiring that seals on fridges and freezers be included on an inspection sheet.
   ○ There is a new document for the ordering and use of chemicals, particularly carcinogens.

7 Update on Inspections (RG)
   ○ 2011 first semester inspection timetable Wei Shen’s inspection has still not been completed. The second semester inspections are mostly on track. See: 2011 second semester inspection timetable

8 Summary of any incidents reported since the previous meeting (RG)
   ○ No incidents were reported. We are still waiting for the report on the microwave misuse.

9 General Business
   ○ An OHS Management systems audit of the department will take place on morning of the 21st of September. This will focus on OHS systems as well as covering individual inspections of labs. The next safety committee meeting will be moved from 21st of September to the 20th of September so that any final preparations can be organised.
   ○ A safety incident board was discussed. This would focus on PPE compliance. After discussion it was felt appropriate to highlight both positive and negative- thus to keep count of when correct use of PPE is observed as well as when it is not.

10 Time and dates for meetings, 2 pm, Departmental Meeting room
   ○ February 22, 2011
   ○ March 23, 2011
   ○ April 20, 2011
- **May 17, 2011** (Note: Tuesday- due to Meeting room not being available)
- **June 15, 2011**
- **July 20, 2011**
- August 24, 2011
- September **20, 2011** *(Note that this has been changed from the 21st of September due to the OHS audit taking place on the AM of the 21st of September)*
- October 19, 2011
- November 16, 2011
- December 12, 2011 (note Monday due to Departmental Christmas function- Dec 14)