Minutes

Apologies Received: Richard Morgan, Han Huang, Meng Hou, Valentin Valkov, Kamel Hooman, Doug Malcolm, Ingo Jahn, Russell Boyce
Present: DJM, KL, HG, PAJ, WJTD, I-JV, CR, VW, AYK, BF, EL

1. Previous Minutes
Actions arising from meeting on 7 March 2012
   1. DJM to send link to Director of Planning (Ken Richardson) on “The Making of Offers into the 2011 Undergraduate-Entry MBBS Program”. Sent on 7 March
   2. AEB opportunities to make use of new facilities:
      a. DJM to send around some details of current proposal. Sent on 7 March
      b. Staff to send other information to CR
      c. CR agreed to discuss opportunities with anyone

2. OH&S
See attached the minutes from the School OH&S Committee meeting of 20 March 2012. PAJ noted that some people were sliding in the water outside the entrance to Mansergh-Shaw.

3. Staff Engagement Survey
Results from the Staff Engagement Survey (see attached) were discussed. It was noted that there was a lot of yellow and green and not much red for the School. There was some discussion about Q51 – “I am consulted before decisions that affect me are made”. It was noted that some of the disagreement was associated with the lack of opportunities for feedback when decisions at a higher level are made. It was suggested that the way to provide feedback was through the School committees to the Faculty and then to the Centre. A better way to get information to the “coalface” so that the feedback process can start would be desirable.

4. Chair Report – David Mee
   • Annual reviews
   • Boeing Campus Plan for engagement – looking for best ways to engage
   • Board of studies
     o AQF. Council of Deans of Engineering recommended that all 4-y engineering degrees be level 8. This would mean all degrees being with honours. Suggestion is hons I, IIA, IIB and pass
     o ITEE introducing BE/ME for 2013
     o For Chem Eng, there were around 20 students who indicated interest in the integrated masters last year. Around seven changed their minds after their vacation employment (and some were advised not to do the masters). Around another six did not meet the GPA requirement.

5. T&L Matters
   • Final Year Thesis Seminar at St Leo’s College on Thursday 19th April.
     o Staff should plan to attend all sessions.
- Need to have two staff members available for each session (one of whom will be the staff critic). If Staff away will need to nominate an alternate (e.g., one of their Research Fellows) to Bo Feng.
- All MECH & MATE classes cancelled on the day.
- If you have any industry people you would like to invite to the Conference could you please email Rose the details (i.e. name, title, company, email address).

- **BE Accreditation**
  - Update

6. **Research**
   School Research Workshops on 12 and 13 April 2-4 pm. Encourage everyone to attend.

7. **Library**

8. **Faculty Workshop Update (Valentin Valkov)**

9. **Other Business**

**Schedule of Staff Meetings for 2012**
04/12 - 2nd May
05/12 - 6th June
06/12 - 4th July
07/12 - 1st August
08/12 - 5th August
09/12 - 3rd October
10/12 - 7th November
11/12 - 5th December
SCHOOL OF MECHANICAL AND MINING ENGINEERING
EXECUTIVE OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Meeting 1/2012 20 March 2012 Not for general publication

Present: Professor David Mee (in the Chair), Dr Saiied Aminossadati, Mr Aaron Baxter, Dr Meng Hou, Mr Doug Malcolm, Mr Eddie Platt, Associate Professor Ma Qian, Mr Bojan Vlacic, Mr Kristian Weegink. Mrs Kim Lamb.

Apologies: nil.

Minutes: The minutes of the meeting held on 7 November 2011, having been previously circulated, were taken as read and confirmed.

Welcome: Mr Kristian Weegink was welcomed as the RHD representative on the Committee.

1. Portable Eye Wash –Level 4 Frank White Building

Options for an eye wash station on Level 4 of the Frank White Building were reviewed. It was agreed that options for a portable eye wash station should be explored given the move to the Advanced Engineering Building was scheduled to occur in 2013.

