

## OHS Committee Meeting

Minutes of Meeting No. 1/2017 of the Materials Eng OHS Committee, held at 2.30pm on 15 March 2017 in New Horizons Meeting Room 239

### Action

1. **Present:** John Forsythe (Chair), Priscilla Chow, Daniel Curtis, Jana Habsuda, Michael Ludekens, Chris McNeill, John Shurvinton, Edna Tan, Ian Wheeler.

**Apologies:** Caitlin Langford, Laurence Meagher, Margaret Rendell, Nikki Stanford.

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

Ian will recommend to the Building Committee and it is up to the Building Committee to decide.

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

Edna will give John a list of staff who has not been trained/retrained for Risk Management.

*Ian to create a shared folder in S drive for Committee members to access documents and action items.*

The shared folder has been created and Ian will check all members has access to the folder.

*Daniel to forward his suggestions to make some changes to the Workplace Inspection Action Plan form.*

Daniel will forward soon.

*John to meet with Peter Sofos and Christopher Van Den Bergen to discuss OHS compliance for overseas chemical suppliers under a local agent.*

Ian has developed and circulated the Chemical Pre-Purchase Checklist. Priscilla will recommend OHS to use it university-wide.

*Ian to organise special Chemwatch training session on how to develop a new Safety Data Sheet.*

No one has expressed interest for the Chemwatch Training.

*Daniel to ask Peter Sofos whether the flammable cabinets require a static earth.*

There is no official policy in Monash so it is up to the Department to decide. It was commented there is no place to earth the cabinets in New Horizons. Priscilla will ask the OHS Advisor who knows about electrical issues, about the use about static mats.

PC

*Edna to forward the 'Contractors or Visitors Induction Checklist' to committee members to suggest changes to the form before implementation.*

Edna will forward the checklist to John again. Ian will find out whether Tier 1 lab induction video can be accessible to the public so the contractors/visitors can watch it.

IW

*Daniel to do a report and pass to Margaret who will pass on to Procurement who recommended the testing and tagging company.*

Margaret commented that it depends on the Department to inform the testing and tagging company what is required to be done. Priscilla suggested to risk assess what equipment needs to be tagged for different timelines (ie 3 months/12 months/3 years). Ian and Daniel will develop the guideline for the next testing in August.

*John to send Edna a list of floor warden names to print and laminate.*

Done. John will add Priscilla and Edna to the floor warden google group.

JF

*John to send out an email asking for nominations for OHS award.*

The award goes to MCAM for Semester 2. 2016.

#### **4. Safety Officer Report**

##### Workplace Safety Inspections

The next workplace safety inspection is due in mid June. SARAH has a new module on workplace safety inspection and the Science Faculty is testing it. Edna will give Priscilla our template so she can compare with the new module.

ET

##### Risk Management & OHS Plan Review

John will email those staff who has not been trained/retrained for Risk Management.

JF

##### Hazard and Incident Reports

MSE has submitted four BEIMS requests about some gluey stuff on lab 119 and all four requests were closed without anything being done. Ian will forward the BEIMS requests to Michael to find out why anything has been done.

IW

##### Building Evacuations

There was discussion on getting the MFB to do a dry run during a mock evacuation perhaps on Safety Day.

John and Ian will discuss on where to store the walkie talkies for floor wardens.

JF/IW

##### Staff & Student Induction

NA

##### Audits

Kate continues to conduct the chemical audit for the MSE.

**5. Resource Manager report**

No report.

**6. OHS Consultant report**

See OHS report.

**7. Laser Safety Officer report**

No report.

**8. Health & Safety Rep report**

No report.

**9. Research Fellow Rep report**

Daniel will replenish the visitors safety glasses as it is running low.

Priscilla will forward the fortnightly OHS information lunch time session to the members as most are unaware.

**DC**

**PC**

**10. Postgraduate Rep report**

No report.

**11. Other business**

By default, anyone working in the labs must wear pants to protect their legs.

**12. Next Meeting**

To be advised.

**Summary of Action items:**

Priscilla to ask the OHS Advisor who knows about electrical issues, about the use about static mat in NH.

Ian to find out whether Tier 1 lab induction video can be accessible to the public so the contractors/visitors can watch it.

John to add Priscilla and Edna to the floor warden google group.

Edna to give Priscilla our Workplace Safety Inspection template so she can compare with the new module in SARAH.

John will email those staff who has not been trained/retrained for Risk Management.

Ian to forward Michael four closed BEIMS requests about the gluey stuff in lab 119 which nothing was done.

John and Ian to discuss on where to store the walkie talkies for floor wardens.

Daniel to replenish the visitors safety glasses as it is running low.

Priscilla to forward the fortnightly OHS information lunch time session to the members as most are unaware.