

## OHSE Committee Meeting

Minutes of Meeting No. 2/2014 of the Materials Eng OHSE Committee,  
held at 11am on Tuesday 8 April 2014 in Building 82 Meeting Room 407

### Action

1. **Present:** John Forsythe (Chair), Paul Fibras, Jana Habsuda, Chris McNeill, Silvio Mattievich, Margaret Rendall, Ashley Roberts, Ian Wheeler, Edna Tan  
  
**Apologies:** Nick Boyd, Qizhi Chen, Rod Mackie, Jian-Feng Nie, Yong Peng, Jack Wang
2. **Confirmation of previous minutes**  
  
The minutes of the previous meeting were accepted as a true record.
3. **Matters arising from previous minutes**  
  
*Ian to buy a few "Wet Floor" portable floor stands and to store them next to spill kits. Also to email to let everyone know that it is available.* **IW**  
  
Outstanding item.  
  
*Ian to chase up the orders for safety glasses containers and to determine the type of lab coat hangers required.*  
  
Safety glasses containers have been installed near the main lab entrances. The Building Committee has authorised Ian to install coat hangers for lab users. Ian will check out the coat hangers that Ashley installed in her labs. **IW**  
  
*John to email people that the cabinets below the fume hoods are allowed to store things but not dangerous chemicals.* **JF**  
  
Outstanding item.  
  
*ALL members are encouraged to suggest some questions to be included in the new safety test.*  
  
Suggestions were received and a new safety test has been developed. Currently the test has 16 multiple choice questions and more questions will be added. Edna will circulate the new safety test to members for feedback. **ET**  
  
*John to email Irek Kozicki about being nominated to sit in Building 70 building committee.*  
  
Outstanding item. **JF**  
  
*John to email Jess Lyndon and Julian Ratcliffe about being nominated as Materials "Wellbeing Champions"*  
  
John has spoken to Julian but Julian felt that he cannot take on any more responsibilities. John will speak to Jess. **JF**  
  
*John to ask Stefan Bian if he is interested to join the Safety Committee as Research Fellow Representative.*

Outstanding item. At the same time, Yong has requested to step down from the Committee. JF

*Jack to put up a sign on 36 TGA door that the door must be kept locked.*

Outstanding item JW

Jana highlighted an outstanding item about people not using the online booking system and went ahead to use the equipment. There were discussions about encouraging academics to put their bookings online, putting up reminders about the online booking, to penalise people for not booking, etc. John will send out an email about the online booking system. Currently the system which has the list of authorised users, has a technical bug which John is getting it resolved. JF

Another item was to ensure individuals clear their experiments left in the labs before they leave Monash. The "Completion of Activities" form has been updated to include clearance from individual lab supervisors. John will send out an email to lab supervisors to inform them about this practice. JF

#### 4. Safety Officer Report (John Forsythe)

##### Workplace Safety Inspections

The metallography lab has completed the safety inspection. The 2<sup>nd</sup> round of workplace safety inspection will be held in a month's time.

Feedback was received that the inspection template is not relevant to New Horizons labs and requested the template can be changed accordingly. Margaret commented extra requirements can be added to the template but the basic requirements must remain. Margaret will check with OHS whether they have any major plans to change the template. Ian will speak to other Resource Managers on their workplace safety inspection system. MR  
IW

##### Risk Management

There was no updates about the lab coat cleaning as the Finance person has been absent from the Building Committee meetings. IW

##### Hazard and Incident Reports

There was an incident involving an undergrad who placed a pipette bulb onto a glass pipette. While doing so the glass pipette snapped in his hand. One end of the broken pipette entered his finger, which caused bleeding and required bandaging. He used the eye shower which should activate security but security did not turn up. Ian to investigate. IW

##### OHS Training

John requested for Risk Management training for staff/postgrads as it is long overdue. Margaret said OHS can conduct a session for Engineering postgrads if there are sufficient numbers. Margaret will liaise with Edna to find a date and venue. MR

##### Building Evacuations

There will be another NH evacuation scheduled for semester 1. Ian suggested to carry out a gas alarm evacuation instead of a fire alarm evacuation so people knows the procedure for gas alarm evacuation.

