Meeting 3/2014 29 August 2014 Not for general publication

Present: Professor David Mee (in the Chair), Mrs Kim Lamb, Mr Doug Malcolm, Dr Micah Nehring, Mr Bojan Vlacic, Professor Mingxing Zhang.

Apologies: Dr Kevin Austin, Mr Munirad Dean, Dr Bo Feng, Mr Eddie Platt.

Minutes: The minutes of the meeting held on 3 June 2014, having been previously circulated, were taken as read and confirmed.

Business Arising out of the Minutes (meeting 2.2014)

The following have been actioned –

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Item</th>
<th>Action required</th>
</tr>
</thead>
</table>
| 1/2014  | 1A.6 | ▪ Feedback from divisional meetings needs to be provided to the School’s OH&S committee.  
▪ Performance review – discussion of incidents would occur during the annual performance review. A summary of incidents would be reported to staff and their supervisor prior to their review and comment would be inserted into the staff member’s performance review to facilitate |
| 2/2014  | 1A.g | X3 lab incident (7495) was resubmitted as incident 8398 and approved on 28.8.2014 upon the student’s return to UQ. |
| 2/2014  | 2    | 2012 Internal OH&S Audit – the report has been sent to the University’s OH&S Division |
| 2/2014  | 3    | OH&S Policy Changes: a summary was placed in the School’s Newsletter of 9 June 2014 |
| 2/2014  | 4    | The Faculty Workshop Group agreed to provide notices of the progress of testing and tagging throughout a building. |
| 2/2014  | 9    | A link to the OH&S Forum minutes has been placed on the School’s internet and the 1 September 2014 Newsletter will contain the information. |

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>1/2014</td>
<td>2</td>
<td>On line database for undergraduate student training and thesis induction. Blackboard might be useful.</td>
<td>KL/DM/SC</td>
</tr>
</tbody>
</table>
| 1/2014  | 1A.6 | New lab set up procedures  
▪ New lab set up process - an update to the Guidelines for the Refurbishment would be done.  
▪ Audit of 43-004, 43-005 | KL  
EP |

1. Faculty Incident Summary (1 January 2008 – 11 August 2014)

Members reviewed the incident report summary (1 January 2008 – 11 August 2014) that had been provided by the Faculty’s Workplace Health and Safety Manager. The report also included a summary of the type of incident and the location of the incident and was adjusted to attribute pre-2009 incidents to the appropriate successor school of the School of Engineering. During the reference period, there were 64 incidents reported in the School. Table 1 shows comparative data across the Faculty.
1. Faculty Incident Summary (1 January 2008 – 11 August 2014) (cont’d)

Table 1 – Incidents 1 January 2008- 11 August 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Number</th>
<th>SoMME</th>
<th>Arch</th>
<th>AWMC</th>
<th>Chemical</th>
<th>Civil</th>
<th>ITEE</th>
<th>EAIT</th>
<th>FWG</th>
<th>Total</th>
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<tr>
<td>2008</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>3</td>
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<td>2</td>
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<td>24</td>
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<tr>
<td>2009</td>
<td>7</td>
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<td>4</td>
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<td>1</td>
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<td>23</td>
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<td>2010</td>
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<td>2011</td>
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<tr>
<td>2014</td>
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<td>1</td>
<td>4</td>
<td>3</td>
<td>3</td>
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<td>8</td>
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<td>30</td>
<td>36</td>
<td>23</td>
<td>257</td>
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</tr>
</tbody>
</table>

The type of incidents across the Faculty are included in Table 2. Most incidents did not cause injuries. The most common types were cuts, bruises or sprain/strains.

It was resolved that -
a breakdown of the injury types at the School level be provided at the next meeting.

