

## OHSE Committee Meeting

Minutes of Meeting No. 5/2014 of the Materials Eng OHSE Committee,  
held at 1pm on Thur 21 August 2014 in Building 82 Meeting Room 239

**Action**

1. **Present:** John Forsythe (Chair), Paul Firbas, Jana Habsuda, Silvio Mattievich, Margaret Rendall, Edna Tan, Ian Wheeler, Yulin Zhong

**Apologies:** Stefen Bian, Rod Mackie, Chris McNeill, Jian-Feng Nie, Ashley Roberts

2. **Confirmation of previous minutes**

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

3. **Matters arising from previous minutes**

*John to inform lab supervisors that people who are leaving will be required to get clearance from individual lab supervisor on the "Completion of Activities" form.*

Done. John will send another email when the Final Year Project (FYP) undergrads finish their projects.

*Margaret to arrange for John and Ian to meet with William Potenza who is in charge of campus emergencies.*

The meeting will be arranged for next week to discuss NH emergency evaluation procedure. In the meantime, when the red gas alarm is activated, everyone in the labs have to move to the office area until further notice. John will email this information to NH occupants.

*Ian to propose to the Building Committee to arrange for a contractor to check and replenish the first aid kit, spill kit, etc.*

This was proposed to Anita Pelacchi (Purchasing Services Hub Manager, Clayton labs) and it is in progress.

*John to suggest to the Department academics about issuing tickets for not wearing the basic PPE.*

Academics were not in favour of issuing tickets for not wearing the basic PPE. Academics referred to change the culture and mindset of people to automatically wear the basic PPE.

*John to email lab supervisors to get trays from Silvio for the chemical waste bottles.*

Outstanding item.

*Ian to email the lab supervisors to check the Argon taps at the end of the day or end of the week.*

Done.

*John to compile a list of lab managers.*

JF

JF

Outstanding item.

*Ashley to report to Margaret about a problem with the online radiation video.*

Done.

*John to suggest to CSIRO about getting a safety representative to sit in our Committee and vice versa.*

Outstanding item.

*Ian to look for a simple manual on how the fumehood works.*

Manuals have been put up near fumehoods.

*Ashley to forward the weblink to Ian about equipments requiring SWI.*

Done.

*Ian to follow up on the installation of tablet in TGA lab as the TGA lab will be going paperless and online booking.*

Outstanding item. Ian is following up with eSolutions.

JF

JF

IW

## 5. Safety Officer Report

### Workplace Safety Inspections

Ian and John will meet next week to look at the action items from the previous workplace inspections.

### Risk Management & OHS Plan Review

John conducted a risk management course for FYP undergrads that commenced in 2<sup>nd</sup> semester.

### Hazard and Incident Reports

There were constant complains that there were no band-aids in first-aid boxes. Ian has sent out an email to request people to inform Ian when the band-aids are running low.

### OHS Training

Nil.

### Building Evacuations

The new assembly area for NH are: northern exits will assemble in the grounds of CSIRO and southern exits will assemble in the Dean's Garden/Kenneth Hunt's Garden.

### Staff & Student Induction

Suggestions for the Department Safety Day were: Worksafe inspector to do a presentation; spill kit demo; fire extinguisher demo; Chemsal waste management. In the afternoon, all labs will have to be cleaned up. It will be held during the mid-semester break.

OH&S Plan Review

Nil.

Audits

Nil.

**6. Resource Manager Report**

The plans for provision and cleaning of lab coats are in progress. The Engineering Precinct store will manage the process. White coats for staff and postgrads, other colours for undergrads and PC2 users.

People who want to use the liquid nitrogen facility to contact Robert Seefeld from Physics. Gas cylinders and cryogenics training has to be done by the Department. After completing the online component of the training, one has to complete the practical component within 3 months. Silvio Mattievich will alternate with Daniel Curtis to provide the practical training. It was suggested to get OHS people to access the people after they are trained to make sure it was properly done.

**7. OHSE Consultant Report**

There will be a training for the new online hazards and incidents reporting for safety officers and department managers. The approving process still need to be finalised.

**8. Specialty Officers Reports**

Jana reported that lab 1.67 required some coat hangers and Ian will check it out. It was highlighted that consumables were depleted quickly. Ian will issue keys to Paul to lock up consumables in the cupboards. There were complaints about the filthiness of the fridges and microwave ovens in the breakout rooms. Margaret will check whether these appliances can be inspected under the OHS regulations.

IW  
IW  
MR

Yulin asked if it was safe for the exhaust gas from an equipment to be vented into a fumehood by sticking the gas exhaust tube into the back of the fumehood baffle. Ian will check it out.

IW

People should report to Ian if there are problems with fitted sinks and fumehoods in NH as they are still under warranty.

There was a query about where to file the eye-check reports from laser users. Edna will discuss with Chris McNeill.

ET

**9. Other Business**

Edna will remove the Bio safety officer from the agenda as it is under BioEngineering.

ET

The Committee thanked Nick Boyd for sitting in the Committee for the past few years.

**10. Next Meeting**

9 October at 1pm.

**Summary of Action items:**

John to email NH occupants that when the red gas alarm is activated, everyone in the labs have to move to the office area.

John to email lab supervisors to get trays from Silvio for the chemical waste bottles.

John to compile a list of lab managers.

John to suggest to CSIRO about getting a safety representative to sit in our Committee and vice versa.

Ian to follow up on the installation of tablet in Building 37 TGA lab.

Ian to provide coat hangers to lab 1.67.

Ian to issue keys to Paul to lock up consumables in the cupboards.

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

Ian to check out the gas exhaust tube behind the fumehood baffle.

Edna to discuss Chris McNeill on where to file the eye-check reports from laser users.

Edna to remove the Bio safety officer from the agenda.