

## OHS Committee Meeting

Minutes of Meeting No. 3/2017 of the Materials Eng OHS Committee, held at 12nn on 21 June 2017 in New Horizons Meeting Room 239

### Action

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

**Apologies:** Michael Ludekens, Margaret Rendell.

2. **Confirmation of previous minutes**

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

3. **Matters arising from the previous minutes**

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

Chris Dickson from OHS advised that it is not a requirement for static earthing in Monash. Chris is asking with the suppliers for the Dickson the flammable chemical storage cabinets OHS is seeking an answer from the supplier.

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

Done.

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

Priscilla will present it at the next meeting.

PC

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

Done.

ESS training record does not remind people that their training has expired and the expired training will disappear from the ESS training record so people are not aware what training has expired. Priscilla will talk to Julie Spencer (SDU training manager) so that the new Cornerstone system does not have this problem.

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

Done, problem was the cartridges.

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

Done.

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

There are 4 staff who have to redo the OHS staff induction and a reminder has been sent to the individuals.

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

Done.

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

It is on level 2 not level 3. A study is being conducted about the problem and costings to fix the problem will be forward to the Management.

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

The problem is that some lab coats belong to other departments so it is impossible to identify. Suggest to put those 'unidentified' lab coats aside and if no one claims it within a time frame, to dispose of them.

#### 4. Safety Officer Report

##### Workplace Safety Inspections

The workplace safety inspections are due 30 June.

Jana questioned point 11 on Emergency section on the workplace inspection form 'Are emergency contact details of strategic personnel displayed (Building Warden, Safety Officers)?' and currently this is not available. Ian reported that this is in process to put a list of building warden and safety officers on each floor of NH.

Another question under Equipment and processes section under point 1 "Are ALL Safe Working Instructions & Risk Assessments uploaded into the Safety Database?". This is not practical as there are lots of RA and SWI on the system. John will change the wording of that question.

JF

##### Risk Management & OHS Plan Review

There are complaints that RA & SWI documents are not uploaded correctly, not labelled correctly. Edna will resend out the instructions on how to upload to database again.

ET

Caitlin suggested that in addition to the online database, to put the RA document on individual's lab book so people can refer to it easily. Caitlin will show John an example of what was done in her previous university.

It was discovered that the Eng database is not fully secured so the Committee is considering moving over to SARAH to store the RA and SWI documents. John will find out more details on SARAH from Margaret.

JF

##### Hazard and Incident Reports

- A staff member received an electrical shock when touching a copper pipe at the back of a dry stage glove box as he needed to install a new glove box but the new glove box only came with instructions in Chinese. The existing glove box was tagged but not tested. Suggested to get another company to test and tag the glove box. Another reminder that overseas purchased equipment must comply with Australian standards.

- The undergrad 3D printing lab was completed damage by fire, heat and water. Waiting for forensic report.
- One scheduled poison purchase was not approved as the supplier SDS was not correct.

### Building Evacuations

Building 69 had a real evacuation on 16 May and the fault came from building 36 but building 36 was not evacuated. There was a problem of light fitting ballast burnt out in building 36 level 2 Chemical Eng facility. A report was submitted recommending installation of auto fire doors between 69 and 36.

Priscilla reported that Chemical Eng had a few problems with the Ballast resistor in the recent few weeks and she will be submitting a report with recommendations to BPD.

### Staff & Student Induction

Nil.

### Audits

Nil.

## **5. Resource Manager report**

Tensile barriers are installed in every lab entrance in New Horizons. This is to prevent people from entering back to the labs when there is an evacuation or emergency. Floor warden would be responsible to retract the barriers when the evacuation or emergency is completed.

Ian has created a chemical assistant database for easy reference and information as existing information are not user friendly. Ian has plans to include scheduled poison in the database. Ian will forward the database to Priscilla.

IW

## **6. OHS Consultant report**

No report.

## **7. Laser Safety Officer report**

No report.

## **8. Health & Safety Rep report**

Daniel will put a bin near the laundry cupboard for people to dispose of old lab coats.

DC

Daniel will also suggest to the Faculty about better control over visitors in New Horizons.

DC

## **9. Biological Rep report**

Laurence commented there is a need in the near future for a proper facility for staff doing biological procedures and proper storage for the specimens before they are disposed appropriately.

## **10. Research Fellow Rep report**

Jana has to step down from the Committee as her Monash contract has ended but she will still be located in New Horizons. The Committee appreciated and thanked her commitment to the Committee. John will put out a call to ask for new Research Fellow representative.

JF

**11. Postgraduate Rep report**

No report.

**11. Other business**

Edna will source for new visitors glasses to prevent people from taking it.

Ian will send an email about green lab coats for visitors available in the Faculty.

**12. Next Meeting**

To be advised.

ET

IW

**Action items:**

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

John to reword the question on WPI document "Are ALL Safe Working Instructions & Risk Assessments uploaded into the Safety Database?". This is not practical as there are lots of RA and SWI on the system.

Edna to resend out the instructions on how to upload RA and SWI to Engineering database.

John to find out more details from Margaret about uploading RA and SWI on SARA

Ian to forward his chemical assistant database to Priscilla.

Daniel to put a bin near the laundry cupboard for people to dispose of old lab coats.

Daniel to suggest to the Faculty about better control over visitors in New Horizons.

John to put out a call for new Research Fellow representative to sit in the Committee.

Edna to source for new visitors glasses.

Ian to email about green lab coats for visitors available in the Faculty.