Table 2 – Incident type 1 January 2008- 11 August 2014

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
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<tbody>
<tr>
<td>Bruise or Crushing</td>
<td>15</td>
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<tr>
<td>Burn or Scald</td>
<td>3</td>
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<tr>
<td>Contact with Chemicals</td>
<td>5</td>
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<td>Cut or open Wound</td>
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<td>Medical Treatment Case (MTC)</td>
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<td>Near Miss – High Potential</td>
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<tr>
<td>Nil injury</td>
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<td>Spill</td>
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<tr>
<td>Sprain or Strain</td>
<td>28</td>
</tr>
<tr>
<td>Total</td>
<td>259</td>
</tr>
</tbody>
</table>

2. Review of Incidents, Inspections, Audits and Monitoring

A. Incidents

Members discussed the incidents which have occurred within the School since the meeting of the Committee held on 3 June 2014.

a. **50-C403 (8130)**

On 30 May 2014, one of the School’s technical staff was alerted to a smell coming from near the School’s Mechatronics teaching laboratory. The source of the smell was investigated and it was determined to be coming from a laboratory (50-C402) which was a research laboratory belonging to the Advanced Water Management Centre (AWMC). Advice was received on 28 July 2014 that a fan in the muffle furnace in the lab was broken. A new fan was ordered and installed.

b. **Electrical incident (8152)**

On 5 May 2014, an incident occurred during the installation and commissioning of a new nanogrinding machine in the Advanced Engineering Building, Room 233A. The contractor, Okamoto Machine Tool Works LTD, Japan, had undergone the UQ induction. However, during testing, an error message “electrodes are oppositely connected” appeared on the control computer due to the different standard in Japan and Australia. The technician from the company, who was not a qualified electrician, rotated the two phase power in the transformer. Immediately after that, the machine was powered on and tripped the power in AEB. A qualified UQ electrician was contracted and, according to the analysis, the safety threshold (62A) was reached when the machine was just turned on, as the working current was 60A plus the in-rush current due to energy storage in the capacity. The solution to avoid tripping the power was to keep the transformer power on.
2. Review of Incidents, Inspections, Audits and Monitoring (cont’d)
A. Incidents (cont’d)

c. Use of carcinogen (8202)

One of the School’s technical staff, who was acting as laboratory manager during another’s period of leave, was assisting a PhD student to write a risk assessment and experimental protocols for the use of a metallographic etchant containing chromium trioxide (a Group 1 carcinogen). During the risk assessment process, it was noted that chromium trioxide was toxic and could also cause cancer. The technical staff member did not immediately refer to the safe handling of carcinogens and while care was taken with the experiment, some of the protocols were not implemented (e.g. signage that indicated that a carcinogen was in use). The experiment has since been discontinued. It was suggested that: (1) the risk assessment database be modified to generate a link to users and the WHSC whenever such chemicals are recorded in the database; (2) that additional labelling be placed on containers to indicate that the chemical should not be used without referring to the UQ Guidelines; and (3) that the chemical inventory template be modified to explicitly indicate this type of material.

d. Composites Laboratory AEB 523 (8227)

On 16 July 2014, as part of the office move to UQ by the CRC for Advanced Composite Structures, laboratory materials were also relocated. It was not known prior to the move that chemicals were being moved and it was subsequently discovered that 20 litre containers of flammable liquids were being stored unsafely on the floor of the laboratory. A staff member from the University’s OH&S Division attended the laboratory and recommended a solution which involved decanting the flammable liquids into smaller containers and storing any excess amounts in the flammable liquid store in the building. A revised chemical inventory was requested. The group met with the Faculty’s Workplace Health and Safety Manager on 23 July to discuss the issue. The outcome was as follows:

- The Hazardous Area Compliance (HAC) for the lab was reviewed and requirements clarified. Excess flammable liquid would be disposed of via the Chemical Store. Should any other flammable liquids, other than those already identified in the HAC be needed, a new HAC would be required.
- The amount of flammable resins would be reduced with excess amounts moved to the flammable storage area on Level 2 of the building after it is decanted into 2 litre containers in the UQ Chemical Store.
- Other chemicals in excess of that allowed in the lab would be moved to the General Chemical Storage room on Level 2 of the AEB building.
- No decanting was permitted in the Level 2 storage areas in the AEB.
- A flammable cabinet could be “derated” to 100 litres by removing one shelf and changing the rating from 250 litres to 100 litres.
- A corrosive cabinet would be sourced.

