

**SAFETY COMMITTEE MEETING**

Thursday, 7th February 2013

12pm, Room 1.511

**Minutes**

 **Present:** John St George (Chair), Mehdi Shahbazpour, Wendy Chambers, Ian O’Keefe,

Rod Chan, Steve Warrington, Malcolm McCarthy, Nick Brewer, Noletta Baatjes

 and Geoff Kirby

1. **Apologies:** Amanda Wood
2. **Minutes of Previous Meeting**

The minutes of the previous meeting were tabled and accepted.

1. **Matters Arising**

Website - a quick link on the staff intranet to access an Incident/Accident form was now available.

Building First Aid Officer and other First Aiders to have mobile numbers added to the list if available.

Nick to check with Department Managers at the DM’s Meeting that they have a current list of first aiders in their departments.

1. **Web Page**

Dealt with under matters arising.

1. **Committee membership**

Peter Blythe has resigned from the University – the Committee thanked Peter for his contributions to the safety committee over the years. It was noted the interim replacement for Peter is Rob Kirton.

Mehdi Shahbazpour was welcomed to the committee as Enrico Haemmerle’s replacement. Committee thanked Enrico for his contribution to the committee.

Filipa Silva from C&M is on maternity leave Chemical & Materials to be reminded to find a replacement for Filipa. Gordon Mallinson has to be added to the list as Acting Dean.

Kevin Healey is no longer on the committee

1. **Hazard Reviews**

Ian outlined how the reviews will work this year and encouraged everyone to be involved. Some departments have engaged consultants (Business Risk Assessments) to carry out the hazard reviews independently; however Ian noted this is unacceptable as UoA staff must be involved. Staff need to foster a culture of reporting – no problem with doubling up.

Note that all equipment in a lab space, store room, field site or office should be checked – ownership is not related to safety.

Steve Warrington noted the correct procedures and tags should be used when “locking out” equipment. Faculty will look into buying these tags and each department’s lab managers will be responsible for them.

Electrical testing should be up-to-date.

We should also encourage our students to engage in H & S issues and do hazard reviews with staff.

Grafton Road crossing to the Business School – lecturers should warn student about the dangers of crossing that road, also finish lectures on time so students are not hurried getting to their next lecture.

Ian noted it would be good to have the Hazard reviews completed prior to the start of Semester 1.

1. **Safety incidents in the FoE and University – Ian O’Keefe**

Noted more incidents are being logged in Engineering. This is seen as a positive step – especially from the C&M department.

Incidents:

Liquid nitrogen transported in the lift with people – noted it must travel alone and therefore requires at least two people to manage the lift.

Manual handling injuries – ensure that staff are not lifting heavy loads.

Mehdi suggested we include the incidents from the Vault system in the agenda of our meetings with only descriptions and number of reports Nick to action.

1. **Any other business**

It was reported that we need to have documentation put in place when work is carried out within UoA or externally by contractors. This is to meet our obligations under S18 of HSE Act. Property Services have some documentation they use for this purpose.

Meeting closed with a word of thanks from the Chair.