



## SAFETY COMMITTEE MEETING

Thursday 19 June 2014  
Dean's Suite, 401.511 at 12pm

### MINUTES

**Present:** John St George, Mike Renwick, Lee Dewhurst, Steve Warrington, Malcolm McCarthy, Geoff Kirby, Ian O'Keefe, Peter Buchanan, Elliot Royce, Gordon Mallinson, Dariusz Kacprzak, Rod Chan, Gokhan Bingol, Mehdi Shahbazzpour, Leonid Ostrovsky, Hayley Schnell

**In attendance:** Noletta Baatjes

Welcomed Lee Dewhurst – Associate Director H&SW – UoA and Elliot Royce – HR Manager

#### 1. Apologies

Cathy Comber

#### 2. Minutes of previous meeting

The minutes of the previous meeting were tabled and accepted.

#### 3. Matters Arising

The student who was going to measure the noise levels in the offices from Symonds Street is still ill. John will find a replacement. **John to action.**

#### 4. Webpage

No changes.

#### 5. Annual Hazard Reviews (Mike Renwick)

Mike explained how he is overseeing the review process with guidance from Gordon. Departments will be contacted to prepare reviews – completed reviews sent to Hayley and Mike will compile report and submit to the Committee. It was asked if there are any changes to the way Hazard Reviews are done. Lee responded that no changes at the moment but changes likely to follow in the next months.

Mike noted he is available for a walk around in all departments so he can familiarise himself with our labs anything urgent contact him directly.

#### 6. Newmarket Safety

Mike gave an update on Newmarket.

- Handover will take place on 1 August but the move of some equipment from City and Tamaki will start in mid-July.
- Structures Building 906 won't be ready until February 2015.
- Steve will monitor moving the dangerous goods.
- Mike recommended that departments put forward H&S requirements very clearly. For Newmarket: items of note – signage, evacuation points identified, all new and moved equipment tested and checked.
- It was mentioned that traffic management is of concern.

**7. Safety incidents in the FoE and University (Ian O'Keefe)**

Ian reported a serious injury involving a student at Tamaki who caught his hands in a hopper. The stop button was pressed by another student. Fortunately he didn't require any serious medical attention. It was discovered that the fixed guard had been removed. This was a very serious incident and if the student had been more seriously injured, MBIE would likely have prosecuted. Ian stressed that students must be supervised at all times. Responsibility is on people controlling the site, ie. Technicians/University staff member. Factors to note: risk assessments/hazard reviews need to be done regularly; equipment needs to be checked before using; personal protective gear available and appropriate; near misses reported; lessons learned from incidents. It was recommended that safety inductions should be consistent and standard across all labs, also people doing the inductions should be properly trained.

**8. H&S Review and Related Matters (Gordon Mallinson)**

Gordon introduced Lee Dewhurst who has been engaged to lift the UoA performance in H&S. Lee was instrumental in Leeds University receiving ISO18001 accreditation. Gordon will email a copy of the Faculty of Engineering, University of Leeds H&S Handbook to the committee and suggested we should aspire to develop a similar manual.

Gordon circulated a list of schedule responses to the 2014 H&S Review with action items noted in the document.

The official opening for Newmarket will be March/April 2015.

**9. Department Safety Committee reports to Faculty Committee**

It was suggested by Peter that the Faculty Safety Committee should collect safety minutes from departmental safety meetings. Noletta to ask Cathy to request from Department Managers. **Noletta to action.**

**10. Pedestrians crossing Grafton Rd**

Ian has dealt with traffic and Auckland Council in the past with no joy. Business School is liaising with Property Services and they are talking to Auckland Council. Mike will find out what has happened to 403/404 project proposal for a crossing to Business School. **Mike to action.**

**11. Safety Showers**

Noted a new Australian standard for safety showers – library has copy.

**12. Scholarship for Diploma in H&S at SIT (Peter Buchanan)**

Peter suggested the Faculty support staff interested in taking the Diploma in H&S – current mechanical vacancy possible candidate. Scholarship \$800 - \$1000.

**13. Any other business**

Property Services are looking at removing the barrier in car park 5 completely as it is more of a hazard with students crossing the road to Business School.

Batteries for the defibrillator – Mike have sorted it out.

Worksafe NZ new publication – Safe use of machinery, it can be downloaded directly off the internet – highly recommended.

Meeting closed at 1.30pm