It was also noted that the Level 2 general storage areas in the Advanced Engineering Building might require shelving. This has been referred to the Faculty Executive Officer for action.

f. Purchase of chemicals using travel card (8244)

On 17 July 2014, a PhD student came to see the School’s finance manager to ask about who handled importation for the University as she expected 1000kg of iron rods to arrive. It was discovered that the iron rods were not ordered by the finance staff and the PhD student subsequently confirmed that she purchased the rods during a recent visit to China, using cash from her cash passport which was issued to her for travel purposes. It was then discovered that she also purchased manganese, also using cash. There was no indication on the travel form that funds identified as “other” on the travel form would be used for these purposes. The PhD student apparently claimed that she had indicated to the finance staff that she was going to do this; however, the finance staff denied being provided with this detail.
2. **Review of Incidents, Inspections, Audits and Monitoring (cont’d)**

A. **Incidents (cont’d)**

The Head of School emailed the academic supervisor to request the following: (1) that the student be counselled on proper purchasing and OH&S practices, particularly with respect to chemicals; (2) that a risk assessment be completed/reviewed to ensure all PPE is in place; (3) that he and the student review the risk assessment, introduction to purchasing and travel, chemical risk management and review her Training Needs Analysis to ensure all required training has been completed. The Head of School met with the academic supervisor on 30 July 2014 regarding the incident related to purchases of pure iron and manganese from China. The academic supervisor acknowledged that the process of allowing the RHD student to purchase the goods using her cash passport was inappropriate and he would ensure this did not happen again in the future. They also discussed the hazardous nature of the 200 kg of manganese chunks that were purchased in China. Based on the Chemwatch MSDS for manganese flake (reference number A317LP, issued on 5/1/2011) and the AEE MSDS for manganese chunks and other forms (C. A. S. Number 7439-96-5), both the academic and Head of School concluded that manganese in the form of chunks were non-dangerous goods.

Before the School progressed with shipment of the manganese chunks to Australia, the School sought advice from the UQ Chemical Store to determine whether manganese chunks could be cleared through customs and also to confirm if the order should be managed by the Chemical Store. It was subsequently determined the manganese was not hazardous and the material has been arranged to be imported using the University’s preferred supplier. However, the Chinese Government recently changed its export laws and the material was now not able to be shipped to Australia. In addition, the finance staff have been (1) instructed to ensure that travel requests be reviewed more carefully to ensure that more detail is sought for “other expenditure” requests (these amounts generally contain conference registration costs) and to (2) advise the School Manager if requests to purchase chemicals are not being routed through the UQ Chemical Store. On 28 July 2014, a notice was placed in the weekly School Newsletter to remind staff and students about purchasing chemicals and allowable uses of a travel card.

- It was **resolved** that –
  - this incident would be raised at divisional academic, professional staff, and other meetings (e.g. RHD Liaison Committee).
  - committee secretaries would ensure that this was an item in the agenda for the next meetings.

- **g. Composites lab (8271)**

On 24 July, 2014, during a clean of the chemical cabinet in the composites laboratory, a small bottle (200ml) of organic peroxide was found to be leaking. The bottle was immediately placed in a large beaker and into a fume hood. The spill was wiped up using a spill kit and washed with water as per the MSDS instructions for “accidental release measures”. The UQ Chemical Store manager was contacted and a chemical waste disposal was made. The group has suggested to not store chemicals for a long period of time if they were not needed and the Head of School suggested that this be part of the annual chemical inventory.

- **h. UQMP (8282)**

On 31 July 2014, a member of UQMP cut her hand on broken glass while washing a beaker. It was recommended that washing up gloves be used at all times and that the supervisor advise staff in the lab accordingly.

- **i. Unknown Chemical (lab 49-413A) (8335)**

On 12 August, an unlabelled substance was found in the AEB, room 413A (TEM preparation lab). A member of the research only staff attempted to find out who owned the substance (it was in a sealed test tube). The substance was disposed of by the University’s Chemical Store. The recommendation was to lock the door so that those who have not been inducted could not access the laboratory.
2. Review of Incidents, Inspections, Audits and Monitoring (cont’d)

A. Incidents (cont’d)

j. Pressure release valve – Fire Laboratory (Frank White Annexe)

On 12 August a member of the School’s staff raised a concern regarding the pressure relief valve on the air compressor outside of the newly commissioned Fire Laboratory in the Frank White Annexe. This valve frequently vents air and a number of people have been startled when the pressure is released. A job to investigate the matter was logged with the Faculty’s Facilities staff. Signage and a noise dampener would be installed.

k. Overseas field work and sample shipping

A postdoctoral research fellow submitted a request for travel on 7 August 2014 and indicated that he was planning to undertake a series of experiments during his proposed visit to China. The original travel application did not include a mention of field work so the staff member was asked to resubmit the request and to prepare a risk assessment in consultation with the Faculty’s WH&S Manager. During the process, it also became clear that there were plans to send samples to China via the post. The samples were “titanium hydride powder compact” and would contain a small amount of vanadium or molybdenum. It was suggested that compaction increased stability and the samples would be stored in vacuum sealed containers to avoid any possible reactions. The staff member was asked to consult Australia Post to determine how they would prefer these samples to be sent. The samples were sent as above and also placed into a sealed metal drum filled with argon. There is not yet information about how the processed samples will be returned.

