

## OHS Committee Meeting

Minutes of Meeting No. 3/2016 of the Materials Eng OHS Committee,  
held at 2pm on 12 July 2016 in Building 82 Meeting Room 340

1. **Present:** John Forsythe (Chair), Daniel Curtis, Caitlin Langford, Margaret Rendell, Chris McNeill, Edna Tan, Ian Wheeler,

**Apologies:** Jana Habsuda, Michael Ludekens

Action

2. **Confirmation of previous minutes**

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

3. **Matters arising from the previous minutes**

*John to ask for more CSIRO volunteers for floor wardens.*

John will keep requesting for CSIRO floor wardens. Ian suggested to approach Sue Fisher as she has expressed willingness to be floor warden.

JF

*Margaret to check with Chris Van Den Bergen for the turnover time for Chemwatch to upload the MSDS.*

The general turnover for Chemwatch is only a few days. However if it is not resolved within 2 weeks, to bring the matter to Margaret or Chris Van Den Bergen.

*Michael to recommend to the Safety Rep Panel to provide at least 1 fire blanket for each wing of New Horizons. Daniel to make enquiries to purchase fire blankets, the locations for it and how it can be checked regularly. Ian to request an assessment on whether there is a requirement for New Horizons.*

An audit has to be conducted to determine whether fire blankets are required. The Committee will propose to the Safety Reference Panel (SRP) to have fire blankets at the collaboration lounge as it has cooking facilities.

JF

*Daniel to check whether the labs in buildings 36 and 37 also require fire blankets.*

This is not required.

*Margaret to ask SDU for a list of people who are trained for New Horizons liquid nitrogen facility for the swipe card access.*

We are unable to obtain the list from SDU. Therefore everyone will be re-inducted again.

*Margaret will send a list of people who has completed the Risk Management course to Edna. Then the Department will decide whether Margaret should conduct a course for MSE.*

Margaret has sent a list to Edna. Edna will check who has not completed the Risk Management course in the Department.

ET

Ian to check the swipe card access to the CSIRO processing bay door.

Ian has requested security to look into it. Ian will check whether it has been fixed.

IW

#### 4. Safety Officer Report

##### Workplace Safety Inspections

Three labs were forced to close because they did not complete the workplace safety inspections.

John and Ian will work on the documentations for follow up actions required from the workplace inspection.

##### Risk Management & OHS Plan Review

The mid-year FYP students will attend the postgrad's Risk Management course on 25 July.

The next Departmental Safety Day can be held during mid semester break (week of 26 Sep). The Committee discussed what should be included on the Safety Day ie invite Woodside safety personnel to give a presentation etc.

##### Hazard and Incident Reports

Margaret will check if there are any outstanding hazard and incident reports under MSE that needed to be resolved.

MR

Ian has suggested to SPR to use tensa retractable barriers outside the lab doors to prevent people from walking into the labs during evacuation.

##### OHS Training

Kate Nairn has kindly offered to provide CHEMWATCH refresher training to lab managers.

##### Building Evacuations

The previous NH evacuation went well except the floor warden did not have access to the Dean's office to check. Ian will check that all internal doors in NH should be unlocked during evacuation.

IW

##### Staff & Student Induction

No report.

##### OHS Plan Review

No report.

##### Audits

No report.

#### 5. Resource Manager report

Ian provided a 3 page report to the Dean listing issues with NH building such as the gas alarm system. The Dean is supportive to get the gas alarm fixed properly. The alarm installer has completed an audit of the alarms and we are waiting for the report and recommendations.

The Faculty will be employing an OHS person dedicated solely for Engineering.

**6. OHS Consultant report**

- The Ionising Radiation Dosimetry procedure, Health & Safety Issue Resolution procedure and the OHS Performance Management procedure have been approved by the VC.
- There are two new training providers: Institute of Training and Further Education (iTFE) delivering “Managing Safety and Hazards stream” and Premium Health delivering “First Aid and Emergency Preparedness”.
- A reminder to plan 2<sup>nd</sup> semester building evacuations.
- If the field trip designation has emergency first aid or medical services available, there is no requirement to bring along a Monash first aider.

**7. Laser Safety Officer report**

Chris M. is still investigating the interlocks for lab 180.

Unfortunately Monash has no proper paperwork or procedures to dispose old laser machines.

**8. Health & Safety Rep report**

Daniel has developed some guidelines to lab coats purchasing and laundering. Daniel will circulate to the Committee for comments before presenting to HoD.

It was discovered that lab managers and supervisors are not reading RA and SWI properly before they put their signatures. The current templates on OHS website are not accurate and therefore causing confusion. It was suggested to revert back to the old templates. John and Edna will work together to update the MSE website.

The LN2 procedures will be uniform across NH users and a google group will be set up.

**9. Research Fellow Rep report**

No report.

**10. Postgraduate Rep report**

John welcomed Caitlin to the Committee and to introduce Caitlin to postgrads via email.

**11. Other business**

John will consult Nick on whether to ask Laurence Meagher and Nikki Stanford to join the OHS Committee.

**12. Next Meeting**

To be advised.

DC

JF/ET

JF

JF

**Summary of Action items:**

John to approach Sue Fisher to be floor warden.

John to recommend to SRP to have fire blankets installed in the collaboration lounge.

Edna to check who has not completed the Risk Management course in the Department.

Ian to check the swipe card access to the CSIRO processing bay door.

Margaret to check if there are any outstanding hazard and incident reports under MSE that needed to be resolved.

Ian to check that all internal doors in NH should be unlocked during evacuation.

Daniel to circulate his proposed guidelines to lab coats purchasing and laundering to the Committee for comments.

John and Edna to update the RA/SWI documents and other OHS information on the MSE intranet.

John to introduce Caitlin as the OHS representative to postgrads via email.

John to consult Nick on whether to ask Laurence Meagher and Nikki Stanford to join the OHS Committee.