Dear Lab Manager,

Congratulations on your appointment, and welcome to the Department of Chemical Engineering Safety Committee. The lab manager position is an important role to ensure laboratories are operating safely and efficiently and we are pleased to have you on the team.

Safety Representatives

The current Departmental Safety Committee Chairperson is Warren Batchelor (warren.batchelor@monash.edu). Warren conducts the majority of the Safety Committee meetings and is assisted in his role by Scot Sharman (scot.sharman@monash.edu). Scot is also our Departmental Health and Safety Representative (HSR), meaning that he has been elected to represent the workers on health and safety matters. The Departmental Safety Officer (SO) is Kim Phu (kim.phu@monash.edu). Kim is responsible for ensuring that the Department complies with the relevant occupational regulations and University procedures. The previous manager for your lab should introduce you to Warren, Scot and Kim, and ensure that they are aware of your appointment. The mailing lists, documentation and inspection timetables will be updated, and your predecessor’s contact details will be replaced with yours.

Safety Committee

The Safety Committee meets on the second Tuesday of the month to discuss; safety issues from the Faculty of Engineering, safety inspections, reported safety incidents, and any safety-related general business. You will receive regular emails inviting you to the meetings and also welcoming your input to the meeting Agenda. If you are unavailable to attend meeting, please notify Warren and Scot and send a representative for your laboratory in your place. This person should also be listed officially as the alternate manager for your lab.

Roles & Responsibilities

As one of the Lab Managers, your roles and responsibilities include:

- attending the Safety Committee meetings
- communicating the important points with respect to safety updates, upgrades, changes, regulations, etc. back to the researchers working in your laboratory
- participation in safety inspections
- conducting safety inductions for new users to ensure that they are aware of all hazards and emergency procedures in your laboratory
- keeping track of important safety documentation within your lab (e.g. Risk Assessments (RA), Safe Work Instructions (SWI), Training Records, Inductions, Inspection Records, MSDSs, etc.). Note that the lab manager is responsible only for ensuring that each lab user completes the required documentation for their work, not for generating the documents for every user / experiment in the lab.
promoting a safe work environment in your laboratory and the Department at all times (please refer to the Departmental Responsibilities for Lab Managers given at the end of this document for further details)

Ancillary Information

The Departmental OHS website (http://www.eng.monash.edu.au/chemical/resources/ohs/) hosts important documentation, forms and instructions for carrying out procedures which are administered at the Departmental level, including:

- Risk assessments
- Safe work instructions
- Training records
- Laboratory inductions
- Laboratory inspections
- After hours permits


As Laboratory Manager, you should familiarise yourself with the above Departmental procedures and documents, how they are written, completed and signed off, whether they are electronic or hard copies for your lab, and where they are stored.

The Faculty OHS advisor is Margaret Rendell (margaret.rendell@monash.edu). Margaret is our liaison with the Faculty and attends our monthly safety meeting to report and discuss procedures and safety issues from the Faculty.

The Faculty OHS website (http://www.eng.monash.edu.au/ohs/), hosts important documentation, forms and instructions for carrying out procedures which are administered at the Faculty level, includes:

- OHS training
- The Online Engineering Safety Database
- The Chemwatch Online Chemical Registry System
- The online Incident Reporting System

As Laboratory Manager, you should familiarise yourself with the above Faculty procedures, including updating the Safety Database, logging into and searching for MSDSs in Chemwatch, updating the chemical register, and reporting an incident via the online incident reporting system. Links to training modules for some of these systems are also available. Note that although the lab manager is nominally responsible for these tasks, they may be delegated to or shared with other lab users at your discretion.

Finally, please do not hesitate to ask questions, raise issues, and report incidents at any time. The meetings are a peer-like environment, and an excellent opportunity for you to not only contribute to the safety of your colleagues at Monash and but also to learn about safe work culture and good lab practices (GLP) worldwide.
### Responsibilities for Lab Managers

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<thead>
<tr>
<th>Issue</th>
<th>Action Description</th>
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<tbody>
<tr>
<td>Chemical Storage / Labelling / Disposal</td>
<td>Ensure all chemicals are properly stored and segregated, labelled and disposed of as per guidelines</td>
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<tr>
<td>Chemical Register / Manifest</td>
<td>Provide monthly email to Chemwatch co-ordinator to advise of changes to lab register. Follow up with chemical owner if MSDS's are absent, arrange for collection of unknown substances if found.</td>
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<tr>
<td>Risk Assessments and Safe Work Instructions</td>
<td>Ensure that they are present in the lab and authorised for all activities being undertaken. Provide leadership during review (every 2 years).</td>
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<tr>
<td>Training Records &amp; Inductions</td>
<td>Ensure that all personnel working in lab and on processes are authorised to do so. To request training from SO in first aid, gas safety or other if required.</td>
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