

DEPARTMENT OF MECHANICAL ENGINEERING.

OH&S COMMITTEE.

MINUTES OF MEETING, JUNE 20th,2001.

Opened. 11.15am.

Chair. M. Wahab.

Present. R. Jager, S. DeIeso, M. Bethune.

Apologies. C. Hansen, A. Mittler,

Announcements. G. Kelly has resigned from the committee.

1. Minutes of the meeting held on May 2nd, 2001 were accepted.
2. Business Arising:
 - 7.1 Draft guidelines for student placement were discussed at the Dept meeting, and again at the UHSC meeting.
 - 7.3 A date for the second Risk Assessment seminar is still to be set.
 - 7.6 This has been completed and is to be circulated.
 - 7.8 Risk assessments were raised at the Dept meeting, technical staff not to start jobs until assessments received.
 - 7.10 Cleaning was done for a short period.
 - 7.11 Materials lab to be reorganised.
 - 7.12 A. Zander is 2nd floor warden.
3. Workplace Inspection:

There was an inspection of the workshop and laboratories on 19th June, all areas Were generally acceptable apart from some minor housekeeping.
4. Accidents/Incidents.

There was one accident involving a 2nd year student, who received stitches to a cut in His arm, he received while testing his design project. As a result of this, risk assessments will be required on these projects next year.
5. Faculty Meeting.

Relevant items from the meeting held on June 14th, were discussed.
6. UHSC Meeting.

Relevant information from the meeting held on June 1st, were discussed.
7. General Business:
 1. Departmental Audit. The second part of the audit will be held in late July, early August, several items to be actioned from the previous audit still require attention, risk assessment will a major item looked at.

2. Locking out and tagging of equipment. The amendment to the original procedure was deleted as it did not comply with the act, lock out devices can only be removed by another authorised person in the case of sickness, the procedure will be placed on the Department Web site.

ACTION. M. Bethune.

3. Testing of fixed RCD's. Property Services do this on a 5 yearly basis, the Dep't has purchased a testing instrument, and testing will be done as part of normal electrical testing and recorded.
4. Notifiable Dangerous Occurrences. This procedure has been completed, and will be put on the Department web site.

ACTION. M. Bethune.

5. Vehicle use. The requirements for the safe use of University vehicles was discussed, the document will be E-mailed to all members of the Department and placed on the Department Web site.

ACTION. M. Bethune.

6. OHS&W consultative process. The chart showing the process within the University was tabled and will be placed on the Department Web site.

ACTION. M. Bethune.

7. Lifting equipment. There is no test in the Standards for testing chain blocks, all the slings and chain blocks in the Department will be visually checked for damage as part of the normal workplace inspections.

ACTION. M. Bethune.

8. Design project. Next year access to the workshop for 2nd year students doing their design project will only be at prearranged times when there is a technical staff member free to supervise them.

Meeting closed. 12.10am.