Present: Professor David Mee (in the Chair), Munirud Dean, Dr Bo Feng, Mrs Kim Lamb, Mr Doug Malcolm, Dr Micah Nehring, Mr Eddie Platt, Mr Bojan Vlacic, A/Prof Mingxing Zhang.

Apologies: Mr Aaron Baxter.

Welcome: A/Prof Mingxing Zhang and Mr Munirud Dean were welcomed to the Committee.

Minutes: The minutes of the meeting held on 26 August 2013, having been previously circulated, were taken as read and confirmed.

Business Arising out of the Minutes

Business arising out of the minutes (meeting 2.2013)
• Divisional meeting discussions from the meeting on 9 May 2013 have now all been held.
• The door knob on room 45-407 had been replaced.

Business arising out of the minutes (meeting 3.2013)
• Item 1(v): Flammable cabinet in T4. This area was now compliant.
• Item 1(vi): Toilets in the Frank White Building had been fixed.
• Item 1(vii): Leaf debris in the fire exit (Mansergh Shaw Building) had been cleaned.
• Item 5: New OH&S Representatives are Associate Professor Mingxing Zhang (Materials) and Mr Munirud Dean (RHD students).

Items in progress

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Item</th>
<th>Action required</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2013</td>
<td>5</td>
<td>Induction and Undergraduate Students in Research Laboratories – access procedures</td>
<td>EP/KL</td>
</tr>
<tr>
<td>3/2013</td>
<td>1(iv)</td>
<td>Gas bottles in the AEB. A storage area was being developed and a gas strap was being placed in the service lift.</td>
<td>EP</td>
</tr>
<tr>
<td>3/2013</td>
<td>1b</td>
<td>Lab Audits were progressing per the schedule developed at the meeting on 26 August 2013.</td>
<td>EP</td>
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1. Review of Incidents, Inspections, Audits and Monitoring

a. Audits

i. Lithium storage (UQ Incident 7301)

A member of UQ’s Chemical Store had identified an instance of unsafe storage of metallic lithium in one of the labs in the AEB (Room 513). The discovery occurred while excess chemicals were being removed from the lab as part of the move to the AEB. It was noted that the lithium metal had showed signs of deterioration and reaction with the humidity in the air. Lithium metal must be stored under dry argon and is usually stored within an outer container to prevent any contact with water. The lithium had been disposed of safely.

The School Manager was invited to meet with the OH&S Division regarding the storage of dangerous materials. The incident report was received by the Head of School on 28 October 2013 and approved.

It was recommended that standard operating procedures in the lab be reviewed and that the lab be audited.
1. **Review of Incidents, Inspections, Audits and Monitoring** (cont’d)
   a. **Audits** (cont’d)
      
      ii. **AEB Elevator**

      A member of academic staff got stuck in one of the lifts in the Advanced Engineering Building lifts. This was not the first occurrence of someone being stuck in the lifts. This was referred to Property & Facilities Division for action on 11 October 2013.

      iii. **Injury**

      A member of the professional staff hit her head on the metal divider on the reception desk on Level 5 of the Mansergh Shaw Building. There was some bruising and no medical treatment was sought. The waste basket was moved to another location away from the metal divider.

      iv. **Pinjarra Hills**

      On 8 August 2013, a member of QMI staff was engaged to use the Incremental Sheet Forming (ISF) Machine at Pinjarra Hills. The ISF is currently on loan from QMI and in accordance with the loan agreement; however, QMI staff were permitted to use the machine. The QMI staff member relocated a desk in the area and had to move another piece of equipment to access the desk. When he went to put the desk and the other equipment back in place, the equipment rolled into the spoon drain and toppled over. A review of this incident identified insufficient training of personnel using the ISF at this site. All relevant risk assessments were reviewed and a review of PPE required was undertaken. All known visitors were now fully inducted and all visitors were first approved by the Head of School. It was agreed that this incident be discussed at divisional staff meetings and the next RHD student:staff liaison meeting.

      v. **Students sleeping at UQ**

      Members reported a number of students appeared to be sleeping in labs and other areas around the precinct. The School Manager would seek advice from the University regarding this.

