Present: Professor David Mee (in the Chair), Professor Andrej Atrens (for Professor Mingxing Zhang), Dr Kevin Austin, Mr Munirud Dean, Mrs Kim Lamb, Mr Doug Malcolm, Dr Micah Nehring, Mr Bojan Vlacic.

Welcome: Dr Kevin Austin (representing CRC Mining).

Apologies: Dr Bo Feng, Mr Eddie Platt, Professor Mingxing Zhang.

Minutes: The minutes of the meeting held on 25 March 2014, having been previously circulated, were taken as read and confirmed.

Business Arising out of the Minutes (meeting 1.2014)

The following have been actioned
- Item 1A.3 AEB-612 – water leak (incident 7566)
- Item 1A.7 Short term chemical storage
- Item 1C.2 Test and Tag Schedule
- Item 3 OH&S Goals Review
- Item 4 OH&S Management Plan

Items in progress

<table>
<thead>
<tr>
<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>KL/EP</td>
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1. Review of Incidents, Inspections, Audits and Monitoring

A. Incidents

Members reviewed the incidents which have occurred since the meeting of the Committee held on 25 March 2014 and others that occurred prior to the meeting that had not been progressed through the University’s incident reporting system at the time of the incident.

a. Off site testing (incident 7770)

On 6 March 2014, a RHD student travelled to AlfaTest to witness impact testing of some specimens. The testing was to be performed by AlfaTest employees. The impact tests involved a swinging pendulum with 300J energy (~20kg). AlfaTest’s standard practice when inserting or adjusting the mounts was to lock the pendulum in the raised position with two "stops". The first stop was a latch on the pendulum which was released by pulling a lever on the machine. It was conceivable that this lever could be knocked and the pendulum accidentally released when standing up, if due care was not taken, so this on its own was not acceptable. The second stop was a metal rod inserted in the path of the hammer so that if released it could only move a few degrees before stopping - such an event would be very unlikely to cause an injury and any injury would be minor. As the student was not to perform any testing, he had not been trained on this machine and was unaware of this two stops protocol. At the start of testing the trained AlfaTest operator did not insert the metal rod (stop 2). He was having trouble with inserting the correct mounts for the tests. The student had been trained on a similar machine at UQ (RA# 45812) and offered some assistance. During this time parts of his body and limbs were in the potential path of pendulum. After a short while, another AlfaTest employee noticed the metal rod was missing, alerted both to the increased risk and reported the incident to AlfaTest management. There was no injury, nor any uncontrolled release of the pendulum. However, there was a higher probability of an uncontrolled release than would normally be considered acceptable by UQ's or AlfaTest's standards. AlfaTest was advised and the risk assessment (31721) was modified. On 7 April 2014, the student reported that the suggested safety improvements were successfully implemented by AlfaTest.
1. **Review of Incidents, Inspections, Audits and Monitoring (cont’d)**

   a. **Incidents (cont’d)**

   b. **Associate Professor Paul Meehan – cycling accident**

      A member of the School’s academic staff was involved in an accident on his way home from work. The University’s Workplace Injury Management Team assisted with the claim.

   c. **Professor Graham Schaffer – automobile accident**

      A member of the School’s academic staff was involved in an accident in Florida in the USA while on SSP leave. The University’s Insurance Office was assisting with the claim.

   d. **Frank White Building – Level 3**

      On 7 April 2014, Property and Facilities Division reported that a contractor was performing work on Level 3 of the Frank White Building and found some unknown liquids and powder in a laboratory (room 303). The room had been vacated as part of the move to the AEB in 2013. The powder was determined to be aluminium powder and the Chemical Store assisted with its removal.

   e. **Frank White Building – Level 2 Men’s toilets**

      The state of the Level 2 men’s toilets in the Frank White Building was reported to the Executive Dean as several attempts to resolve the issue had not been successful.

   f. **Dr Stefan Brieschenk – cycling accident - Incident 7439**

      On 11 December, 2013, a member of the Research Only staff was cycling into work and lost control of his bicycle on a speed bump and crashed his cycle. He continued his ride into work; however, the pain increased and an ambulance was called. He was admitted to the hospital with a broken collar bone. The staff member proposed removal of the speed bump; however, this was not supported by the Head of School.

