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

Apologies: Mr Bojan Vlacic.

Minutes: The minutes of the meeting held on 16 June 2011, having been previously circulated, were taken as read and confirmed.

Business arising out of the minutes of the meeting held on 16 June 2011:

- The incidents involving near misses between cars and cyclists near the Conifer Knoll car park had been reported.
- The issue with the old style electrical switches in the Frank White and Mansergh Shaw Buildings would be raised again.
- Risk assessment training for lab staff was ongoing.
- The School’s Operational Plan had been updated.

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 16 June 2011 –

- There was another incident involving a staff member who had another near miss involving a cyclist on College Road near the Conifer Knoll car park (adjacent to Women’s College). Another incident report had been submitted.
- Two academic staff members reported separate cycling accidents involving cars; both were treated in the hospital and released. The University’s Workplace Injury Management Team was assisting both staff with claims.
- A bolt being used in the T4 area bounded through an open window and fell on a car parked underneath. The use of a protective screen was being investigated.
- The WH&S Manager was assisting with the issue with fumes coming from a lab on Level 3 of the Frank Building.

3. Building Issues

3a. Maintenance

Possible issues with the fire doors in the Frank White Building had been referred to Property and Facilities section.

Concern was expressed about the ability to exit Level 2 of the Mansergh Shaw Building in the event of fire should the lecture theatre be full. While there was a fire door at the back of the lecture theatre, it did not appear to have been used during a recent evacuation.

Property & Facilities had cut a water channel in a floor in the Frank White Annexe to assist with the drainage of water away from the compressor. While this has eliminated the slip hazard, the area needed to be monitored on an ongoing basis.

3b. Buildings and Facilities

At the meeting on 16 June 2011, members were advised that a portable eye wash would be ordered for Level 4 of the Frank White Building. It was agreed to investigate other ways to manage the situation prior to installing the shower on Level 4.

Three projects (Jin Zou’s, Bo Feng’s and the Propulsion Testing Facility at Pinjarra Hills) would commence shortly. Jin Zou also required additional space for some new equipment; possible locations were being explored.
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. There would be follow up audits commencing later in the year.

5. Chemical Inventory

The University required that the annual Chemical Inventory be completed by 30 September. A number of inventories had already been submitted. The WH&S Manager noted that some staff needed to be advised regarding the safe storage of some chemicals and in some cases, advice had been given, but not followed. The Head of School might need to take follow up action with these staff.