   b. **Audits**

   i. **Corrosion Lab 49-517**

      The Faculty’s OH&S Manager undertook a safety audit of the Corrosion Lab in the AEB (49-517) on 23 August, using the iAuditor tool. The lab received an overall score of 93.3% which was a significant improvement on the previous audit. The following corrective actions were identified -

      | Question                              | Yes/No | Corrective action                                                                 | Responsible Officer |
      |---------------------------------------|--------|----------------------------------------------------------------------------------|---------------------|
      | Is training provided on the use of PPE? | No     | Ensure all staff properly instructed and assessed for in the proper use of PPE. EAIT, WHS Manager can assist if required. | Lab Manager        |
      | Is PPE maintained and stored correctly?| No     | Ensure all PPE is maintained correctly. Consult the manufacturer’s instructions to ensure that PPE is stored in the correct manner | Lab Manager        |
1. **Review of Incidents, Inspections, Audits and Monitoring (cont’d)**
   
   b. **Audits (cont’d)**
      
   i. **Corrosion Lab 49-517 (cont’d)**

<table>
<thead>
<tr>
<th>Question</th>
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<th>Corrective action</th>
<th>Responsible Officer</th>
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<tbody>
<tr>
<td>Is general storage for chemicals sufficient, including security?</td>
<td>No</td>
<td>Minimise the quantity of chemicals stored to those that are required over the short term only. Do not stockpile chemicals. Ensure MSDS has been consulted for all substances and the correct arrangements for proper storage and segregation are observed.</td>
<td>Lab Manager</td>
</tr>
<tr>
<td>Are emergency procedures available?</td>
<td>No</td>
<td>EAIT Facilities will source and distribute emergency procedure cards.</td>
<td>EAIT Facilities</td>
</tr>
<tr>
<td>Are emergency contact telephone numbers provided?</td>
<td>No</td>
<td>EAIT Facilities will provide telephone numbers.</td>
<td>EAIT Facilities</td>
</tr>
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Members endorsed -
- the corrective action plan for the Corrosion Lab (AEB-517);
- request that all corrective actions be implemented by 2 December 2013; and
- the academic supervisor confirm compliance by 9 December 2013.

6. **2012 Internal OH&S Audit**

   Members noted progress toward the implementation the corrective action plan from the 2012 internal OH&S Audit.

   a. **Section 3.1 – Sufficient OH&S Resources**
      Status: in progress.

      The two recommendations have been referred to the Faculty. A completion date of 28 February 2014 has been nominated.

   b. **Section 3.2 – Responsibility and accountability clearly defined and understood**
      Status: complete.

   c. **Section 3.3 – Training and Competency**
      Status: in progress.

      The OH&S Division would work with central HR to ensure that the induction information was not duplicated and was held on a central site. Progress would be reported back through the Faculty. The School’s induction guidelines had been updated and UQ forms were now being used where available. In addition, the OH&S Division would consider developing online modules for supervisors. Progress would be reported back through the Faculty. The School safety seminar held on 18 September focussed on the role of the laboratory manager and academic supervisor. However, equipment training needed to be identified and checked as part of the regular workplace audits.

   d. **Section 3.4 – Consultation (Effective and inclusive of all workers)**
      Status: complete.

   e. **Section 3.5 – Communication (Effective and inclusive of all workers)**
      The Faculty’s OH&S website was in the process of being updated.

   f. **Section 3.6 – Reporting (Comprehensive, effective and appropriate)**
      Status: in progress.

      Regular workplace inspections were underway. The Faculty and schools were developing a template for use as well as an information kit to be supplied to the laboratory managers in advance of an audit.
6. **2012 Internal OH&S Audit (cont’d)**

   **g.** Section 3.7 – Documentation (Comprehensive, up to date, and readily available)
   Status: in progress.

   **h.** Section 3.8 – Document and data control (Date, version, regularly reviewed)
   Status: complete.

   **i.** Section 3.9 – Health and safety risk management program
   Status: ongoing.

   The hazard/risk register was under development among the WHSC network and the OH&S Division. Progress would be reported back via the Faculty.

