Memorandum

Attention: Department of Chemical Engineering Safety Committee

Department: Department of Chemical Engineering

Sender: Warren Batchelor

Subject: Departmental Safety meeting

Date: Wednesday 16th of November, 2011

Document status: Minutes

1 Present: lab representatives listed here. Rachael Smith, Dominic Agyei

2 Apologies: Rachael Smith, Dominic Agyei

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

3 Committee membership- Any changes in membership of committee or lab managers
   ○

4 Action items from previous minutes
   ○ None

5 On-going action items
   ○ Nanomaterial safety. (WB/CS/RG/AH)
     ■ The collection of SWI/RAs from all groups working with nanomaterials has been finished. The working group on nanomaterial safety will be convened in 2012.
     ■ Civil have recently completed a Risk Assessment for nanomaterials. WB will contact Mike Leach to get the results of their work.

6 Safety Issues from faculty (CVDB/RG)
   ○ The Faculty OHS report was tabled. John Hayman presented.
John Hayman has updated the intranet to include Admin/Non lab OHS induction, Lab-based OHS induction, a Completion of Project form and a Chemical Management checklist.

New risk assessment and management training will be rolled out next year. Engineering will be divided into Civil/Electrical and Chemical/Mechanical/Materials groups and training will be specifically tailored for each group.

The committee was reminded that Kim Phu needs advance notice of chemical disposal, including account codes to pay for disposal. Used chemicals must not be just left in Kim’s area.

6 new lab computers have been bought for the pilot program to store all OHS information in a lab on a dedicated computer. John is working with IT to finalise the databases.

Chemwatch performance has been extremely poor.

7 Update on Inspections (RG)

Two inspections have still not been finished. See: [2011 second semester inspection timetable](#)

8 Summary of any incidents reported since the previous meeting (RG)

Two separate incidents have been reported with unauthorised chemical deliveries. In one incident arsenic was sent through the post by a researcher at UNSW to one of our researchers. There was a second incident with chemicals being ordered with a personal credit card. All members of the committee are reminded that all chemicals must be ordered through Kim Phu. Ordering procedures are discussed in the safety manual. Ron will also add a question on ordering procedures to the induction quiz.

No incident report for the student with carpal tunnel syndrome has been received. John Hayman has looked at the ergonomics of the students workstation.

9 General Business

David Barling will work with Ron Graham to finalise the design of the new safety board.

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)