



THE UNIVERSITY OF AUCKLAND  
NEW ZEALAND

Faculty of Engineering

**SAFETY COMMITTEE**

Meeting 9<sup>th</sup> June 2010

10.00am, 12<sup>th</sup> Floor Meeting Room

**MINUTES**

**Present:**

Ashoka Abeysekera, Rod Chan, Allan Clendinning, Enrico Haemmerle, Kevin Healey, Mark Jones, Geoff Kirby, Malcolm McCarthy, Ian O'Keefe, Leonid Ostrovsky, Dariusz Kacprzak, John St George

**1. Apologies:** Kim Williams, Peter Blythe

**2. Minutes of Previous Meeting**

Minutes of the previous meeting 22 February 2010 were tabled and approved subject to a correction for apologies.

**3. Matters Arising**

None.

**4. Resignation of Building Warden**

Rob Earl has indicated that he would like to step down from his role as Building Warden in order to devote more time to his laboratory duties. The Committee thanked Rob for his service as building warden for the Faculty and was grateful that he will continue to act in this role until a replacement is found. John St George to approach likely candidates for the role.

**5. Trial Fire Evacuation**

The trial evacuation for the first semester went smoothly – there was still an issue with crowd control outside the main entrance and floor wardens were instructed to move people down the pavement on Symonds St.

An evacuation occurred when a smoke alarm was triggered in the 5<sup>th</sup> floor kitchen due to burnt toast. It was noted by Rob Chan that the alarm in the library was subdued. This has been reported to Property Services.

**6. Incidents and near misses for the Faculty.**

Ian O'Keefe reported that there had been an injury to an eye caused while soldering, the injured person was not wearing PPE. Ian noted that the wearing of PPE was an individual responsibility and sometimes difficult to police. He suggested:

- anybody that noticed a person not wearing PPE should tell them immediately.
- laboratories should keep records of safety infringements such as not wearing PPE.
- put training in place – retrain if necessary
- repeat offenders could be prohibited from working in the area.

Geoff Kirby noted that while the Design 1 Truss project was on in the Conference Centre, there was very little technical supervision. Suggested more TA's be used while the project is running. John St George to talk to Hugh Morris the co-ordinator for Part 1 Design.

**7. Health and Safety Review - ACC audit**

Ian O'Keefe reported that the Senior Manager Health and Safety Review for the Faculty was due 10<sup>th</sup> June. It involves reviewing the accidents/incidents, hazard reporting and identifying areas in the Faculty for improvement. A major aspect is the fostering of a strong safety culture within the work environment: informing, engaging, recognising and rewarding. Ashoka to liaise with Ian regarding input for the report.

**8. Safety Day**

It was noted that the Faculty was running a Safety Day on September 1. Any ideas or people who want to be involved please contact Nick Brewer or John St George.

**9. Accreditation**

The IPENZ accreditation panel will be visiting the Faculty in October. Safety was an issue that was raised during the last accreditation and it is therefore important that staff on the safety committee make sure that the particular safety concerns raised in the 2005 report are addressed. John St George will circulate excerpts on safety from the 2005 report relevant to each department.

**10. Any Other Business**

It was noted that the First Aider's list on the Faculty web site was up-of-date. Department reps requested to check on their personnel particularly new staff and report to the Ashoka.