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

#### Staff & Student Induction

Nil.

#### OH&S Plan Review

The safety manual is currently being revised and will circulate to members for feedback.

#### Audits

Nil.

### **5. Resource Manager Report (Ian Wheeler)**

The metallography lab's tables will be modified to workable height.

Some first aid kits were found to have missing contents and not replenished. The department has engaged a company to check the first aid kits every 6 months. However, people must inform Ian Wheeler if the contents are running low. Also, any use of the first aid kits should be accompanied by an incident report. John to send out an email on this.

JF

### **6. OHSE Consultant Report (Margaret Rendall)**

Please read the Consultant Report that was circulated.

### **7. Specialty Officers Reports**

Jana queried about the tagging and testing of electrical cords in the department. Ian advised that it was done in January and all new additions do not require checking in the first year.

Ian will check with the Building Committee about bags storage for the undergrads working in the labs.

IW

Recently the socks had been disconnected from the metal air ducts in Yibing's labs and cause it to vibrate/rock which might eventually lead to a collapse. Ian to investigate.

IW

Ashley noticed many people not wearing their basic PPE. She will check with Chemical Eng on their system of issuing tickets to such situation.

AR

### **8. Other Business**

There were discussions about providing a RA together with MSDS when purchasing chemicals via P2P. This is for people handling the chemicals and for the users to know how to dispose it.

### **9. Next Meeting**

12 May 2014

**Summary of Action items:**

Ian to buy a few "Wet Floor" portable floor stands and to store them next to spill kits. Also to email to let everyone know that it is available.

Ian to check out the coat hangers that Ashley installed in her labs.

John to email people that the cabinets below the fume hoods are allowed to store things but not dangerous chemicals.

Edna to circulate the new safety test to members for feedback.

John to email Irek Kozicki about being nominated to sit in Building 70 building committee.

John to ask Stefan Bian if he is interested to join the Safety Committee as Research Fellow Representative.

Jack to put up a sign on 36 TGA door that the door must be kept locked.

John to email lab supervisors and lab users on the use of the online booking system.

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.

Margaret to check with OHS whether OHS has any major plans to change the Workplace Safety Inspections template.

Ian to speak to other Resource Managers on their workplace safety inspection system.

Ian to follow up with Anita Pelacchi about lab coat cleaning.

Ian to investigate why security was not activated when the eye shower was used in an incident.

Margaret to arrange a Risk Management session for Engineering postgrads if there are sufficient numbers.

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

John to email lab users that they must inform Ian Wheeler if the first aid kit contents are running low. Also, any use of the first aid kits should be accompanied by an incident report.

Ian to check with the Building Committee about bags storage for the undergrads working in the labs.

Ian to investigate the metal air ducts in Yibing's labs which vibrate/rock after the socks were disconnected.

Ashley to check with Chemical Eng on their system of issuing tickets to lab users who do not wear the basic PPE.



## OHS Committee Report

May 2014

### 1. TOWARD A SMOKE FREE MONASH UNIVERSITY

To support the health of everyone at Monash, the University is moving towards becoming smoke-free by 2016.

From **28 July 2014**, smoking will only be allowed in designated areas at Monash. These areas will be marked in campus maps and clearly signposted at all Monash venues.

Going smoke-free is a big transition for the University, and we understand this will be a big transition for smokers too. Over time, we'll provide more information on how you can go smoke-free, and how to handle the changes with those around you.

Information on the move towards a smoke-free Monash is now available at the [Monash Smoke-Free website](#) together with smoking point locations and support for smokers who wish to quit.

### 2. BUILDING EVACUATIONS- 1<sup>ST</sup> HALF 2014

A reminder to building wardens that planning of the trial building evacuations for 2014 must be considered with dates and times scheduled in calendar. Scheduling dates at the beginning of the year will ensure that

1. An emergency preparedness plan is in place to conduct evacuations in order to identify deficiencies and implement corrective actions to address issues identified
2. Act as a prompt if the trial evacuation needs to be rescheduled
3. Plan around key dates such as the examination timetable
4. The university meets its key target of 100% compliance

In order to obtain maximum value from a trial evacuations, the evacuation where possible should be planned during semester whilst students and staff members are present. Conducting evacuations out of teaching periods or times of low or no occupancy provides limited or no value.

