

## SAFETY COMMITTEE MEETING

Thursday, 13 June 2013  
12pm, Room 1.511

### Minutes

**Present:** John St George, Malcolm McCarthy, Geoff Kirby, Steve Warrington, Peter Buchanan, Rod Chan, Ian O'Keefe, Nick Brewer, Wendy Chambers, Ashvin Thambyah (stand-in for Filipa Silva), Noletta Baatjes

#### 1. Apologies

Amanda Wood, Dariusz Kacprzak, Leonid Ostrovsky

#### 2. Minutes of Previous Meeting

The minutes of the previous meeting were tabled and accepted.

#### 3. Matters Arising

**Fire extinguisher training:** staff identified for the training and fire prevention are technical, workshops and electrical. It was decided that we source a provider to do training on site - cost of training is approximately \$800/\$900 for 20 people. **Action:** *Ian O'Keefe to forward a list of providers to Nick.* Nick will arrange staff training.

**Signage:** Wendy requested we improve signage for students around buildings 403/404. It was suggested we get Modern Signs to come in and recommend appropriate places where signage should be put - must comply with UoA standards. **Action:** Wendy

**Safety Helmets:** Ian reported that the lifespan of the safety hats are 3 years from date of issue, he suggested sequencing/rotating used hats with new ones.

#### 4. Webpage

Nick reported that Joanna Connolly maintains the webpage. Changes should be sent to Nick or Joanna.

#### 5. Outstanding Hazard Review Actions

##### Electrical testing:

Civil is intending to train a PhD student to do testing and tagging in Test Hall  
Ashvin reported that Chemical & Materials have someone in the department that does the testing and he meets the safety requirements.

Peter raised the question of having a unified tagging system across the FoE, however with our labs having different timeframes around electrical testing this would be very hard to organise. Useful for individual lab areas.

Steve suggested using Anthony Bee (Stores Manager) to do the testing and tagging as he was trained to do this.

Ian warned about using students as we have to ensure that they are mature and capable. We have to make sure we have a robust system. If we encounter electrical or any other faults and it wasn't tested and tagged, then insurance will not pay out. As another option, he noted that there are a number of commercial providers for testing.

**Evacuation:**

Rod reported that he experienced difficulty in getting a student to leave the library when the fire alarm went off earlier this week. He asked what the procedure is for this circumstance. Ian explained that if someone refused to leave, then leave them and report it to the building warden and fire service. If we know who it is or we can find out, then the next step is to have a disciplinary hearing with that person. He also stressed that floor wardens are not to stay but evacuate in such an instance.

Wendy reported that two alarms are not working in the workshops as well as the alarm in room 404.221.

## 6. Safety Incidents in the FoE and University

**FoE incidents/accidents:** Nick circulated the Faculty incident report and these were discussed. Points noted:

- that labs must have a hazard plan in place with adequate contact numbers.
- some equipment was being used inappropriately ensure we use right equipment
- Ashvin reported that the two Chemical & Materials issues were addressed by the department, after-hours policy was sent out to everyone in their department

**UoA:** Ian reported on the fire at the Epsom campus which was worse than the Maidment Theatre. It started at about 10am in the kitchen and spread rapidly. Fortunately no one was injured. It took about an hour to extinguish the fire. Investigations are still on-going. He reported that the building also don't have a sprinkler system in place. The insurance company is scrutinizing everything so testing and tagging is very important.

- H&S Level 1 training course still places available.
  - Occupational health testing for hearing and respiratory testing: Ian suggested we contact a provider to do the test on site. The cost varies from \$30 to \$60/test
- Action:** Ian will give contact details to John/Nick/Wendy who will arrange this.

**A&E:** Malcolm reported that two staff members needed medical attention since the UoA Clinic doesn't treat staff they were taken to A&E. Problems encountered with a vehicle to take injured staff and parking as well as parking cost reimbursement. Ambulance option for serious cases or Auckland Hospital A&E.

## 7. Any other business

In University Student Survey - H&S issue was raised by a Civil student. John reported this had been investigated. Noted that we must reinforce the safety message to our students that safety is always first and there should be no repercussions from alerting staff on safety concerns.

Peter suggested we get a student representative on the Committee. **Action:** *Peter to investigate*

Meeting closed with a word of thanks from the Chair.