



OHS Committee Meeting

Minutes of Meeting No. 4/2016 of the Materials Eng OHS Committee, held at 10am on 7 September 2016 in New Horizons Meeting Room 480

	Action
<p>1. Present: John Forsythe (Chair), Daniel Curtis, Simon Logsdail, Laurence Meagher, Margaret Rendell, John Shurvinton, Chris McNeill, Edna Tan, Ian Wheeler.</p> <p>Apologies: Jana Habsuda, Caitlin Langford, Michael Ludekens, Nikki Stanford.</p>	
<p>2. Confirmation of previous minutes</p> <p>The minutes of the previous meeting were accepted as a true record.</p>	
<p>3. Matters arising from the previous minutes</p> <p><i>John to approach Sue Fisher to be floor warden.</i></p> <p>John has emailed Sue Fisher and still waiting for her reply.</p> <p><i>John to recommend to SRP to have fire blankets installed in the collaboration lounge.</i></p> <p>Outstanding item as the SRP has not met yet.</p> <p><i>Edna to check who has not completed the Risk Management course in the Department.</i></p> <p>Half of MSE staff (not postgrads) have not attended the Risk Management course. Ian will email them to attend the course.</p> <p><i>Ian to check the swipe card access to the CSIRO processing bay door.</i></p> <p>It is now on swipe card profile.</p> <p><i>Margaret to check if there are any outstanding hazard and incident reports under MSE that needed to be resolved.</i></p> <p>Margaret has given a list of outstanding reports to John.</p> <p><i>Ian to check that all internal doors in NH should be unlocked during evacuation.</i></p> <p>Ian has raised this problem to facilities to fix it and will check again at the next evacuation.</p> <p><i>Daniel to circulate his proposed guidelines to lab coats purchasing and laundering to the Committee for comments.</i></p> <p>John and Ian will seek approval from Nick to purchase 100% full cotton lab coats for the Department.</p> <p><i>John and Edna to update the RA/SWI documents and other OHS information on the MSE intranet.</i></p> <p>Done.</p>	<p>JF</p> <p>JF</p> <p>IW</p> <p>JF/IW</p>

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

Done.

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

Laurence and Nikki have agreed to sit on the OHS committee.

4. Safety Officer Report

Workplace Safety Inspections

The next workplace safety inspections will be held on 26 September Safety Day. The Safety Day morning presentations will include talks from Woodside and OHS, introduce the new waste disposal procedures and purchasing of chemicals. There will also be fire training by Chubbs and after lunch it will be the cleaning up of labs and formal workplace inspections. It was suggested to have an audit team to do the inspections and the team will include committee members, OHS staff and a lab user from a different lab. Chem Eng, Mech Eng, Chemistry and CSIRO have also decided to shut down their labs in the afternoon.

Risk Management & OHS Plan Review

There was a discussion on how to better manage after hours work in the labs.

Hazard and Incident Reports

There was an incident in the twin rolling mill lab where work is being undertaken without a completed RA and appropriate supervision. One FYP student and one PhD student are therefore banned from the labs.

OHS Training

There will be Chemwatch training for Lab Leaders and Managers on 8 September at 3pm.

Daniel will be re-inducting everyone for the New Horizons liquid nitrogen facility. Access to the facility will be changed to swipe card access.

Building Evacuations

No report.

Staff & Student Induction

No report.

OHS Plan Review

No report.

Audits

Nick has asked Kate Nairn to do a chemical audit in all MSE labs.

5. Resource Manager report

Ian continues to discuss with security with regards to implementing a new gas alarm system in New Horizons.

There will be changes to purchasing of chemicals for greater control and this will be discussed at Safety Day.

With effect from 1 Jan 2017, MSDS will be changed to SDS (Safety Data Sheet) and there will be minimal changes to the system.

6. OHS Consultant report

No report.

7. Laser Safety Officer report

Chris has sorted the laser light issue in the laser labs.

8. Health & Safety Rep report

No report.

9. Research Fellow Rep report

No report.

10. Postgraduate Rep report

No report.

11. Other business

There was a discussion on what type of induction do the contractors/service technicians have to complete and what PPE are required. The contractors/service technicians work clothes are acceptable but they have to wear safety glasses while in the labs. It was suggested to develop a short video as part of the contractor's induction.

12. Next Meeting

To be advised.

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.

Ian to email MSE staff who have not attended the Risk Management course to sign up for the course.

John and Ian to seek approval from Nick to purchase 100% full cotton lab coats for the Department.