

# ADELAIDE UNIVERSITY

## Faculty of Engineering, Computer & Mathematical Sciences OH&S Committee.

Minutes of meeting held on Thursday, 10<sup>th</sup> August 2000, in room N134, Engineering North.

**Opened:** 9.00am.

**Chair:** Associate Professor M. Gibbard (Convenor)

**Present:** Mr M. Bethune (Secretary), Mr B. Alexander, Mr A. Wright, Mr S. Guest, Mr J. May  
Ms J. Channon, Mr S. Woithe,

### 1. Apologies and announcements.

- . Apologies were received from J. Knipe.
- . The Convenor welcomed Kevin Newton, the Manager of the OH&S Unit, and Mr I. Linke, who was attending to discuss Emergency Management.

### 2. Minutes of previous meeting held on 8<sup>th</sup> June.

The minutes of the meeting held on 8<sup>th</sup> June, 2000 were proposed by the Convenor, seconded by Mr S. Guest and confirmed.

### 3. Business Arising.

- . Emergency Management Plan: Kevin Newton is to meet with Graham Smith, the University Emergency Management Planning Officer, to discuss matters of concern with the Emergency Evacuation Plan, which has been signed off with the Vice Chancellor.

- . There was a meeting of fire wardens from the Engineering North building on Aug 9<sup>th</sup>, with Jane Knipe, the main point of concern was in regard to the training of floor wardens by the building chief warden, in the fact that there is no indication as to what level of training is required to meet compliance. The Faculty would like to see some indication of what training is required. Jane Knipe and Kevin Newton to work in getting a firm commitment on training requirements, with dates for a possible training program, costs and who would pay.

**ACTION. K. Newton.**

- . Engineering North building requires Property Services to set up Evacuation System, or train chief warden to be able to set evacuation system off, as for a real incident, without setting off alarms in fire service headquarters, for trial building evacuations, OH&S Unit to arrange with Property Services.

**ACTION. K. Newton.**

- . Emergency Management Plan:

Chemical Eng,	Finished
Electrical & Electronic Eng,	Nearing completion.
Civil & Environmental Eng,	Nearing completion.
Mechanical Eng,	Not commenced.
Computing & Maths	Not commenced.

- . There is a problem with evacuation routes in Computer Science, most go past major fire sources. Brad Alexander to liaise with Property Services.

**ACTION. B. Alexander.**

- . The convenor reported that the signage for escape routes in Engineering North was being looked at.

- . S. Woithe reported some progress with the signs for Civil & Environmental Engineering.
- . The faculty action plan has been signed off by the Dean.
- . Computer Science is considering training all staff as floor wardens.
- . Halogen in substation, action continuing.
- . **ACTION. J. Knipe.**
- . Air conditioner switch in the School of Mathematical & Computer Science, the School has decided to leave it where it is.
- . The shredder in the School of Engineering has been relocated.
- . The relevant people have been informed that Malcolm Bethune is the UHSC representative.

#### **4. Departmental reports/workplace inspections.**

##### **School of Mathematical & Computer Science.**

No report.

##### **Chemical Engineering.**

A. Wright tabled departmental safety committee minutes, dated 9<sup>th</sup> June 2000. Andrew also tabled the Departmental workplace inspection report dated, 9<sup>th</sup> June 2000. As well as their review of departmental first aid provisions, dated 15<sup>th</sup> June 2000.

##### **Mechanical Engineering.**

There has been no workplace inspection or departmental safety committee meeting.

Fire extinguishers have all been inspected and are okay.

There has been one accident, a 3<sup>rd</sup> year student received 3<sup>rd</sup> degree burns to the fingers on her right hand, whilst undertaking departmental course work at a TAFE college, no first aid treatment was available. An investigation into this accident is being carried out by the OH&S Unit together with the elected OH&S representative, M. Bethune.

##### **Electrical & Electronic Engineering.**

There was a workplace inspection on Aug 8<sup>th</sup>, of the offices and undergraduate laboratory, a few general housekeeping areas were highlighted.

There was a departmental safety meeting on 8<sup>th</sup> August.

There have been no accidents or incidents.

2 staff members have obtained their senior first aid certificates.

##### **School of Engineering.**

There was a workplace inspection on 8<sup>th</sup> & 9<sup>th</sup> of August, no problems were uncovered.

Jonathan asked if a fire extinguisher in the passage outside the Faculty office was sufficient, he was told this is the normal practice.

The question of who is responsible for inspections of lecture theatres was brought up, Kevin Newton to ascertain who is responsible for which theatres.

**ACTION. K. Newton.**

##### **Civil & Environmental Engineering.**