Welcome:

Professor Mee welcomed Mary Cavanough and Janelle Scown to the Committee. Mary represented CRC Mining and Janelle has joined the Faculty as the OH&S Advisor.

Minutes:

The minutes of the meeting held on 4 November 2014, having been previously circulated, were taken as read and confirmed.

Business Arising out of the Minutes (meeting 4.2014)

The following have been actioned –

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Item</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2014</td>
<td>1A.k</td>
<td>Professor Zhang organised a workshop on the importance of OH&amp;S in the Australian environment for Chinese students studying at Brisbane universities. It was anticipated this presentation would occur twice per year as part of an ongoing program to welcome the students to Australia.</td>
</tr>
<tr>
<td>4/2014</td>
<td>1</td>
<td>The new Faculty WH&amp;S Advisor, Ms Janelle Scown, commenced duties on 9 February 2015.</td>
</tr>
<tr>
<td>4/2014</td>
<td>2</td>
<td>Incident reporting would be a responsibility of the new Faculty WH&amp;S Advisor.</td>
</tr>
<tr>
<td>4/2014</td>
<td>3Ba</td>
<td>The procurement process was under review.</td>
</tr>
<tr>
<td>4/2014</td>
<td>4a</td>
<td>Updating the inspection checklist would be a responsibility of the new Faculty WH&amp;S Advisor. UQMP was commended for their efforts.</td>
</tr>
<tr>
<td>4/2014</td>
<td>9</td>
<td>Mary Cavanough was nominated to join the Committee from 2015 and would represent CRC Mining.</td>
</tr>
<tr>
<td>1/2014</td>
<td>1A.6</td>
<td>New lab set up procedures. The procedures for setting up a new lab (or moving labs) have been updated.</td>
</tr>
<tr>
<td>4/2014</td>
<td>7</td>
<td>Faculty OH&amp;S minutes would be listed for discussion at Divisional meetings in 2015.</td>
</tr>
</tbody>
</table>

The following items remain in progress –

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Item</th>
<th>Action required</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2014</td>
<td>1A.6</td>
<td>Audit of 43-004, 43-005</td>
<td>Faculty WH&amp;S</td>
</tr>
<tr>
<td>1/2014</td>
<td>2</td>
<td>On line database for undergraduate student training and thesis induction</td>
<td>Faculty WH&amp;S</td>
</tr>
<tr>
<td>3/2014</td>
<td>1A.m</td>
<td>The Laboratory inspection of 50-S308 was due to occur in 2015 (the delay was due to the non-availability of lab staff and a change of WH&amp;S staff).</td>
<td>Faculty WH&amp;S</td>
</tr>
</tbody>
</table>
1. Report from the Faculty WH&S Advisor

Ms Scown stated she would be interested in obtaining information about what the Committee would want her to provide at meetings.

In response to a question, she would investigate the return of the risk assessment training sessions and work to identify any additional training required such as risk assessment writing. The role of the supervisor in signing off on risk assessments, providing mentoring, and training was also discussed.

It was apparent that the ability to prepare good risk assessments and how to introduce appropriate controls might not be well understood across the School. Providing exemplar risk assessments was suggested as part of an overall training strategy.

It was resolved that –

the Faculty WH&S Advisor investigate ways to improve risk assessment preparation through an education campaign.

2. Incident Reports, Hazard Reports and Investigations

Members discussed incidents which have occurred within the School since the final meeting of the Committee in 2014.

a. Electrical incident (8664)

On 5 November 2014, a member of the School’s professional staff noticed smoke coming from a power board located in a cupboard located adjacent to room 200B in the Frank White Building. Security was notified and attended the scene to ensure that the area was safe. A new power board was provided and it was noted that the previous power board had recently been tested and tagged, as had all of the items plugged into it. Another test and tag was performed. A works request was submitted on 5 November 2015 to install additional power points to eliminate the need for a power board. It was expected the new power points would be installed in the near future.

b. Student seizure (8770)

On 8 December 2014, a student member of the School’s FSAE racing team suffered a seizure while in transit to the 2014 competition in Melbourne. The seizure occurred during the overnight rest stop while the team was at their overnight accommodation. An ambulance was called and the student was admitted to the hospital and released the next day. The student had a history of seizures and fatigue was thought to be a cause. Additional rest breaks were taken and the student was not permitted to drive the vehicle.

c. Slip/trip (8735)

A member of UniQuest staff associated with the School was travelling to Curtis Island to Gladstone via ferry as part of a consultancy activity. Those embarking on the ferry were unable to use the usual steps onto the ferry due to an unusually low tide. The staff member, who was carrying baggage, fell and twisted his knee. No medical attention was sought. Relevant risk assessments had been done and it has been suggested that carrying baggage in this situation contributed to the fall.

d. Foundry Fire (8890, 8893, 8894, 8895, 8898)

On 29 January 2015, there was a fire in the Foundry (AEB, Room 616). Two RHD students were preparing to do Mg-Zn-Cu (magnesium, zinc, copper) alloy casting. They arrived in the lab just before 10:00am to prepare for the casting. The furnace had been booked in advance. One student was in charge of preparing and preheating the mould, crucible and turning on the furnace. There were two other RHD students and a member of technical staff in the adjacent lab.
2. Incident Reports, Hazard Reports and Investigations (cont’d)
d. Foundry Fire (8890, 8893, 8894, 8895, 8898) (cont’d)

The magnesium furnace was turned on at approximately 9:50am and the furnace temperature set to 730°C. The mould was coated and, at about 10:20am, was placed inside the furnace at 200°C to preheat it. The magnesium furnace reached 730°C at about 11:00am and at that time the furnace was opened and another sample was found inside.