   g. **X3 Lab - Incident 7495**

      An Occupational Trainee was working in the X3 lab and was setting up spectroscopy equipment and preparing the expansion tunnel. She needed to move the dump tank back and the cog was off, so she crouched down to put it back on the shaft. The ‘key’ piece that fits onto the shaft had been put on the wrong way so she sat on the floor to rearrange the pieces and sat directly under the edge of the control box, and when she stood up, her head hit the underside edge of the box with enough force that she fell back to the floor and had to close her eyes with the pain. She stated she did not lose consciousness at any stage. A colleague was working about 3m away, around the other side of the tunnel, and immediately came to her aid. The control box was made of hard plastic, and the edges were not sharp, so her head was not cut. Her colleagues called Security (first aid, then the medical centre). She was advised she suffered a mild concussion, that she should rest, and should her condition worsen, to go straight to a hospital (which she said was not required).

      The incident occurred on 28 November 2013 and the supervisor was asked twice to approve the report and send it to the Head of School. The Occupational Trainee has since left UQ to return home and could not access the database. It was suggested that, as a control, that foam be placed over the edges of the box along with some safety tape. Another suggestion was to include advice in the training manual.
1. Review of Incidents, Inspections, Audits and Monitoring (cont’d)

A. Incidents (cont’d)

h. Dr David Gildfind Back pain - Incident 7871

On 4 April 2014, a member of the Research Only staff was using a computer on a workbench and experienced severe back pain when he bent forward to read the screen. Security was called and the staff member was treated by the University’s Health Services. The University’s OH&S Division have recommended an elevated desk that would allow him to stand. The desk has been ordered.

i. Chemical Labelling Error - Incident 7980

On 17 April 2014, a RHD student in the Centre for Hypersonics reported he had received an email from the University’s Chemical Store that a re-pack bottle labelled “Ethanol” actually contained acetone. All ethanol labelled bottles were collected from the lab and placed in a flammable chemical cupboard for collection. The Head of School has requested that the Chemical Store investigate how this occurred. Advice has been received that procedures in the Chemical Store have been reviewed, with a change to the colour of the labels being introduced.

j. AEB Electrical incident - Incident 8004

A reportable electrical incident occurred on 8 May 2014 in the AEB when a contractor came to UQ to install a new piece of equipment in Professor Huang’s lab. The contractor had been inducted in accordance with UQ policy; however, the contractor was not a licensed electrician. During the installation, the contractor noticed a recurring fault appearing on the control screen of the equipment. In response to this, the contractor removed the top panel of the transformer and changed the phase rotation an estimated 15 times in attempt to clear the machine fault. Their actions caused a fault situation to the building circuit breaker due to the high inrush current of the device. In addition, the contractors accessed the equipment main control board for control issue interrogation, which contains 240volts. The incident report was submitted by Kris Murphy from Property and Facilities Division to his supervisor. The outcome was not yet known. The Head of School has asked for a report from Professor Huang.

k. CRC Mining

A mining shovel was being shut down in an off campus location by a member of staff seconded to CRC Mining and it was parked in an incorrect spot. The standard procedures had not been followed. The operator got off of the shovel and the face collapsed causing the staff member and two others to have to move quickly from the area to avoid injury. The staff member left the site without reporting the incident. The site procedure had not been followed and the staff member has been banned from the site. This incident was reported via CRC Mining but not to UQ. It was agreed that future incidents would be recorded in the UQ incident reporting system and sent through UQ as well.

2. 2012 Internal OH&S Audit – Implementation Report

An internal OH&S Audit of the School was undertaken in July 2012 as part of the University’s internal audit program. The internal audit program had been developed using a subset of criteria from within Element 3 of the National Self-Insurer OHS Audit tool and the associated goals for the University.

The School achieved an average audit score of 63%. It was noted that a score of 70% was the lowest score which demonstrated the effective implementation of the University’s health and safety systems. The report identified positive findings, opportunities for improvement and requirements in the form of a corrective action plan (CAP). The report also stated that the School could achieve the minimum 70% score without difficulty.
2. 2012 Internal OH&S Audit – Implementation Report (cont’d)

Members agreed that the School generally had good systems in place and there was a good understanding of OH&S responsibilities within the School. However, the School needed to improve training and knowledge of responsibilities amongst workers and supervisors, particularly laboratory managers. The completion of Training Needs Analyses (TNA) and follow up actions by supervisors remained an issue; however, this was improving due to a change in business practices by the School’s HR staff.