   **j.** Section 3.10 – Hazard identification, risk assessment and control of risks
   Status: complete.

   The procedure for pre-purchase approvals of new equipment is listed in agenda 8.

   **k.** Section 3.11 – Emergency preparedness and response.
   Status: complete

7. **Election of the WHSR**

   Members noted the outcome of the process to elect a Workplace Health and Safety Representative (WHSR) for a three year term, commencing 1 January 2014. The staff member did not need any experience or qualification to be a workplace health and safety representative and training would be provided.

   A call for nominations for the School’s Workplace Health and Safety Representatives had been sent by email to all staff on 23 September 2013.

   The Work Health and Safety Act (2011) listed a requirement for workplace health and safety representatives (WHSR) to be elected and serve on each Workplace Health and Safety Committee. Accordingly, nominations from the academic (including research only) and professional staff were sought to fill this role for a three year term, commencing on 1 January 2014 or as soon as practicable thereafter. The WSHR was an *ex officio* member of the School’s OH&S Committee. The role included responsibilities and entitlements set out in Section 9 of **PPL 2.10.01 – Occupational Health and Safety Committees**.

   Nominations were due to the School Manager via email (k.lamb@uq.edu.au) on or before the close of business on Tuesday 1 October 2013. No nominations were received as of 21 October 2013 and second call for nominations was placed in the School Newsletter of 22 October 2013 with no further nominations.

   Mr Douglas Malcolm offered to stand again for the role and was declared elected.

8. **Pre-purchase of new equipment**

   Section 3.10 of the 2012 Internal Audit Corrective Action Plan required the School to “review procedures for pre-purchase approvals of new equipment, to ensure clarity around requirements, and to verify that OH&S is considered prior to purchase”.

   The School has had in place for at least two years a “new equipment request proforma” which staff were required to complete as part of any funding application that included equipment in the budget.
8. **Pre-purchase of new equipment** (cont’d)

Members reviewed the proforma which had been provided with the agenda papers. Members noted the School’s finance staff reviewed all equipment purchases, details of which should be provided in a procurement plan. OH&S information was required as part of the risk assessment section within the procurement plan. However, the finance staff were not expected to be expert users; responsibility for purchasing and using safe and compliant equipment remained with the academic staff in charge of the order.

Members agreed the procedures were suitable.

9. **Communication on OH&S Matters**

Members noted communications which were sent to staff during the period 16 August 2013 – 22 October 2013.

**Emails**
- 23 September 2013 (MechMining All staff): Call for nominations for a Workplace Health & Safety Representative.
- 25 September 2013 (MechMining Everyone): Article on laboratory safety (USA report).
- 8 October 2013 (MechMining All staff): October OH&S Courses.
- 21 October 2013 (MechMining All staff): Reminder to use the equipment request proforma (which was attached to the email) as part of a grant application requesting equipment.
- 22 October 2013: (MechMining Everyone): Notice from the OH&S Unit regarding working off campus near bushfires.

**School Newsletter**
- 22 August 2013: Reminder on electrical safety requirements and how to get assistance to have electrical work done.
- 18 September 2013: Notice of spaces available in the course “Chemical Risk Assessment Database Training”.
- 21 October 2013: Second call for nomination for a Workplace Health & Safety Representative (no nominations received from the 23 September 2013 email).

11. **Faculty OH&S Minutes: meeting of 26 September 2013**

Members noted the minutes of the Faculty OH&S meeting held on 26 September 2013 and were asked to share these at their respective meetings.

12. **UQ Mine**

Members noted the recent mining games, which were held at the UQ Mine, were incident free.

Members also noted that the elevated lead level in the soil near the UQ Mine was reported to the State Government as required by law. UQ also put out a press release on this matter and also did a letterbox drop to homeowners near the mine site. UQ also continued to transport excess water off site and an application to dispose of water via the sewerage system was progressing.

13. **Role of members**

Members were reminded their roles were to bring things to the Committee from their constituencies and report back from the meeting to their constituencies (i.e. Divisional meetings, RHD student:staff meetings).

14. **Next meeting**

The next meeting of the Committee would be held in early 2014.