This is the first meeting chaired by Warren after his return from Outside Studies Program. Many thanks to Lizhong for his work in chairing the committee.

Present: lab representatives listed here.

Apologies:

Review of minutes of previous meeting and action items.

- Heavy door of G07. This has been replaced and Facilities covered the cost of the new door.
- Stanley Knives and protective gloves. This has been completed.

Update on undergraduate lab safety (Esther, Karen)

Julian Hart has recommended that based on the IChemE report some items that need attention. These include the provision of laboratory coats that have been washed, and have been sorted out into sizes. Places where bags can be put should be clearly marked. Safety training for all demonstrators has been planned and must be attended.

A separate meeting will be held to finalize everything.

Please note that OH&S has new documents on demonstrator roles.

Weekly housekeeping and walk around (Kim)

Housekeeping has improved.

Safety Issues from faculty (JH/PS/RG)
Based on a recent Surveillance Audit of Mechanical Engineering the faculty is making an OHS plan. All departments will take the faculty plan and use this to generate their own plans.

The Hazard Incident form has been split into two forms. The first is a notification that an incident has taken place. The second form is an investigation report. This has been done to reduce lag time in completing the reports.

When an incident happens the first thing is to ring OH&S and an incident number will be issued straight away. Karen Hapgood suggested that the OH&S number should be on the form.

The Risk Management system will be reviewed in the coming weeks.

Peter Sophos will do a nanoparticle seminar to the staff heads of the faculty.

Lab computers. Brenda Fortington will be contacted to get this started.

New Horizons representatives and our role in safety will be discussed at the next meeting.

8 Lab inspections.

1st semester inspections

**Brad** and **Sankar** still have 1st semester inspections outstanding.

2nd semester inspection timetable

We will have the same teams but there will be some shuffling of the staff will occur. This is to give a new set of eyes to each laboratory when the safety inspections are done. Ron will circulate the new inspection timetable.

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

- Electric shock (G16) The 3 Phase power was not wired correctly. This has now been fixed and the issue followed up with Facilities and Services.

- CO Alarm (G12) The CO alarm sounded after hours due to CO leaking from a regulator that was not correctly shut down. Someone went into a room after a CO2 alarm sounded. Action: arrange additional training for correct response, improve signage

- Blood issues (APPI) There have been several instances of incorrect handling of blood at APPI. Heather McLiesh will do two blood safety seminars for all student at APPI working with blood.

- Ammonia smell (APPI) The source of this remains unknown.

- Trip hazard (APPI) The SOP has been rewritten.

- Syringe with needle left on bench (APPI). SOP will be rewritten.

10 Follow up on outstanding incidents from previous meeting

- Polishing rig in 37/120 uses kerosene without extraction. This issue has been raised with Raman. Peter Sophos can test the odour to determine whether it is a safety hazard or not. Action: RG to arrange an odour test.
• The garage area is accumulating a large amount of coal dust due to milling activities. A meeting will be organised re best way to upgrade extraction system in 37/G14. Jill is working on the costing of the extraction system.

10. General Business

   ○ Building evacuations. Engineering was 100% complete for the 1st semester.
   ○ Safety Showers and eye-wash stations testing. These were all tested by outside contractors in the last few weeks.
   ○ Emerging technologies- None
   ○ Reporting of OHS training compliance. A new tool to list training compliance will be coming into operation shortly.
   ○ Safety Glasses
   ○ VC Awards for OHS. Any nominees? One suggestion is Kim Phu and the walkabout inspections.
   ○ Procedures for recovering medical costs following injury (Scot Sharman)
     Staff members are covered by Workcover. Students including PhD students are covered by Medicare if they are Australian residents. All overseas students are required to have their own health insurance.
   ○ Nanoparticle exposure study follow up (WB)
     The nanoparticle exposure study was discussed. Members of the committee were asked to consider taking part.

11. Suggested time and dates for remaining meetings, 2 pm, Departmental Meeting room

   3rd Tuesday of the month. Next meeting is on 13th of August due to prior room booking.