Memorandum

Attention: Department of Chemical Engineering Safety Committee

Department: Department of Chemical Engineering

Sender: Warren Batchelor

Subject: Departmental Safety meeting

Date: Wednesday 19th of October, 2011

Document status: Minutes

1 Present: lab representatives listed here. Apologies: John Hayman, Paul Webley, Ranjeet Singh, Kim Phu, Parama Chakraborti, Saad Al-Saadi, Nan Fu,

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

3 Committee membership- Any changes in membership of committee or lab managers
   ○ Emily Perkins is the new lab manager in G17
   ○ Jielong Su is new lab manager in 110 in APPI
   ○

4 Action items from previous minutes
   ○ None

5 On-going action items
   ○ Please see the following spreadsheet for Reporting on SWI, Risk assessments and training records.
   ○ Labs for reporting on sWI
   ○ The reporting cycle for SWI has now been largely completed, with all labs having been checked through the year with the exception of G13.
   ○ Nanomaterial safety. (WB/CS/RG/AH)
Collection of SWI/RAs from all groups working with nanomaterials is currently in progress (All groups)

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)
- The Faculty OHS report was tabled. Chris van den Bergen presented.
- John Hayman is updating the Faculty safety intranet
- John is pushing to have OHS training on campus and to focus on training for Risk assessment and hazardous material.
- The implementation of the new OHS laws has been postponed and will probably not be rolled out until 2013.
- It can take a long time for incident/hazard reports to reach OHS. This is one motivation for the new on-line incident reporting system, which is now in beta test mode.

7 Update on Inspections (RG)
- The second semester inspections are mostly on track. See: 2011 second semester inspection timetable. The major issue found with the inspections has been housekeeping.

8 Summary of any incidents reported since the previous meeting (RG)
- No incidents have been formally reported. However Ron has been advised that one student has developed carpal tunnel syndrome. John Hayman will look at the ergonomics of the student’s office work space.

9 General Business
- The OHS Management systems audit of the department was successfully completed. The only issue noted was one unlabelled bottle that contained soapy water. Chris van den Bergen noted during the inspection process that some emergency stops were uncovered.
- Kim has met most of the lab managers and given them a weekly checklist.

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
- October 19, 2011
- November 16, 2011
- December 12, 2011 (note Monday due to Departmental Christmas function- Dec 14)