Present: Professor David Mee (in the Chair), Dr Saiied Aminossadati, Dr Peter Jacobs, Mr Eddie Platt, Mr Andrew Ridings, Mrs Kim Lamb.

Apologies: Mr Doug Malcolm, Associate Professor Ma Qian, Mr Miller Zivkovic.

Minutes: The minutes of the meeting held on 17 December 2009, having been previously circulated, were taken as read and confirmed.

1. Attendance

Members agreed that each constituency should be represented at each meeting so if a member was unable to attend, he/she should ask someone from their area to attend in their place.

2. Membership and Terms of Reference

The membership and terms of reference for the School’s Executive Occupational Health and Safety Committee were endorsed.

Members agreed that the divisional representatives should ensure that incidents discussed at the Executive Committee were discussed, and actioned as required, at divisional staff meetings.

3. Report from the Faculty OH&S Manager

The Faculty’s OH&S Manager reported that:
- he and the Faculty Executive Officer were working incident statistics. Members agreed that it was important to report incidents, even if they appeared trivial on the surface, so that appropriate action could be taken to improve safety.
- cars parked around the Frank White Building had been moved due to building works in the area.
- the Mansergh Shaw decampment appeared to have gone well.
- the induction process for Occupational Trainees was being reviewed with the view to introducing competency based training in some areas.
- the University was not prosecuted as a result of the incident at Gatton Campus which left a person blinded in one eye. However, the order was for ‘enforced undertakings’ which would require compliance in a number of areas. This was designed to improve safety.

4. Incident reports and safety issues

Members noted the following incidents and issues –
- A member of general staff reported neck and back soreness after manually moving a mail bag from the Hawken Engineering Building to the Frank White Building. The Faculty OH&S Manager had purchased trolleys and had the Faculty Workshop Group affix hooks that matched the University’s mail bags for use by staff delivering mail. In addition, all divisional assistants were advised of safe manual handling procedures and advised not to attempt to lift or move heavy items. The appropriate location for chemical and equipment deliveries was being discussed.
- The Faculty’s OH&S Manager had found some corrosive chemicals and the fibreglass body of the FSAE race car being stored incorrectly in a spray booth. The Manager was working with the FSAE team and Dr Upcroft to assess their needs.
- Dr Aminossadati reported ongoing difficulties with a leaks in the ceiling in the new computer labs in the Frank White Annex (room 260) as well as new leaks coming from Level 3 in the Frank White building into the newly renovated areas on Level 2. It was also agreed that the air conditioning and exits be reviewed in room 260 as well as the postgraduate rooms in the area. Excess furniture located outside the reception area needed to be removed.
- The public address system in the Hawken Engineering Building appeared to be insufficient for advising staff and students when to vacate/re-enter the building after a fire evacuation.
- The new QGECE laboratory still did not have a fire extinguisher.
4. Incident reports and safety issues (cont’d)

   It was resolved that –
   
i. the Faculty OH&S Manager tour the areas and recommend appropriate action; and
   
ii. that the incidents be discussed at upcoming divisional staff meetings.

5. University smoking policy

   Members noted the University’s smoking policy which was located on the University’s Occupational Health and Safety website and noted that some staff had been smoking in stairwells and too near the buildings. The building manager would place appropriate signage in these areas.

   It was resolved that –

   Heads of Divisions remind staff of the University policy at upcoming divisional staff meetings.

6. Building Works

   The contract for the new level in the Mansergh Shaw Building would likely be let this week.

   The new HVAC lab construction appeared to be on time and within budget.

   Work on a rocket testing facility at Pinjarra Hills was progressing via Property and Facilities Division. Safety and the minimisation of noise were a priority.

7. Mechanical Engineering Audits

   Last year, the former School of Engineering participated in two Occupational Health and Safety trial audits and these audits focussed on Mechanical Engineering. It was agreed that the outcomes and implementation be discussed over the next few meetings with the view to ensuring school wide best practice.

8. Forklift licenses

   The Faculty had reviewed forklift licenses and had prepared a list of qualified drivers. It was necessary to ensure that only those with the correct license drive forklifts and it was likely keys would be handed out by “key custodians”. The Faculty was considering a centralised management and maintenance schedule of all forklifts which would likely include an annual contribution from the schools.

9. Safety footwear in ENGG1010 practical

   Concern was expressed about the requirement to purchase safety footwear in ENGG1010, particularly if students and tutors were required to purchase this for a single practical exercise.

   It was agreed that the Faculty OH&S Manager would speak to the course coordinator and, if required, appropriate information be placed in the course profile and the University’s Courses and Programs website to alert students to the requirement.

10. Next meeting

    The next meeting was scheduled for 22 April 2010.