

## OHSE Committee Meeting

Minutes of Meeting No. 3/2014 of the Materials Eng OHSE Committee,  
held at 12nn on Wednesday 21 May 2014 in Building 82 Meeting Room 239

### Action

1. **Present:** John Forsythe (Chair), Stefen Bian, Nick Boyd, Paul Firbas, Jana Habsuda, Rod Mackie, Chris McNeill, Silvio Mattievich, Margaret Rendall, Ashley Roberts, Ian Wheeler, Edna Tan, Jack Wang, Yulin Zhong

**Apologies:** Jian-Feng Nie

2. **Presentation of iAudit from Daryl Gaspero**

This presentation has been postponed to next meeting.

3. **Confirmation of previous minutes**

The minutes of the previous meeting were accepted as a true record.

4. **Matters arising from previous minutes**

*Ian to buy a few "Wet Floor" portable floor stands and to store them next to spill kits. Also to email to let everyone know that it is available.*

The stands have been purchased and email will be sent out.

*Ian to check out the coat hangers that Ashley installed in her labs.*

Ian has investigated the coat hangers and will purchase for other labs.

*John to email people that the cabinets below the fume hoods are allowed to store things but not dangerous chemicals.*

Done.

*Edna to circulate the new safety test to members for feedback.*

Done.

*John to email Irek Kozicki about being nominated to sit in Building 70 building committee.*

Done.

*John to ask Stefan Bian if he is interested to join the Safety Committee as Research Fellow Representative.*

Done.

*Jack to put up a sign on 37 TGA door that the door must be kept locked.*

The lock has been changed so Edna will issue new keys and put up the sign.

*John to email lab supervisors and lab users on the use of the online booking system.*

Done.

*John to inform lab supervisors that people who are leaving will be required to get clearance from individual lab supervisor on the "Completion of Activities" form.*

**JF**

John will send out the email soon when the 4<sup>th</sup> year project finishes next week

*Margaret to check with OHS whether OHS has any major plans to change the Workplace Safety Inspections template.*

There is no immediate plan for any major changes to the Workplace Safety Inspections template.

*Ian to speak to other Resource Managers on their workplace safety inspection system.*

Someone from ECSE Department will present their iAudit to the Committee in the next meeting.

*Ian to follow up with Anita Pelacchi about lab coat cleaning.*

Anita is developing a system for the lab coat cleaning.

*Ian to investigate why security was not activated when the eye shower was used in an incident.*

**IW**

Ian is waiting for a report on the building's security protocols.

*Margaret to arrange a Risk Management session for Engineering postgrads if there are sufficient numbers.*

A few sessions were conducted in April and there will be another few sessions in the next non-teaching period. Edna will request for the April's Risk Management attendance from the Faculty.

**ET**

*Margaret to arrange for John and Ian to meet with William Potenza who is in charge of campus emergencies.*

Outstanding.

**MR**

*John to email lab users that they must inform Ian Wheeler if the first aid kit contents are running low. Also, any use of the first aid kits should be accompanied by an incident report.*

Outstanding. Ian has proposed to the Building Committee to arrange for a contractor to check and replenish the first aid kit, spill kit, etc.

**IW**

*Ian to check with the Building Committee about bags storage for the undergrads working in the labs.*

**IW**

Outstanding

*Ian to investigate the metal air ducts in Yibing's labs which vibrate/rock after the socks were disconnected.*

Done. Investigation into air system is being conducted.

*Ashley to check with Chemical Eng on their system of issuing tickets to lab users who do not wear the basic PPE.*

Chemical Eng has a weekly roster where lab managers will check the labs and they are authorised to issue tickets to people who are not complying to PPE. John will bring up this suggestion in the Department Meeting to discuss among the academics. It was agreed that the Department needs a change of culture and attitude.

JF

## 5. Safety Officer Report (John Forsythe)

### Workplace Safety Inspections

The Department will be looking into introducing iAudit next year in place of the paper based inspections.

### Risk Management & OHS Plan Review

Nil

### Hazard and Incident Reports

There was an etching incident in the Metallography Lab NH2.86 and another in Chemical Eng. The Metallography Lab is currently closed until further notice. The Department is looking into the protocols on chemical waste management, such as introducing specific plastic bottles with special caps, etc. Another suggestion was to place the bottles in larger trays so any spill can be contained within the tray. John will email lab supervisors to get the trays from Silvio. A test will also be developed for Metallography lab users.

JF

### OHS Training

Central OHS has handed the Cryogenics training back to the individual departments. There is online training including a test and the department's safety officer has 3 months to run the prac component.

### Building Evacuations

The next New Horizons evacuation will be scheduled for this semester. There was a concern that the gas alarm does not link to the building evacuation alarm. Someone suggested to manually press the fire alarm if there is a gas alarm. Also the fire exit signage is incorrect. Ian to bring these concerns to the Building Committee.

IW

### Staff & Student Induction

The next Department Safety Day will be conducted at the beginning of Semester Two.

### OH&S Plan Review

Nil

### Audits

Nil

## 6. Resource Manager Report (Ian Wheeler)

The Argon tap in one of the fume hoods was found to be leaking, which explains the high consumption of Argon bottles. Ian will email the lab supervisors to check the Argon taps at the end of the day or end of the week.

IW

## 7. OHSE Consultant Report (Margaret Rendall)

Refer to the OHS Committee Report that was circulated.

From 28 July 2014, smoking will only be allowed in designated areas in Monash.

Margaret received feedback that the Risk Management Training was too generic to be effective. If the Department has enough people to form a training, then the training can be targeted for the audience.

## 8. Specialty Officers Reports

Paul has requested for a list of lab managers, which is different from the Academic-in-charge of the labs list. John will do up the list.

JF

Ashley found it difficult to access Chemwatch, RA and SWI documents on the tablets located in the labs. Margaret will send the weblinks for the online training videos for Chemwatch and Engineering database.

MR

## 8. Other Business

Since CSIRO labs are next to Materials labs, it was recommended to get a CSIRO safety representative to sit in our Committee and vice versa. John will bring up to CSIRO.

JF

## 9. Next Meeting

2 July 2014.

### Summary of Action items:

John to inform lab supervisors that people who are leaving will be required to get clearance from individual lab supervisor on the "Completion of Activities" form.

Ian to investigate why security was not activated when the eye shower was used in an incident.

Edna to request for the April's Risk Management attendance from the Faculty.

Margaret to arrange for John and Ian to meet with William Potenza who is in charge of campus emergencies.

Ian to propose to the Building Committee to arrange for a contractor to check and replenish the first aid kit, spill kit, etc.

Ian to check with the Building Committee about bags storage for the undergrads working in the labs.

John to suggest to the Department academics about issuing tickets for not wearing PPE.

John to email lab supervisors to get trays from Silvio for the chemical waste bottles.

Ian to discuss with the Building Committee about the concern that the gas alarm not triggering the evacuation alarm and about the fire exit signage.

John to email the lab supervisors to check the Argon taps at the end of the day or end of the week.

John to compile a list of lab managers.

Margaret to send the weblinks for the online training videos for Chemwatch and Engineering database.

John to suggest to CSIRO about getting a safety representative to sit in our Committee and vice versa.