Members endorsed the finalised Implementation Plan for the 2012 Internal OH&S Audit. The plan will be posted on the website with a notice in the School Newsletter.

3. OH&S Policy Changes

Members reviewed proposed changes to the University’s OH&S Policy (PPL 2.10.03 – Occupational Health and Safety). The UQ OHS Policy was due for review in August 2014 and the University’s Occupational Health and Safety Division was in the process of reviewing the policy. Feedback has been requested from the University community.

A summary of changes included:

- Section 1 (Purpose and Objectives): expanded to include safety to UQ’s neighbours and the general public as a requirement.
- Section 4 (Policy Statement): expanded to include, *inter alia*, (a) responsibilities and accountabilities of staff, supervisors and UQ leadership, (b) measurable objectives and targets, (c) appropriate and targeted training and (d) review of systems.
- Section 5 (Compliance): removed reference to the disbanded OH&S Council and included the role and function of the Workplace Health and Safety Representative (WHSR).
- Section 6 (Training): new section which included a reference to training of managers and supervisors.

Members endorsed proposed changes to the policy and agreed this should be mentioned at upcoming Divisional meetings with a summary placed in the School Newsletter.

4. Testing and Tagging of electrical goods

Members noted the annual “Test and Tag” Schedule provided by the Faculty Workshop Group (Table 1).

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<th>Month</th>
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<tr>
<td>January</td>
<td>Zelman Cowan</td>
<td>July</td>
<td>AEB</td>
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<td>February</td>
<td>Don Nicklin</td>
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<td>November</td>
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<td>June</td>
<td>Mansergh Shaw</td>
<td>December</td>
<td>Frank White Annexe</td>
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The FWG would notify occupants of each building by email approximately 4 weeks in advance of the testing in that area. The email would contain advice to occupants of what they needed to do to be ready for the exercise. New equipment should be tested on arrival as part of the asset management process.

Members agreed that additional notice should be provided to building occupants as the test and tagging progressed through the building. The School Manager would advise the Faculty Workshop Group’s Deputy Manager.
5. School Safety Seminar

Members noted that the first of two compulsory School Safety Seminars was scheduled for 12 June from 11:00am – noon in the Physiology Lecture Theatres (63-348). The topic was “The Is (“eyes”) have it: Induction, Incidents and Interest” and the information to be presented was a basic refresher course.

Members asked that the risk assessment drop in sessions be advertised at the seminar so that staff were aware the Faculty's Workplace Heath and Safety Manager held these on a fortnightly basis and knew how to sign up for the sessions. It was important to educate staff on how to prepare an effective risk assessment and the importance of seeking advice to complete these. The inclusion of standard operating procedures was an essential part of risk assessment.

It also suggested that procedures surrounding electrical work in the educational setting (e.g. electrical engineers) be included, particularly with respect to the definition of "electrical worker" and circumstances where an unregistered person could participate in electrical work (e.g. in a classroom setting).

6. Communication on OH&S Matters

Members noted the following communications were sent to staff (19 March 2014 – 27 May 2014).

**Emails**
- 7 April 2014 (MechMining Everyone): reminder to not wear lab coats and PPE outside of the laboratory.
- 13 May 2014 (MechMining Everyone): request to send questions for the 12 June 2014 School OH&S Seminar.

**School Newsletter**
- 14, 21 April 2014: Notice that the OH&S Committee meeting minutes from 25 March 2014 were posted onto the School’s intranet.
- 28 April – 12 June – Notice of School safety seminar (11 June).
- 12, 19, 26 May 2014: Testing and Tagging Schedule.
- 12, 19, 26 May 2014: Notice of School safety seminar.
- 19 May 2014: Notice of Risk Assessment Workshops

**OH&S Notices**
- nil

7. Faculty OH&S Minutes: meeting of 27 March 2014

Members noted the Faculty OH&S Committee held on 27 March 2014 and were asked to share these at their respective divisional meetings.

8. OH&S Forum Minutes: meeting 3 April 2014

Members noted the minutes of the inaugural University OH&S Forum held on 3 April 2014 and were asked to share these at their respective divisional meetings. A link to the minutes will be put in the next School Newsletter.