It was noted that there had been a number of issues and incidents which occurred during collaborative visits with China. Also, it was discussed that cultural differences between countries could mean that the importance of OH&S in the Australian environment needed to be stressed more in the induction process – perhaps via a follow-up session within the first year after appointment at UQ. It was suggested that a workshop (with groups which did research overseas and which had many students from countries where OH&S did not receive high prominence) regarding UQ’s and Australian requirements might be beneficial. This might be held in a Materials seminar timeslot.

It was resolved that:

- Professor Zhang would organise a workshop on the importance of OH&S in the Australian environment.

l. Incremental Sheet Forming Machine (8366)

On 21 August 2014, a member of the Faculty’s Workshop discovered that the steel frame of Incremental Sheet Forming Machine (ISF), located in Room 222 of the AEB, was not fully earthed. This was uncovered following on from an investigation into a sensor issue. An electrician from Property and Facilities Division tagged the machine out of service on 21 August and an electrician inspected the ISF on 22 August. Verbal advice has been received that the ISF had been properly earthed and the machine has been returned to service.

m. Hawken Engineering Building – Lab 50-S308

On 22 August, 2014, some safety issues were identified in the laboratory 50-S308 which was currently being used by Professor Jin Zou’s group. The issues were noticed when the Faculty Facilities Group responded to a request to assist with a repair of a pump in the fume hood in the room. The following issues were found:

Housekeeping
- Excess boxes and rubbish were being stored on the floor in and around benches
- Used gloves were left on benches when a clinical waste bin was available in the lab
- A spill of some sort was found in the middle of the floor which was starting to set
- Furniture was stored in front of the safety shower and fire extinguisher
- No hand towel was available in the dispenser
2. **Review of Incidents, Inspections, Audits and Monitoring** (cont’d)

**A. Incidents** (cont’d)

Other:
- The chairs being used in the Lab were cloth fabric and not vinyl
- A few items needed to be Test and Tagged
- Incompatibles chemicals were stored in the flammable cabinet
- There was a table being used for hot samples, the group should probably have a tray of sand for cooling samples
- Various hand and power tools should be kept stored away. The hand and power tool online module might need to be completed by lab users.

The Senior Facilities Officer believed that these issues could be resolved reasonably quickly and the Faculty would remove the non-compliant chairs and see if replacements could be given from existing stock. The School Manager emailed the Laboratory Managers on 22 August 2014 and asked for these items to be addressed. The Laboratory Manager responded later that day to state that the identified issues would be addressed.

It was resolved that the lab 50-S308 be inspected in September 2014.

**B. Inspections**

*a. Laser Safety Visit (T4 tunnel, Mansergh Shaw Building)*

Associate Professor Timothy McIntyre (School of Mathematics and Physics), in his capacity as a laser safety officer, and Professor Mee visited the T4 shock tunnel in early August 2014 to check laser safety for experiments on the T4 shock tunnel. The following points were noted:

- The area was well shielded with good quality laser curtains and appropriate shielding of the laser beam.
- There was a good established process for beam alignment (use of laser goggles and low laser power).
- There was good signage to ensure that people did not go into the laser area when the laser was in operation. It was also noted that T4 operators were aware of this process.
- The laser beam only ran at full power while a test was happening and laser output automatically ceased immediately after a tunnel test.
- There was an operational interlock on the door leading to the laser room from the stairs to the tea room. The orange warning light was also interlocked to the laser.

The following recommendations were made:

- Extra curtains should be hung above the T4 nozzle and at the corner of the curtains to provide added shielding of possible laser beam pathways if there was a major misalignment (this was completed).
- Safe operating procedures should be checked and updated as necessary. The risk assessment and procedures have been updated (#36160).

