Memorandum

<table>
<thead>
<tr>
<th>Attention:</th>
<th>Department of Chemical Engineering Safety Committee</th>
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<td>Department:</td>
<td>Department of Chemical Engineering</td>
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<tr>
<td>Sender:</td>
<td>Warren Batchelor</td>
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<tr>
<td>Subject:</td>
<td>Departmental Safety meeting</td>
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<td>Date:</td>
<td>Wednesday 15th of February</td>
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Document status: finalised.

1 Present: lab representatives listed here.

2 Apologies: Andrew Hoadley, Chris van den Bergen, Ranjeet Singh, Kim Phu, Saad Al-Saadi, Chris van den Bergen will no longer be coming

3 Review of minutes of previous meeting.
   ○ No comments

4 Committee membership
   ○ We need replacements for Edward Xu, Yuan Fang, Meng Lim and Ping Peng. Ping Peng is being replaced by Jielong Su,
   ○ Lizhong He will be the replacement for Michael Danquah  Action: WB to update lab managers register.
   ○ WB to add Peter Sofos to all committee member lists

5 Action items from previous minutes
   ○

6 Nanomaterial safety.
   ○ Mike Leach had sent through an earlier version of the nanomaterial SWI developed for Civil Engineering. Ron Graham will contact him to get the latest version, which was substantially updated with the help of OHS. Actions: WB to convene a meeting of the nanomaterial safety
working group in March. RG to contact Mike Leach Ron to talk to Whei and Shen Jian from civil for latest SW from this Department. Warren to invite Peter Sofos to the working group as well.

7 Safety Issues from faculty (JH/CVDB/RG)

- See consultants report in Chem Eng Dept Safety 2012 folder
- 100% of all new staff in Chemical Engineering were inducted.
- RG to investigate changing phones to show the emergency number
- A new safety manual is being developed. All undergraduates will be presented with the new manual and be asked to sign off that they have read it.
- The new Faculty OHS website is now up and running. Department based sites may be replaced.
- Safety computers for the labs may be rolled out this week. There will be one per department. The database is almost completed. Peter and John will train users on the computer once they are in the lab.

8 Update on Inspections (RG)

- The draft of the 2012 Second semester inspection timetable was discussed.
- The following members on the inspection list need to be replaced: Peggy chan, Brad (semester 1), Clarence Ongkudon, Gamini Ganegoda, Humayan Khan, Ranjeet Singh, Penny Xiao, Tony Zhang, Ben Asquith,
- Melvin Tan, Ravi Putumarthi, Shahnaz Mansouri, William Wu are potential new inspection members.

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

- Someone walked into a glass panel. The person thought there was an open space. They were using the back exit out of the Mapel lab. There was damage to the nose and the person was taken to the medical centre. Posters and warning labels will be put on the glass to alert people.
- Contractors redoing the floors on the ground floor of building 36 used a lacquer that released a strong smell through the building. The contractors were not using breathing masks or safety gear, despite them being available. Ron tried to ring Geoff Binns and spoke to Facilities and Services. This job should have been done out of hours. John Hayman also talked to Geoff Binns, who is now aware of the requirement to consult all users in the building.
- Equipment purchased from overseas lacked appropriate electrical safety switches, appropriate earthing and the power board was incorrectly rated. The gas cylinders were also not correctly fitted and could have exposed the equipment to very high pressure as it had regulator fitted. This was entirely luck that Ron was there to notice the problems. All purchasers of equipment are reminded that the equipment should meet Australian standards if available. This issue will be discussed at the next DBM to find the best way to have oversight of equipment purchases and safety.

10 General Business
○ The risk assessment training requirements for the CHE4180 students was discussed. John Hayman will provide formal training in risk assessment from 1.30 pm onwards on Friday the 2nd of March.

○ Wearing PPE. Everyone in the committee is asked to remind everyone in the lab that they work with to wear their PPE. This applies to supervisors as well. **Action: all**

11 Suggested time and dates for first semester meetings, 2.30 pm, Departmental Meeting room. These have been added to your calendars.

○ February 15
○ March 21
○ April 18
○ May 16
○ June 20
○ July 18
○ August 15
○ September 19
○ October 17
○ November 21
○ December 12