Building and floor wardens are also reminded to complete the record of building evacuation & debrief forms and to forward them to OH&S in a timely manner so that the evacuations can be recorded and reported.

Links to the forms can be accessed below.

Building Warden form

<http://monash.edu/ohs/forms/building-evacuation.pdf>



Floor Warden form.

<http://monash.edu/ohs/forms/floor-warden-evaluation.pdf>

### 3. CALL FOR ERGONOMIC CHAMPIONS

#### The Ergonomic Champion Role

**The role of an ergonomic champion is to assist staff who don't suffer from any pre-existing ergonomic issues, set up their workstation utilising the workstation set up check list.**

**Below are some dot points on what typically the ergonomic champion role aims to achieve.**

- Proactive role to assist new staff or staff who have relocated with their workstation set up utilising the *Workstation set up check list*
- Act as local contact for queries on workstations or equipment and assist staff in seeking further assistance from OH&S/HR, if required
- Receive training and support from OH&S
- Would suit staff with an interest in Ergonomics or appeal to Safety Officer and First aiders who wish to broaden their skill set.

Interested staff should contact the Advisor or Consultant in their area.

### 4. FIRST AID SCENARIOS

Recently the Occupational Health Team organised for a pilot first aid scenario to be conducted by Parasol (Monash University's first aid trainers).

This was organised in response to feedback from one of the regular First Aid Co-ordinator's meetings,

The objective of the scenario was to give first aiders some increased practical skills and to build their confidence in handling different emergency situations.

The Occupational Health Team was encouraged by the very positive feedback from the participants, who felt that holding similar scenarios in their area would be beneficial.

For further enquiries regarding the organisation of these scenarios contact:

Occupational Health Team x 51014

### 5. REMINDER FIRST AID ASSESSMENTS- ON AND OFF CAMPUS

This is a timely reminder to areas who may be in the process of organising field trips for the year that it is important to ensure that a First Aid Assessment is carried out and forwarded to the OHS Team well in advance of the proposed trip.

Also note a review of all First Aid Assessments is required **every 3 years** and also whenever:



- the size and/or layout of the area is changed;
- the number and distribution of staff and/or students (or others) changes significantly
- there are changes in hours, overtime, shifts;
- the nature of the hazards and the severity of the risks change; or
- at least every 3 years

OHS Consultants and Advisors have access to the Occupational Health Team for any first aid queries

## 6. OCCUPATIONAL HEALTH & WELLBEING

### **Moving Towards Smoke-free Monash**

Monash announced on the 18th March that it will joining all Victorian Universities in transitioning to a smoke free environment. This important and exciting health initiative has the potential to affect thousands of students and staff in the tertiary education sector, and has the full support of senior management and key staff and student stakeholder groups. This will be done through a staged approach with the restriction of smoking to designated smoking points from July 2014 and the move towards a total campus ban from January 2016.

A comprehensive communications plan will be rolled out over the coming months and will include support services for staff and students wanting to kick the habit!

Consultation and feedback will continue throughout with key stakeholders and further consideration will be given to areas such as residences to ensure successful implementation.

### **Diabetes Information Session**

Diabetes is Australia's fastest growing chronic disease with nearly 1,000,000 Australians currently diagnosed and 280 Australians developing diabetes each day. The good news is that up to 60% of cases can be prevented. You can learn how to reduce your chance of developing type 2 diabetes, as well as heart disease and stroke, by attending one of two information sessions to be held on the 17 June at Caulfield 16 July at Clayton between 1-2pm. To Register, go to <http://www.monash.edu.au/ohs/wellbeing/wellbeing-sessions.html>

