Present: Professor David Mee (in the Chair), Professor Andrej Atrens (for Professor Mingxing Zhang), Ms Mary Cavanough, Mr Matthew Gear, Mrs Kim Lamb, Mr Doug Malcolm, Dr Micah Nehring, Ms Janelle Scown, Mr Bojan Vlacic.

Apologies: Professor Mingxing Zhang.

Welcome: Professor Mee welcomed Mr Matthew Gear to the Committee. Mr Gear was appointed as the RHD student representative.

Minutes: The minutes of the meeting held on 25 February 2015, having been previously circulated, were taken as read and confirmed.

Business Arising out of the Minutes (meeting 1.2015)

The following have been actioned –

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<th>Meeting</th>
<th>Item</th>
<th>Action required</th>
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<tr>
<td>1/2015</td>
<td>1</td>
<td>The education campaign on improving risk assessment preparation has begun and it included the School Safety Seminar on 9 June 2015.</td>
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<td>1/2015</td>
<td>2e</td>
<td>CRC Mining would list incidents in the UQ Incident Reporting System.</td>
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<td>1/2015</td>
<td>3</td>
<td>An RHD student representative has been appointed to the Committee. Professor Atrens would represent the Division of Materials at the School OH&amp;S meeting during Professor Zhang’s absence on SSP.</td>
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Items in progress

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<th>Meeting</th>
<th>Item</th>
<th>Action required</th>
<th>Responsible Officer</th>
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<tbody>
<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>
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It was agreed to revise the laboratory inspection schedule and submit a revised schedule to a future meeting of the Committee. This means that some action items from previous meetings would be removed from the items in progress list.

1. Report from the Faculty WH&S Advisor

Ms Scown updated members on the recent OH&S Forum which had included a panel of State Government regulators who attended to describe their roles and responsibilities. The Head of School said he was a member of a working party that was given the role of making the OH&S Forum more informative. The next forum would include an incident scenario and how to handle such an incident. Attendance by all staff in the School would be encouraged.

Ms Scown also said she would be happy to assist staff to prepare risk assessments.

2. Incident Reports, Hazard Reports and Investigations

Members discussed incidents which have occurred within the School since the meeting on 25 February 2015.
2. Incident Reports, Hazard Reports and Investigations (cont’d)

a. Electrical Wiring Incident (9324)

On 12 May 2015, a member of the Faculty Workshop group observed a postgraduate student attempting to do some wiring of a piece of equipment located in Room 622 of the Advanced Engineering Building. The student admitted he had removed the two control panels from the microwave sintering unit and had wired the pump into the main switch of the control box (415 volts. The unit was plugged into the wall but the power was turned off.

A suggestion was made to provide inductions in a student’s first language. However, the Head of School disagreed and recommended that inductions continue in English as all students were required to demonstrate English language proficiency before gaining admission to UQ. The student commenced his studies in October 2014 and had completed all inductions that had been required by his supervisor and included in his Training Needs Analysis. There had also been an induction into the laboratory. Despite all of this, a potential flaw in the system was identified. There was no explicit statement in any of UQ’s training and induction modules that explicitly states that electrical work can only be undertaken by a licensed electrician. However, the School’s OH&S Guide did contain information about this; the guide was accessible from the School’s website.

Members noted that a similar incident occurred on 16 July 2013 (incident 7009) and the former Faculty OH&S manager had been asked to review the Faculty’s website and follow up on the OH&S Division regarding training on electrical safety guide

It was recommended that –

- Laboratory inductions within the School include specific warnings about how to properly undertake electrical work;
- Ms Scown follow up with the UQ OH&S Division about including electrical safety either as a stand alone on line module or as part of the UQ General Induction; and
- the School’s OH&S Guide be recirculated to all staff and students.

b. Slips, Trips, Falls (9389)

On 19 May 2015, a member of the School’s technical staff fell while walking along the footpath between the Child Care Centre and the Gordon Greenwood Building. There was bruising to her knees and hands. First aid was administered.

It was recommended that Property and Facilities Division be advised of the incident.

c. Laser Eye Incident (9191)

On 5 April 2015, an Occupational Trainee was using a laser and on 11 April and 13 April, he attended the Eye Casualty unit at the Royal Brisbane and Woman’s Hospital. He had described slight difficulty with focussing on small print and complained of blurriness in the left eye. The doctor reported that his eye examination was within normal limits. He was referred to the optometrist for refraction testing. The doctor also stated that as far as he could tell, there was no damage to his eyes from this laser exposure.

The incident was not reported until 11 April when Dr Tim McIntryre, the School’s Laser Safety Officer, was advised of the incident. It was immediately reported to the Head of School and the OH&S Division. The laser was removed from service on 11 April pending the outcome of an investigation.

The formal investigation commenced on 14 April 2015. It was determined that proper training had been provided and required PPE (safety goggles) were being worn at the time. Proper procedures were being followed. It was recommended that the laser alignment procedures be reviewed and that additional screening be put in place to ensure that scattered diffuse light and laser beams were blocked except where it was part of the beam path during normal operation and alignment. Procedures were reviewed and updated.
2. Incident Reports, Hazard Reports and Investigations (cont’d)
   c. Laser Eye Incident (9191) (cont’d)

   It was also recommended that the School emphasise that timely reporting of incidents was expected.

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

   The Foundry reopened on 2 April 2015 following the fire. New safety inductions and rules for use were introduced. All users were inducted again prior to regaining entry. Members reviewed the final report and agreed that the revised training and induction materials were exemplary.

   It was recommended that the Foundry induction material be made available to other research groups so they could be adapted for training and induction purposes.

3. School Safety Seminar

   The compulsory biennial School safety seminar was held on 9 June 2015 and 100 people attended. The topic was “Preparing Risk Assessments”. Dr Ingo Jahn and Dr Saiied Aminossadati presented examples of how they worked with students to prepare and use risk assessments. Ms Scown also addressed the audience and described her role in the Faculty.

   It was resolved that attendance be reviewed to determine if all research groups were represented.

4. Communication on OH&S Matters

   Members noted that the following communications were sent to staff (20 February 2015 – 2 June 2015).

   Emails
   ▪ MechMining all staff (2 March 2015): UQ Guidelines “OH&S in undergraduate practical classes”

   School Newsletter (20 February 2015 – 2 June 2015)
   ▪ 2 March 2015: Footwear in laboratories
   ▪ 9 March 2015: UQ flu vaccine notice
   ▪ 16 March 2015: UQ flu vaccine notice
   ▪ 27 April 2015: RCD trip testing
   ▪ 4 May 2015: PPL 2.70.20c – Working with Dry Ice (guidelines)
   ▪ 11 May 2015: PPL 2.70.20c – Working with Dry Ice (guidelines)
   ▪ 18 May 2015: Green Labs program
   ▪ 25 May 2015: RCD trip testing
   ▪ 1 June 2015: Working in plant rooms and communication cupboards (incident alert)

   OH&S Notices
   ▪ Nil

5. Faculty OH&S Committee Minutes

   Members noted the minutes from the Faculty OH&S Committee meeting held on 27 March 2015.