

## SAFETY COMMITTEE MEETING

Thursday, 11<sup>th</sup> April 2013  
12pm, Room 1.511

### Minutes

**Present:** John St George, Allan Clendinning, Nick Brewer, Ian O’Keefe, Steve Warrington, Malcolm McCarthy, Dariusz Kacprzak, Stephen Olding, Leonid Ostrovsky, Noletta Baatjes

**1. Apologies**

Rod Chan, Amanda Wood, Mehdi Shahbazzpour, Geoff Kirby, Wendy Chambers

**2. Minutes of Previous Meeting**

The minutes of the previous meeting were tabled and accepted.

**3. Matters Arising**

John reported from staff completing the hazard reviews that March was a busy period and maybe later say May might be a quieter time.

Ian explained that he understands it might be more convenient but from a Health & Safety perspective, it needs to be done before the start of Semester 1. If a serious incident occurred to a student or staff member, we must be in a position to say that everything (machinery, etc) had been checked prior to start of Semester. Ian suggested that the hazard review process could start much earlier at the end of November and perhaps do bit by bit before the due date.

It was suggested an email be sent to staff in November reminding them to prepare for the hazard reviews.

**4. Webpage**

Nothing new to report.

**5. Committee membership**

Send an email to Brent requesting a replacement for Filipa – **Noletta to action.**

Stephen Olding (ABI) was welcomed to the committee, he has replaced Peter Blythe.

**6. Hazard reviews**

All departments to send a list of their outstanding issues from the current hazard reviews to Nick.

**7. Safety incidents in the Faculty and University**

Nick distributed a list of incidents/accidents and near misses – these were discussed – a number of slips and falls as well as body stressing. An incident involving the breakage of the sash cord in a fume hood reported. It was noted that it was difficult to check these as they are enclosed.

Aland informed us that on failure the hood locks but the counterweight falls, so staff should check to make sure the area beneath the counterweight is clear.

Two loud hailers have been purchased – one to be issued to the first warden to report at the check board to be used to direct flow of people along the footpath. The other to be used internally when it is necessary to direct the evacuation to a particular exit.

#### **Ian O’Keefe Report**

Ian reported on the fire to the Maidment Theatre which occurred in the dress rehearsal for the Engineering Revue. He noted the fire spread very quickly and the response from the people in the theatre was very good. Just a reminder to all to make everyone aware of where the exits are including visitors to the buildings. Investigations are still underway, but apparently this was not the first time it had happened. It was stressed that we have to keep records of everything including maintenance done to buildings e.g. Electrical, machinery, etc.

**Trial evacuation** – the FoE evacuation was completed successfully in 5minutes 36seconds. Report attached to minutes.

Ian will compile a report of all the evacuation reports from the Engineering department buildings and send to Nick for distribution.

Other safety issues: Everyone needs to check their heaters and fans before winter starts. Email to faculty – **Nick to action**.

Recommended that faculty send technical staff and a few academics to do a course on operating a fire extinguisher. To draft a review and discuss with the Dean – **Nick and John to action**.

#### **8. Any other business**

Ian distributed some brochures from a company called “Access Podiums NZ Ltd”. Faculty could perhaps use this – easy to store and assemble. Anyone interested their website is [www.accesspodiums.co.nz](http://www.accesspodiums.co.nz)

It was reported that motor cycles are parking outside the designated areas on Level 2 parking area – **Nick to investigate**.

A question was raised about safety hats – how long do we keep it? **Ian to check the lifespan**. It was reported that the 403 building access to carpark is partially blocked. Property Services are aware and working on this.

Meeting closed with a word of thanks from the Chair.