### **Staff Wellbeing and Activity Program (SWAP)**

Want to get active for the start of the year? Monash University offers all Faculties and departments the opportunity to participate in the Staff Wellbeing and Activity Program (SWAP). There are large range of classes of available including boxing, Pilates and yoga. Each session can go for 30, 45 or 60 minutes and are available from just \$8.50, \$9.50 or \$10.50 per person. Classes can be organised at a suitable time for your faculty/department. A minimum of 10 participants per session is required. To organise a session, contact [wellbeing@monash.edu](mailto:wellbeing@monash.edu)

### **Wellbeing KPI Participation Form**

All staff who participate in a regular wellbeing activity at least once per week for a minimum of 30 minutes (Monday-Friday), are encouraged to log their activity in the Wellbeing KPI Participation form. This will add to their Faculty/Divisional Wellbeing KPI.

**Wellbeing @ Monash News** <https://blogs.monash.edu/timeout-newsletter/>



## 7. OH&S TRAINING

Information from <http://www.adm.monash.edu.au/staff-development/ws/ohs/ohs-group.html>

# OHS - On-site, in-house group training

As a result of feedback received by OHS regarding training options and flexibility of delivery mode, OHS & SDU have negotiated with NSCA a two day training program that can be delivered over a two day split option or a two day block (consecutive days) on site.

- **Cost**
  - 2 day block - \$3700
  - 2 day split option - \$3900
- **Attendance**
  - Maximum - 40 participants. It is the responsibility of the workshop organiser to book an appropriate size venue to accommodate attendees. The facilitator will have the authority to refuse entry once 40 participants have registered.

Note: For these sessions to be cost effective to your Faculty / Department please consider the minimum number you wish to run them at.

## • Training program content

The table below provides a list of the available topics.

**Content is specific to areas requesting workshops**

Day 1 a choice of		Day 2 a choice of	
Workshop	Duration	Workshop	Duration
Essential OHS	3 hours	Essential OHS	3 hours
Risk Management (Manual Handling, Equipment & processes (mandatory) plus optional inclusions	1.5 hours	Risk Management (Manual Handling, Equipment & processes (mandatory) plus optional inclusions	1.5 hours
Chemicals	30 mins	Chemicals	30 mins
Biologicals	30 mins	Biologicals	30 mins
Radiation	30 mins	Radiation	30 mins
Field Strips		Field trips	30 mins
Workplace Safety inspections	1 hour	Workplace Safety inspections	1 hour
Hazard & Incident Investigation	1 hour	Hazard & Incident Investigation	1 hour



Ergonomics & manual handling	3 hours	Ergonomics & manual handling	3 hours
Cryogenics	1 hour	Cryogenics	1 hour
Hazardous substances & dangerous goods awareness	2 hours	Hazardous substances & dangerous goods awareness	2 hours
Break	30 mins	Break	30 mins
Break	30 mins	Break	30 mins
1/2 hour break	30 mins	1/2 hour break	30 mins

## • Structuring your sessions

- 1) You have the ability to design your own two day session using the durations as a guide.
- 2) Areas needing further assistance with course selection may contact their OHS Consultant or Advisor for guidance and support in determining the best fit for the area.
- 3) To provide flexibility a start and end time for each session is required.
- 4) Please schedule no more than 7 hours of training per day which must include two 15 minute breaks and a 1/2 hour meal break.

## • To organise training

To assist you in organising your training, reserved dates with NSCA have been negotiated. These dates are in the [Staff Development OHS training calendar](#) with an event title of "NSCA (reserved for Monash) - available for booking. You will need to scroll through the calendar (monthly view recommended) to locate the events.

1. Locate an available date/s from the [Staff Development OHS training calendar](#)
  1. Once all the reserved dates have been booked additional dates will be requested
2. Complete the [CLS OHS group request training form](#)
  1. Enter the date/s you have chosen by viewing the available dates in the [Staff Development OHS training calendar](#)
  2. Remember to specify a start and end time for each session
3. Email the form to [Staff.Development@monash.edu](mailto:Staff.Development@monash.edu)
4. Book your suitable training venue
5. Staff Development will confirm your booking.