*b. Composites Laboratories (AEB 523, 524, 525)*

The Composites Laboratory was inspected on 11 August 2014 as part of the School’s new laboratory inspection schedule. The group was provided with pre-audit documentation approximately 3 weeks prior to the inspection and as part of that exercise, the group self-identified the following:

- Currently no safety coordinator nominated
  - Suggested action: Michael Heitzmann = Safety coordinator
  - Suggested action: Michael Heitzmann = Lab supervisor (previously Luigi Vandi)
  - Luigi Vandi remains Lab Manager
  - Suggested action: Update door signage
2. Review of Incidents, Inspections, Audits and Monitoring (cont’d)
   B. Inspections (cont’d)
      - Nobody is represented on the OH&S committee
        - Michael Heitzmann nominated for committee if required (the group was advised that the divisions were represented on the School’s OH&S Committee)
      - Undergraduate students did not fill in OH&S checklist as part of their induction
        - Suggested action: New check list on composite lab induction form containing a box for OH&S check list read
      - No formal SOPs which are linked with the risk assessment form
        - A goal was to have SOPs for key equipment by February 2015
      - Fume hood is out of date (note this is a Property & Facilities Division responsibility
        - Suggested action: half yearly inspection of fume hoods for all labs

b. Composites Laboratories (AEB 523, 524, 525) (cont’d)
   - Currently the nitrogen bottle is chained to the table and not the wall
     - Job with Facilities pending to install fittings for bottle
   - There were no trained first aid officers in the group
     - Have people in the group which would like to do a first aid (Luigi Vandi, Doug Holliday, Michael Heitzmann)
     - Suggested action: Attend course in the next 6 month

   The results of the inspection on 11 August 2014 showed an overall 97% score (86/89 points). One jar of chemicals was not properly labelled and the only other issue was the fact that the fume hood was past its inspection date. The Corrective Action plan included affixing an acceptable label on the decanted substance and to request Property and Facilities Division to organise an inspection of the fume hood (note: it was suspected that other fume hoods in the AEB may be out of date also).

   It was resolved that
   the School Manager send a message of commendation from the Committee to the group.

3. Laboratory Inspection Schedule

   Members noted the revised laboratory inspection schedule. The next laboratories to be inspected included those for UQMP (AEB-530/532), the T4 tunnel (45-101) and Jin Zou’s labs in the Frank White Building (43-004, 43-005) and the Hawken Engineering Building. Laboratory managers and academic supervisors would be given pre-audit documentation approximately 3 weeks prior to the inspection. There were approximately 50 labs across the School.

   It was noted that the departure checklist needed to be updated to better ensure that departing laboratory managers were identified prior to departure.

   It was resolved that
   the UQ Mine be added to the inspection schedule.

4. Training – Gas Cylinder Use and Safety

   A representative from Coregas visited UQ on 14 August 2014 to deliver a presentation on “Gas Cylinder Use and Safety”. The Head of School wrote to Heads of Division and academic supervisors of research groups who were likely users of gas cylinders to ensure their staff and RHD students attended one of the two sessions that were offered.
4. Training – Gas Cylinder Use and Safety (cont’d)

The following attended:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Steven Lewis</td>
<td>RHD student</td>
<td>Richard Morgan</td>
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<tr>
<td>Rajinesh Singh</td>
<td>Postdoctoral Fellow</td>
<td>Peter Jacobs</td>
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<tr>
<td>David Gildfind</td>
<td>T&amp;R Staff</td>
<td>Richard Morgan</td>
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<td>Carlos Ventura</td>
<td>Postdoctoral Fellow</td>
<td>Kamel Hooman</td>
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<td>Anand Veeraranaran</td>
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<td>Will Landsberg</td>
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<td>Tristan Vasyn</td>
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<td>Russell Boyce</td>
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<td>Zachary Denman</td>
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<td>Tamara Sopek</td>
<td>RHD student</td>
<td>Richard Morgan</td>
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<td>Sangdi Gu</td>
<td>RHD student</td>
<td>Richard Morgan</td>
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<tr>
<td>Selena Smith</td>
<td>Undergraduate BE (MECH4500)</td>
<td>Kaz Nogita</td>
</tr>
<tr>
<td>Jonathan Read</td>
<td>Senior Research Assistant</td>
<td>Kaz Nogita</td>
</tr>
<tr>
<td>Yahtia Ali</td>
<td>RHD student</td>
<td>Mingxing Zhang</td>
</tr>
</tbody>
</table>

It was noted that there was good representation from some areas but less so from others. It was suggested that the Head of School contact some supervisors to alert them to their responsibility to ensure staff and students received appropriate training.

