



THE UNIVERSITY OF AUCKLAND
NEW ZEALAND

Faculty of Engineering

SAFETY COMMITTEE

Meeting 9th June 2011
12pm, Library Meeting Room

MINUTES

Present:

John St George (Chair), Michael Byrne, Dariusz Kacprzak, Alan Clendinning, Geoff Kirby, Malcolm McCarthy, Rob Chan, Ian O'Keefe, Filipa Silva, Leonid Ostrovsky and Enrico Haemmerle.

1. **Apologies:** Nick Brewer.

2. **Minutes of previous meeting**

The minutes of the previous meeting were tabled and accepted.

3. **Matters arising**

Malcolm McCarthy noted that there were two new groups in the workshop – Physics and IESE. It was suggested that they be asked if they wanted to join the Safety Committee. JDS to action
IO'K recommended that each group in the workshop carry out a hazard review of their work areas.

4. **Purchase of automated external defibrillators new members**

A quote from the Red Cross to purchase 3 AEDs had been approved. Locations for the AED units are: 1) Reception area, 2) workshop canteen 3) 9th Floor. All units will be freely accessible and training will be provided by Red Cross.

5. **After-hours access guidelines**

The guidelines on After-hours access for the Faculty were presented to the committee and approved with two minor changes. Final document accepted as FoE policy on after-hours access (attached).

6. **Hazard Review**

The hazard reviews carried out in March reported a number of outstanding issues. IO'K expressed concern that there was no process to address these outstanding issues. It was seen as essential that each Department looked into how they might report outstanding hazards and monitor corrective actions. A copy of a form used by CEE was circulated. In regard to the hazard review IO'K warned that new equipment ordered from overseas doesn't necessarily have compliant (to NZ) or adequate safety controls – particularly guarding. Staff ordering equipment should ensure that they receive an assurance from the manufacturer that the equipment meets all NZ safety standards before the equipment is purchased.

7. **Safety Incidents**

FoE – Vault system output showed 13 incidents mainly slips, trips, falls and cuts/bruises.

UoA a number of incidents working with sharp tools, contractors working at height or hot work. For field activities make sure students/staff have completed full hazard assessments prior to the work and procedures are in place in the event of an emergency.

8. **Signage**

Committee members were urged to check signage in lab areas – NZ Safety have a number of generic signs for most situation. Fire extinguishers signs noted to be out-of-date in several locations.

Use of plasma screens to promote safety messages – JDS to action.

9. **Any other business**

Traffic on Grafton Road and students crossing particularly in evening. IO'K reported that discussions with the Police, Council and traffic department had been positive.

Engineering Science requested a review of their safety procedures – JDS and IO'K to action with MB.

Lift – an incident in the FoE lift highlighted the need for better signage and information on what to do in the event of being trapped in a lift.

Guidelines on after-hours access to Laboratories – Faculty of Engineering

Lab type	Categories	Access	Day time Access	After-hours access ¹	Entry and operational Requirements	Approval	UniSafe	Comments
High Risk activities	A	Card/Key	8am-5pm	Not allowed unless under exceptional conditions	2 people present ² Induction and Risk assessment Task specific Time specific	Signed approval to be carried at all times	Contact on entry and exit	Exceptional – Apply HOD for permission
Some high risk activities	B	Card/Key	8am-5pm	7am – 8am 5pm – 10pm WE 7am -10pm	2 people present Induction Non-hazardous tasks	Signed approval to be carried at all times	Contact on entry and exit	Access should be granted for a specific task over a defined period
Medium risk	C	Card/Key	8am-5pm	7am – 8am 5pm – 10pm WE 7am -10pm	1 person may work alone Induction	Approval required	Not required	Access granted to carry out low risk tasks as identified in the hazard assessment
Low risk	D	Card	8am – 5pm	6am – 8am 5pm – 12am WE 7am -10pm	1 person may work alone Basic laboratory induction	General approval	Not required	Routine tasks e.g. desk work, microscope examination

¹ Times other than day time, not specified in after-hours are to be taken as no access

² In some cases one person might be a technician/suitably qualified UoA employee

Notes

The Faculty Safety Committee (FSC) through the departmental reps has prepared these guidelines for administering our laboratories in a consistent way in relation to after-hours access. The University policy on after-hours defines this as “any time between the hours of 7.30pm and 7am Monday to Friday, all day Saturday, Sunday, statutory holidays and University holidays”. There is a no-access time from 12am to 5am. The FSC decided that for our purposes after-hours access is defined as times the laboratory manager/technician-in-charge is normally not present i.e. outside normal work day hours.

Four categories of laboratory were defined with respect to how access would be handled, according to their risk level. Departments will nominate what category applies to each of their laboratory areas. It is expected that the day time hours will reflect the normal working hours of the technical staff and therefore could differ from the ones given in the table.

It is recognised that some activities require a technician to be present for the duration of the activity and this should be clearly stated in the induction process. In all cases where approval is required, it should be passed through the laboratory manger so that they can evaluate the impact on other activities in the laboratory.

The Department reps Enrico Haemmerle (MECH), Dariusz Kacprzak (ECE), John St George (CEE), Filipa Silva (C&M), Michael Byrne (ENGSCI) and Peter Blythe (BIOMENG)