It was not known whose sample it was so the students decided to delay the casting. They returned around 12:45pm and the sample was still in the furnace and they removed it. At about 2:10 pm, they decided to do the pouring step of the casting. One student was in charge of pouring the melt and the other in charge of cooling the melt by using a safety gas. When the melt was poured, it immediately “exploded” and part of it hit the ceiling in the laboratory. This caused a fire and room 616 and the adjacent rooms were evacuated. The furnaces were shut down before the evacuation, a bottle of SF6 gas was removed from near the burning ceiling and the fire alarm was raised.

The University’s OH&S Division deemed the incident to be notifiable and a report was lodged with the Queensland Government. The University’s OH&S Division were managing the investigation and the University’s Property and Facilities Division and Insurance Office were assisting with repairs and would also advise on required rectification. There were no injuries and the result of the incident investigation was pending. All users had undertaken required inductions and training and had read all relevant risk assessments. One user was wearing appropriate PPE to be used during casting; however, the other was not. The students’ supervisor also made a report to the School Manager the following day.

The following has been identified as requiring review –

- Remove combustible material from the ceiling
- Cover the top and bottoms of the cable trays in the lab
- Ensure that users not doing casting wait outside until casting is complete
- Ensure all users involved in casting wear prescribed PPE
- Review standard operating procedures to be sure that the definition of pre-heating is able to be understood

The University’s OH&S Division deemed the incident to be notifiable and a report was lodged with the Queensland Government. The University’s OH&S Division were managing the investigation and the University’s Property and Facilities Division and Insurance Office were assisting with repairs and would also advise on required rectification. There were no injuries and the result of the incident investigation was pending. All users had undertaken required inductions and training and had read all relevant risk assessments. One user was wearing appropriate PPE to be used during casting; however, the other was not. The students’ supervisor also made a report to the School Manager the following day.

The following has been identified as requiring review –

- Remove combustible material from the ceiling
- Cover the top and bottoms of the cable trays in the lab
- Ensure that users not doing casting wait outside until casting is complete
- Ensure all users involved in casting wear prescribed PPE
- Review standard operating procedures to be sure that the definition of pre-heating is able to be understood

The Foundry was used for undergraduate teaching in Semester 1 and final year thesis and RHD students need to begin to use the facility once it is deemed to be fit for purpose. It is hoped the Foundry will reopen in time for undergraduate teaching in week 3 of Semester 1. Contingency plans are being put into place should this not occur.

e. CRC Mining incidents

Ms Cavanough presented incidents which had occurred at the University’s Pinjarra Hills site. These incidents had been lodged in the CRC Mining system and had been reported to the CRC Mining Board.

- Two staff members found themselves locked in building 121, the wind blew an internal door closed which required a key to re-open it. This hazard has been removed to prevent re-occurrence.
- In December, 2014 a mains pressure water pipe burst in building 103D, flooding the kitchen and adjoining meeting rooms and office. The incident occurred during the weekend increasing the amount of water damage. Some electrical equipment was awaiting replacement due to water damage.
- A staff member tripped up the top step in building 101, aggravating an existing neck complaint. Caution signs have been displayed to remind staff to hold the handrail when going up or down the stairs.
- Staff members working in one of the workshops (building 112) were not wearing the required Personal Protective Equipment (PPE) for the area. The workers were asked to leave the area until they put on some safety footwear. This hazard report has highlighted an ongoing issue with the misunderstanding of the PPE requirements for the work areas at Pinjarra Hills. A review of the PPE signage, floor markings, induction requirements and safety documentation regarding PPE requirements would be completed.
2. Incident Reports, Hazard Reports and Investigations (cont’d)

   e. CRC Mining incidents (cont’d)

   It was resolved that –

   incidents occurring with CRC Mining staff be recorded in the UQ Incident reporting database.

3. Membership and Terms of Reference

   Members endorsed the terms of reference for the School’s Occupational Health and Safety Committee and reviewed the membership.

   It was resolved that –
   • a representative from the School’s research focussed staff be invited to join the Committee;
   • a RHD student representative be sourced from AMPAM; and
   • that the Head of Division of Materials recommend a substitute for Professor Zhang during his upcoming SSP.

4. School Safety Seminar

   A topic for the Semester 1 2015 compulsory School Safety Seminar was needed. The seminar was scheduled on 12 June 2015. Members suggested preparing good risk assessments would be a good topic of general interest.

   Learning from actual incidents was also suggested; however, this would need to be presented sensitively as a no blame culture was important to maintain,

5. Communication on OH&S Matters

   Members noted that the following communications were sent to staff (22 October 2014 - 19 February 2015).

   Emails
   • 5 January 2015: (Mech Mining All Staff): OH&S Safety Notice dated 12.12.2014 regarding the use of glass reaction vessels.
   • 9 February 2015: (Mech Mining Everyone): OH&S safety notice dated 9.2.2015 regarding chemical waste containers

   School Newsletter (28 October 2014 - 19 February 2015)
   • 3 November 2014: Notice of availability of slides from the 29 October School Safety Seminar
   • 10 November 2014: Notice of the revised University OH&S policy
   • 17 November 2014: nil
   • 24 November 2014: nil
   • 1 December 2014: nil
   • 8 December 2014: notice regarding import permit restrictions
   • 15 December 2014: nil
   • 22 December 2014: Safety notice – glass reaction bottles
   • 29 December 2014: nil
   • 5 January 2015: nil
   • 12 January 2015: nil
   • 19 January 2015: nil
   • 26 January 2015: transitional arrangements for raising health and safety issues until the appointment of the new Health and Safety Advisor
   • 2 February 2015: new policies on working with cyanide and arsenic
   • 16 February 2015: appointment of the new Health and Safety Advisor

   OH&S Notices
   • Nil (see above)