2. Incidents

The following incidents were reported since the meeting held on 7 November 2011 –

- A bookshelf in Room 521 of the Mansergh Shaw Building fell from the wall. No one was injured and the matter was referred to Property and Facilities Section (and the architect and builder) for rectification.
- A RHD student got some WD-40 in his eye; he was not wearing safety goggles. The student was counselled on the matter with some changes to training recommended.
- A RHD student was removing a jammed primary diaphragm from the T4 shock tube which came loose and fell down to an area that is used by first year engineering students. No one was injured (as no one else was in the area at the time). Changes to the area and work practices were recommended.
- A RHD student was performing work in the T4 area and did not follow the standard operating procedures exactly and as a result, some residual pressure remained in the shock tube which forced a piston from its resting position. The student was counselled on the matter with some changes to training recommended.
- A pressurised autoclave exploded and released chemicals into the area. The experiment was being performed by a RHD student. No one was injured and the matter is being investigated by UQ’s OH&S Unit following attendance by the fire department.
- A member of academic staff was involved in a minor traffic accident on his way to work. No injuries were reported.
- A member of academic staff was involved in a cycling accident on his way to work. He sustained minor injuries and attended his local physician for treatment and was advised to take two days off work.

Incidents in other areas included a hydrogen leak in a Civil Engineering lab and a chemical leak in the Chemistry Building. One member reported that a few people slipped on the steps in front of the Frank White Building during the recent wet weather.

3. Building Issues

Jin Zou’s lab was nearly complete and the facility at Pinjarra Hills was declared ‘fit for purpose. Bo Feng’s lab was still not complete.
4. **Risk Assessments**

   The WH&S Manager reported that he had commenced assisting some staff with risk assessments and that this was being well received. The follow up audits in the School had not yet commenced.

5. **Chemical Inventory/Chemical Compliance/Storage**

   The University was moving to tighten its procedures with respect to the purchase and audit of hazardous chemicals as part of compliance measures with the Enforceable Undertakings. It was now a requirement that, from 1 March 2012, all hazardous chemicals be ordered through UQ’s Chemical Store. The University’s finance system, UniFi, would be changed as part of the implementation. Most chemical orders in the School were already ordered through the Chemical Store.

6. **Laboratory Inductions**

   The Faculty’s OH&S Manager reported that there continued to be some issues with the provision of laboratory inductions.

7. **Students Working in Laboratories**

   The Building Manager reported he was receiving a number of requests from students to be provided with keys so they could work out of hours in laboratories. He advised them they needed their supervisor’s permission as well as having read and understood UQ’s policy on the matter and have completed appropriate laboratory-specific inductions and risk assessments.

8. **Occupational Health and Safety Training for Senior Staff**

   As part of the Enforceable Undertakings, the Head of School and School Manager were required to attend a half day safety workshop in 2011. The Head of School reported on the workshop he attended and commented that the case studies worked on during the workshop highlighted, *inter alia*, the need for the travel form and associated risk assessments, particularly for field work. He also learned that the University’s OH&S Unit rented satellite phones and EPIRB units for a minimal fee.

9. **New Risk Management Database**

   The University upgraded its Risk Management Database. The new database worked better with the Firefox browser. Issues should be reported to the Faculty’s Occupational Health and Safety Manager.

10. **OH&S Communications**

    Members noted that the following communications had been sent to staff and students in the School –
    - Computer workstations (design and adjustment) – on line module (19 March 2012 by email to all staff)
    - Information about Risk Management Training (14 March 2012 by email to all staff)
- Presentation on the ANU Chemical Inventory system (7 March 2012 by email to all staff)
- Training course on the new Work Health and Safety Act (6 March 2012 by email to all staff)
- Notice on the change to chemical purchasing (29 February 2012 email to all staff)
- Reminder to undertake annual fire safety on line module (10 January 2012 email to all staff)
- Guidelines to interpret the new Work Health and Safety Act (21 March 2012 email to ‘everyone’)

In addition, the School’s newsletter of 5 March 2012 provided a summary of the new Work Health and Safety Act.

11. OH&S Goals 2011

The University required organisational units to review and report on progress toward meeting the OH&S Goals. It was noted that the School was only 66% compliant with fire safety training and the reasons for this required investigation. Risk assessment approvals sat at 35%. It was agreed that these should be reviewed as those not approved might be out of date.

Members approved the report.