



SAFETY COMMITTEE MEETING

**Thursday 8 August 2013
12pm
Room 1.511**

MINUTES

Present: John St George, Leonid Ostrovsky, Rod Chan, Steve Warrington, Peter Buchanan, Filicia Wicaksana, Dariusz Kacprzak, Wendy Chambers, Ian O'Keefe, Mehdi Shahbazpour

In attendance: Noletta Baatjes

New members:

Chair welcomed new member: Filicia Wicaksana of C&M

1. Apologies

Stephen Olding, Nick Brewer, Amanda Wood, Malcolm McCarthy

2. Minutes of Previous Meeting

The minutes of the previous meeting were tabled and accepted.

3. Matters Arising

Baseline Occupational Health testing - Ian sent the information of course providers to Nick. Ian explained the company set up on site if numbers are sufficient. Workshop and new staff appointments in technical area a priority.

Nick to action

Peter has spoken to a student about being a student representative on the committee but no interest as yet. John will ask Elizabeth Fassman (Chair of Staff Student committee) if there are any students interested to attend the meetings.

4. Web page

University webpage will be changing soon so it's easier for students to access.

It was said that we should be aware of what we put on our webpage especially if we don't want it made public.

5. External review of H&S

The Acting Dean decided to commission an external review of our Health and safety practices within the Faculty. This was initiated by an accident in Civil. Ian elaborated on this. It was stressed that we need to improve the H&S culture.

Next steps:

- The external reviewers will observe our processes and practices in the labs for undergraduate and research activities.
- The reviewers will prepare a report for the Dean

All were in favour of an external review and offered their support. Ian couldn't give a timeframe but likely to start next month.

Ian supported this initiative and noted the University was looking more closely at H&S – budgets for staff training, staff to student ratios in labs.

John will write to the Acting Dean to thank him for taking this initiative.

6. Outstanding issues from Hazard Reviews

No outstanding issues.

7. Safety incidents in the FoE and University

The meeting discussed the safety incidents within the Faculty.

One concerning hygiene raised the issue of the number of barbeques in the Faculty. After discussion it was decided to do an audit of barbeques and gas bottles. It was suggested we have a central barbeque, where faculties can book a barbeque in advance, pick up and return. That way barbeque cleanliness and gas bottle storage is compliant.

Wendy to action

John reported on a serious accident that happened in the Civil lab. One of the issues was overcrowding. With student numbers increasing space and staff in labs are at a premium. This issue is of concern as there are timetable constraints on students which affect all undergraduate students including Part 4 project students.

Incident/accident reporting was discussed in relation to an incident occurring outside the reporting person's area, for example another department's lab. The incident report is signed by the person's supervisor which could mean the person responsible for the area where the incident occurred is unaware of it. Ian pointed out there were guidelines on the web page as to what needs to be reported. Noted that all incidents occurring in a lab or administered (restricted) area must be reported to the manager of the area.

Ian reported that there were no major incidents - University wide.

8. Any other business

Peter reported a problem with Vault. He requested that the incident/accident form should match the Vault system.

Peter raised the issue of the FAR process reviews and inquired who the representative was for H&S.

Wendy informed the committee the H&S process is happening, but hasn't been asked for a nominee as yet. It was agreed Peter would be an excellent nominee when they called for nominations.

Dariusz asked if accidents happening overseas should be reported. Ian said it should be if it's work related.

Meeting closed at 1.20pm