

OHS Committee Meeting

Minutes of Meeting No. 2/2017 of the Materials Eng OHS Committee,
held at 11am on 10 May 2017 in New Horizons Meeting Room 340

Action

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

Apologies: Caitlin Langford, Michael Ludekens, Chris McNeill, Laurence Meagher, Margaret Rendell, John Shurvinton.

2. Confirmation of previous minutes

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

3. Matters arising from the previous minutes

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

Daniel will follow up with the appropriate OHS advisor.

DC

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

Discussed in item 4.

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

Outstanding.

JF

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

Priscilla advised that SARAH fields cannot be edited. In the next meeting, Priscilla will show the Committee the SARAH module so the Committee can provide feedback.

PC

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

Edna will send out email to remind staff to be retrained for Risk Management.

ET

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

Priscilla will follow up with the appropriate person in charge.

PC

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

The walkie talkies will be located at the Northern side of New Horizons on each floor, next to the WIP phone.

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

It was suggested to label the visitors safety glasses or purchase bright coloured glasses to prevent them from disappearing.

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

It was reported an average about 25 attendees for each session. There were suggestions to announce the sessions on the website or screens around the Eng Departments.

4. Safety Officer Report

Workplace Safety Inspections

The WPI document has been updated by the Committee.

The inspection should be done by the lab leader and/or manager, an external staff member (external to the lab but not postgrads) and lab users. If they cannot find an external staff member, they can approach the tech officers.

John will send email to inform the Department to do the workplace safety inspection by 30 June.

JF

Risk Management & OHS Plan Review

There will be another Chemwatch training on 31 May 2pm-4pm which will include the basics of Chemwatch and how new SDS can be generated.

Hazard and Incident Reports

- There are problems with the tiles in the male toilet in building 69.
- There are holes in the breakout rooms where the lamps used to be located.
- Lab 372 leaking was due to aircon condensation.

Building Evacuations

New Horizons building evacuation will scheduled on the week of 15 May. Priscilla will ask Bluefire to attend the evacuation.

Daniel will be the fire warden on the ground floor.

Staff & Student Induction

The updated Contractor induction form is on MSE OHS website. Contractors are not required to watch the New Horizons Tier 1 induction video. Priscilla suggested to give 2 weeks turn around for contractor's induction. The VPD induction can be done remotely.

Audits

No report.

5. Resource Manager report

The gas alarm mimic panel has been installed.

MSE will do more safety videos on electrical safety, compress air, etc.

6. OHS Consultant report

It was reported that there is 91% new starter OHS induction compliance within the University. Ian will generate a report to find out which staff needs to redo the OHS induction after 3 years.

IW

Priscilla will forward the OHS weblink on new information about fire extinguishers.

PC

Security has requested OHS for a list of which labs are high risk and which labs are low risk so they know whether they can enter the labs.

HR will introduce a new data depository called Cornerstone which will include training reports.

About 12% of staff in the Faculty took up the flu vaccine.

For Monash Open Day this year, MSE will be housed in New Horizons. The Committee discussed a few OHS issues for this event.

7. Laser Safety Officer report

No report.

8. Health & Safety Rep report

Daniel raised a concern if someone collapsed in a secured lab with swipe card access, how can people enter to help the collapsed person. However, there are situations when no one can enter as it needs to be contained within the lab.

The PCML alarm constantly going off on NH level 3 so people are ignoring the alarm.. Priscilla to speak Michael for details so she can bring the matter to higher level.

PC

9. Research Fellow Rep report

Jana commented that with the addition of new lab coats, there will be lots of lab coats in the lab. Daniel will look into this issue.

DC

10. Postgraduate Rep report

No report.

11. Other business

The lab coat laundering will come in effect on 1 June and guidelines will be emailed out.

It was agreed that the Departmental OHS award will be given out once a year and presented at the Departmental Safety Day.

12. Next Meeting

21 June 2017

Summary of Action items:

Daniel to follow up with the appropriate OHS Advisor about the use about static mat in NH.

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

Priscilla to show the SARA H WPI module to the Committee.

Edna to send out email to remind staff to be retrained for Risk Management.

Priscilla to follow up with the appropriate person about the gluey stuff in lab 119 which nothing was done after four BEIMS requests.

John to send email to inform the Department to do the workplace safety inspection by 30 June.

Ian to generate a report to find out which staff needs to redo the OHS induction after 3 years.

Priscilla to forward the OHS weblink on new information about fire extinguishers to the Committee.

Priscilla to speak Michael about the PCML alarm which is constantly going off on NH level 3.

Daniel to look into the large number of lab coats in the labs.