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

Apologies: Dr Saiied Aminossadati, Mr Doug Malcolm, Associate Professor Ma Qian.

Minutes: The minutes of the meeting held on 25 February 2010, having been previously circulated, were taken as read and confirmed.

Business arising out of the minutes

- Item 4: The leaks in the Frank White Building and the Frank White Annexe had been reported to Property and Facilities who were unable to determine the source of the leaks. The areas would continue to be monitored.
- Item 5: Signage regarding smoking areas had been posted around the precinct, in particular, near the Frank White Building and Annexe.

1. Incidents and incident statistics

The Faculty’s OH&S Manager tabled incident statistics from the School (and its precursor divisions) for the period 2008-2010. The statistics were summarised by quarter and were presented by location (e.g. laboratory, mine, office), by incident category (e.g. slip/trip/fall, ergonomics, vehicle accident), by injury type (e.g. bruise, burn), by occupation (manager, student, academic), by agent of damage (e.g. chemical, environmental). In addition, incidents requiring medical intervention were also highlighted.

Members noted that the majority of incidents resulted from slip/trips/falls (6) and chemicals/other substances (5) with the majority of incidents occurring in laboratories (12). Most incidents did not result in injury (11) and where injuries were reported, the most frequent injury was bruising/crushing (7). Most injuries required no treatment or first aid and only three incidents required medical treatment.

It was reaffirmed that it was necessary to record all incidents, regardless of whether or not treatment was required, as another measure to help improve safety.

There had been no incidents reported to the Head of School since the previous meeting.

2. Induction processes

The Faculty OH&S Manager reported that he had been working on a Faculty-wide induction system to help ensure that all staff, students and visitors received all relevant induction and training. This would include a general induction common, local induction and also induction where there were high risk procedures. It was noted that visitors, who were escorted and not performing work, did not require an induction.

There would be a monthly report run on new staff (from Aurion) and students (from SI-net). Professor Mee reported that he had asked the University’s OH&S Director to investigate the possibility for all OH&S training undertaken by staff to be recorded in ESS. Supervisors had been advised, via the relevant Division Heads, to ensure that all staff had completed relevant training, including the annual fire safety module as part of the annual performance review.

3. Enforceable Undertaking – University of Queensland

As a result of an incident at the Gatton Campus, the University was now subject to an ‘enforceable undertaking’ which would have ramifications across the University. There would be a full audit at the Gatton Campus as well as compliance orders which would apply to other campuses. It had been suggested that all students from certain programs (of which Engineering would be likely to be one) might be required to complete an occupational health and safety course as part of the orders although this had not yet been decided.
4. Building projects

A. Mansergh Shaw

The Mansergh Shaw project had commenced and most of the demolition on Level 1 had been completed. There had been a few minor issues with the contractor which were sorted out as they arose. Any issues were to be reported directly to Harry Penkeyman or Miller Zivkovic in his absence. Difficulties with the men’s showers and toilets on Level 1 had been referred to Property and Facilities section. Access to Level 1, including the safety glasses, was also clarified.

Relevant updates would be listed in the School’s newsletter.

B. HVAC lab

The HVAC lab (Frank White Annexe, Level 1) was nearly complete with the equipment scheduled for delivery the week of 27 April.

5. Next meeting

The next meeting was scheduled for 24 June 2010. Progress toward meeting the outcomes of the recent Mechanical Engineering audits would be discussed.

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