Information on the date of the next workshop was required.

It was resolved that –

- the Head of School would contact relevant supervisors and alert them to the need to ensure that staff and students received proper training; and
- the School Manager would contact the OH&S Division to determine the next scheduled date of gas cylinder training.

5. Testing and Tagging of electrical goods

Members noted the outcome of the “Test and Tag” exercise in the Mansergh Shaw Building showed that four items of equipment in the Metrology Laboratory failed the test as did a kettle in the QGECE Lab.

Follow up action was progressing.

It was resolved that –

Doug Malcolm report on progress at the next meeting of the Committee.

6. School Safety Seminars and Workshops

A total of 139 staff and RHD students attended the School Safety Seminar held on 12 June 2014. The topic was “The Is (eyes) have it: Inductions, Incidents & Improvement”. The seminar was essentially a refresher course to help staff and students know where to go for advice and to gain a practical understanding of induction requirements, incident reporting and how to improve the School’s Safety Seminar. The Faculty’s Workplace Health and Safety Manager and a representative of the University’s Occupational Health and Safety Division also attended.

The topic for the Semester 2 2014 Seminar would be “Laboratory Inspections – rationale, process and feedback”. Another suggestion was to hold workshops for new staff and RHD students on an annual basis on some matters such as travel, laboratory requirements, etc. with the aim to making all new staff and RHD students aware of requirements as part of their staff development. Laboratory Managers needed to attend relevant OH&S courses designed for their roles.
7. First Aid Training

Members noted that the Faculty offered to coordinate first aid training for staff with the view to ensure an effective complement of trained first aid officers. The School nominated 3 people to attend, two from St Lucia and one from Pinjarra Hills. The cost was $125 per person and includes CPR training.

8. Communication on OH&S Matters

Members noted the following communications were sent to staff (27 May 2014 – 25 August 2014).

**Emails**

- 12 June 2014 (Mech Mining All staff): reminder about the School Safety Seminar that day
- 3 July 2014 (Mech Mining Everyone): email about thieves on campus
- 7 July 2014 (Mech Mining All staff): reminder to undertake compulsory supervisor training
- 16 July 2014 (Mech Mining Everyone): email about being vigilant while walking alone on Campus plus a follow up email to correct the emergency call number
- 31 July 2014 (Mech Mining All Staff): email about gas safety training on 14 August 2014
- 8 August 2014 (Mech Mining Everyone): email regarding Ebola from OH&S and DVC (I)
- 19 August 2014 (Mech Mining Everyone): email regarding suspicious behaviour on Campus

**School Newsletter**

- 3, 9 June 2014: Notice of School Safety Seminar
- 3, 9, 16, 23, 30 June 2014: Reminder to do annual fire safety quiz
- 3, 9 June 2013: Seminar Notice “Musculoskeletal injuries & cycling to work: How to improve your ride
- 9 June 2014: Notice on the review of the University’s Health & Safety policy
- 16, 23, 30 June; 7, 14 July 2014: Registration notice for Risk Assessment drop in sessions
- 7 July 2014: Notice of thieves on Campus
- 21 July 2014: nil
- 28 July, 4 August 2014: Notice regarding the requirement to only purchase chemicals through the Chemical Store (and gases through Coregas or BOC)
- 11 August 2014: Gas Cylinder Use and Safety Presentation
- 18 August 2014: Notice of the commencement of annual laboratory inspections
- 25 August 2014: Notice of RU Ok? Day
- 1 September 2014: Notice of the University’s OH&S Forum minutes (posted to the School’s website)

**OH&S Notices**

- nil

9. Faculty OH&S Minutes: meeting of 10 June 2014

Members noted the Faculty OH&S Committee held on 10 June 2014 and were asked to share these at their respective meetings. Issues to be raised at other meetings would be highlighted during the School’s OH&S meeting. It was agreed that nothing specific items from the 10 June 2014 Faculty OH&S meeting needed to be raised at Divisional staff meetings.

It was *resolved* that—
Committee secretaries ensure that any relevant items are included as agenda items for future meetings.