

OHSE Committee Meeting

Minutes of Meeting No. 7/2014 of the Materials Eng OHSE Committee, held at 1pm on 27 November 2014 in Building 82 Meeting Room 239

Action

1. **Present:** John Forsythe (Chair), Stefen Bian, Jana Habsuda, Silvio Mattievich, Chris McNeill, Margaret Rendall, Ashley Roberts, Edna Tan, Ian Wheeler, Yulin Zhong

Apologies: Paul Firbas, Rod Mackie, Jianfeng Nie

2. **Confirmation of previous minutes**

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

3. **Matters arising from previous minutes**

Margaret to check whether appliances such as fridges, microwave ovens can be inspected under OHS regulations.

The Faculty will engage someone to clean the appliances regularly.

Chris to check with Margaret whether there is a Monash policy about keeping eye mapping reports from laser users.

Under legal obligation, optometrists are required to keep eye test results. The Department only has the invoice but not the results.

John will do a trial run on the new hazard and incident online reporting.

All hazard and incident online reports will be submitted to Nick and Nick has to transfer the reports to John to get full access. John will develop the procedures for the hazard and incident online reporting.

Ian to consult the Safety Reference Panel about the procedure for a Monash person wanting to use CSIRO equipment in NH.

If a CSIRO personnel wants to use our labs, the person will need to do only lab induction and training. For CSIRO access to the labs, please inform Ian Wheeler. Jana reported that when she needed to use CSIRO equipment, she was not required to do any paperwork from CSIRO.

Ian to investigate the buckled boards in the fumehoods.

It was reported that the buckled boards can be flatten again under the sun.

JF

5. Safety Officer Report

Workplace Safety Inspections

John will send email to lab managers to conduct the lab inspections before the end of the year.

JF

Risk Management & OHS Plan Review

Ashley has developed the new safety manual and has received feedback from Committee members. Ashley will incorporate the feedback into the manual and circulate to members again.

AR

Edna will include the safety manual as an agenda item for future meetings.

ET

Hazard and Incident Reports

Nil.

OHS Training

Nil.

Building Evacuations

Nil.

Staff & Student Induction

Nil.

OH&S Plan Review

Nil.

Audits

Nil.

6. Resource Manager Report

Otis, the elevator company that installed the NH lifts, is still on strike and therefore the lifts problems are still unresolved. It was noted that the goods lift and the passenger lift in NH shared one oxygen alarm which is incorrect. Once both lifts are working fine, the building committee will discuss the functionality of the goods lift with Otis. CSIRO reported that people were using the passenger lift to transport chemicals.

7. OHSE Consultant Report

Margaret reminded that the department is required to conduct building evacuations for this semester.

Ashley asked if the chemical pre-purchase checklist must be submitted every time a chemical is purchased. Margaret will find out and let us know.

MR

8. Specialty Officers Reports

Jana said the first aid boxes should be able to be remove from the wall and carried away. Currently most first aid boxes are permanently fixed on the wall. It was also suggested the boxes should be mounted at a lower level. Margaret will highlight this concern to OHS as it applies across the university.

MR

Jana reported that the NH ground floor labs have no tablet. Ian will chase up with IT.

IW

There are still no coat hangers for level 1 East Wing labs. Ian may convert the cupboards into wardrobe for the coat hangers.

IW

Jana commented that she used to be able to cancel an online equipment booking but recently she was unable to. Jana and John will check the system again.

JH/JF

Ashley reported that that two logins system on Chemwatch is not working as it does not update the list. Please use the three logins system. Jana will give Ashley the admin password.

Chris reported that the laser course will be an online module developed by Staff Development Unit for next year.

Ian and Chris will discuss about the problems on the interlock laser doors so security can change the access.

CM/IW

9. Other Business

Ashley Roberts will step down from the Committee. John thanked Ashley for sitting in the Committee and for her significant contributions to OHS in the Department and University.

10. Next Meeting

2015.

Summary of Action items:

John to develop the procedures for the new hazard and incident online reporting.

Ashley to incorporate feedbacks to the new safety manual and circulate to members again.

Edna to include the safety manual as an agenda item for future meetings.

John to send email to lab managers to conduct the lab inspections before the end of the year.

Margaret to confirm whether the chemical pre-purchase checklist must be submitted everytime when a chemical is purchased.

Margaret to highlight to OHS about the concern that the first aid boxes cannot be remove from the wall and mounted too high.

Ian to chase up with IT on installing tablets on the NH ground floor labs.

Ian to convert the cupboards into wardrobe for the coat hangers in level 1 East Wing labs.

Jana and John to check whether the online equipment booking can be cancelled if needed.

Ian and Chris to discuss about the problems on the interlock laser doors so security can change the access.