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

Apologies: Associate Professor Ma Qian.

Minutes: The minutes of the meeting held on 22 March 2011, having been previously circulated, were taken as read and confirmed.

Welcome: The Chair welcomed Dr Meng Hou and Mr Blake Callinan to the Committee.

Business arising out of the minutes of the meeting held on 22 March 2011:

- The leak on Level 3 of the Mansergh Shaw Building had been repaired as had the leak in Room 133.
- The air conditioner in room 310 of the Mansergh Shaw Building had been repaired.
- Appropriate fire evacuation signage had been installed in the Mansergh Shaw Building.
- Issues with the fireboard in the Mansergh Shaw Building remained under discussion with Property and Facilities Section.

1. Attendance

   The Chair again asked that members designate a delegate from their area to attend should they be unable to attend themselves and notify the Secretary in advance of the meeting.

2. Incidents

   The following incidents were reported since the meeting held on 22 March 2011 –

   - There were two separate incidents involving staff who had near misses between cars and cyclists on College Road near the Conifer Knoll car park (adjacent to Women’s College). The matters had been referred to Property and Facilities section as well as included in the OH&S incident reports as it appeared that the intersection remained unsafe to cyclists.
   - A staff member fell off his bicycle on the way to work. He sustained minor injuries and attended the University’s Health Services.
   - A student cut his finger while working at the University Mine. He sustained minor injuries which required stitches. Corrective action was undertaken to repair the ventilation door so others would not be injured.
   - A staff member tripped while going up the internal staircase in the Frank Wite Building. She sustained some minor bruising and no medical attention was required.
   - A research higher degree student became ill and fell while in the Zelman Cowan Building and was taken by ambulance to the hospital. The student had been discharged and follow up contact had been made by her supervisor.
   - A staff member fell down the exterior stairs of the Frank White Building and an incident report had not yet been lodged.

   Members noted the apparent increase in incidents involving cyclists and suggested that the University consider holding a ‘safe cycling’ campaign to raise awareness amongst cyclists, motorists and pedestrians. It was agreed that the Faculty’s OH&S Manager refer this matter to relevant committees for consideration.

   A request to order wet floor signs for the Mansergh Shaw and Frank White Buildings had been made by the School’s Finance and HR Manager; these would be ordered shortly. The first aid boxes were being upgraded and would be periodically restocked through the St John’s Ambulance process (via the Finance team).

   One member reported that staff and students continued to smoke outside of the Frank White Annexe. It was also reported that the toilets in the Frank White Building might be a health issue.
### 3. Building Issues

**3a. Maintenance**

At the meeting of the Committee held on 22 March 2011, members discussed incidents that have occurred in the Frank White and Mansergh Shaw Buildings where electric arcs were noted when a power switch was turned off and on. The Committee had recommended that Property and Facilities inspect all ‘old style’ power switches in the buildings as a precaution.

Advice from Property and Facilities Section suggested that inspections would only be done if a works order was raised for specific switches.

Members resolved to escalate the issue to a relevant committee for consideration.

**3b. Buildings and Facilities**

The construction of the Advanced Engineering Building (AEB) meant that access to the main workshop entry in the Mansergh Shaw Building was restricted. Schools were asked to limit deliveries to the Mechanical Workshop to only the larger items.

A portable eye wash would be ordered for Level 4 of the Frank White Building and storage in a flameproof cupboard was required for staff in the laboratory in the Frank White Building (Room 002).

Three projects (Jin Zou’s, Bo Feng’s and the Propulsion Testing Facility at Pinjarra Hills) would commence shortly.

The School’s Workplace Health & Safety representative asked about how to display certain notices which were required to be put on a ‘noticeboard’. It was agreed that an electronic noticeboard should serve the same purpose. In addition, it was agreed that signed student documentation regarding induction to laboratories should be scanned onto a relevant place on the School’s server.

### 4. Risk Assessments

The Faculty’s Workplace Health and Safety (WH&S) Manager reported that a postgraduate student had sought advice from the Faculty Workshop Group to alter a homemade rig. The WH&S Manager asked for a risk assessment as one had not been done. A risk assessment was done and a short time later, had been approved by the supervisor but it had not been done thoroughly. The WH&S Manager spoke to the staff member concerned about the need to comply with proper procedures.

A research only staff member had planned to undertake field work which involved the use of a 4WD vehicle. The fieldwork came to the attention of the Head of School as part of the travel approval process which was submitted late and with insufficient information. Upon investigation, it was apparent that the named driver might not have completed relevant training for the use of a 4WD. A risk assessment was to be prepared and submitted for approval prior to the fieldwork being done. It was also suggested that the University revise the travel form to require a link to the risk assessment database as part of the fieldwork approval process.

The WH&S Manager indicated that he would be happy to assist with audits of research groups’ risk assessments later in 2011 as he was currently working with Chemical Engineering on this issue.

### 5. School Operational Plan (2011-2013)

Members reviewed the School’s draft operational plan and endorsed the OH&S section subject to a few minor amendments. Reference to the Enforceable Undertakings would also be inserted.