

## OHSE Committee Meeting

Minutes of Meeting No. 1/2015 of the Materials Eng OHSE Committee,  
held at 1pm on 11 March 2015 in Building 82 Meeting Room 239

**Action**

1. **Present:** John Forsythe (Chair), Paul Firbas, Chris McNeill, Margaret Rendall, Edna Tan, Ian Wheeler

**Apologies:** Stefen Bian, Jana Habsuda, Silvio Mattievich, Yulin Zhong

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 develop the procedures for the new hazard and incident online reporting.*

John has tested the new hazard and incident online reporting. One problem identified was that the report will be forwarded to the supervisor based on the SAP system which may not be correct. For example, Paul is doing sessional teaching for John but Yibing is Paul's PhD supervisor. Therefore if Paul submits a report, it will automatically go to John which is wrong. However, Paul is able to change the supervisor in the system before he submits the report. For bullying incident report, it will bypass the supervisor and go straight to the OHS manager, Norman Kuttner.

John will communicate to the Department about the new hazard and incident online reporting system.

**JF**

*Ashley to incorporate feedbacks to the new safety manual and circulate to members again.*

The new safety manual can be found in the Department's intranet.

*Edna to include the safety manual as an agenda item for future meetings.*

Done.

*John to send email to lab managers to conduct the lab inspections before the end of the year.*

Done.

*Margaret to confirm whether the chemical pre-purchase checklist must be submitted everytime when a chemical is purchased.*

Margaret explained that it is only a personal checklist to assist the person buying the chemical.

*Margaret to highlight to OHS about the concern that the first aid boxes cannot be removed from the wall and mounted too high.*

It was suggested perhaps each floor should have one portable first aid box.

**JF/IW**

John/Ian to raise the concern to the NH Safety Reference Panel.

*Ian to chase up with IT on installing tablets on the NH ground floor labs.*

IT will install the tablets on the ground floor labs when they roll out the windows machine.

*Ian to convert the cupboards into wardrobe for the coat hangers in level 1 East Wing labs.*

Ian is still following it up.

*Jana and John to check whether the online equipment booking can be cancelled if needed.*

Yes, it can be done.

*Ian and Chris to discuss about the problems on the interlock laser doors so security can change the access.*

It was discovered that there was no standard procedures for interlock laser doors. Margaret will find out how it was designed to work and how it actually works.

IW

MR

## 5. Safety Officer Report

### Workplace Safety Inspections

Last seminar workplace safety inspections were completed.

### Risk Management & OHS Plan Review

The OHS will soon introduce a new online Risk Assessment system to replace the paper-based system.

### Hazard and Incident Reports

It was reported that dirty water is coming out from the safety showers when tested. It is a university-wide problem and it is sitting with Facilities.

### OHS Training

Margaret is running monthly Risk Management training for postgrads which can be found on the Engineering events booking website. Edna will inform new postgrads to attend the Risk Management training.

ET

### Building Evacuations

There was an unplanned evacuation in NH as a cleaner activated some sensor. There will be a planned evacuation involving new wardens from CSIRO.

There is still confusion of the actual procedures when an alarm goes off. Last week, some contractors were testing the alarms but no one was informed.

### Staff & Student Induction

Nil.

OH&S Plan Review

Nil.

Audits

Nil.

**6. Resource Manager Report**

Ian is still following up on the problem for transporting chemicals when using NH lifts.

There is no further process on the lab coat provision from Finance.

The Department has purchased 50 orange lab coats for undergrad teaching.

**7. OHSE Consultant Report**

No report.

**8. Specialty Officers Reports**

No report.

**9. Other Business**

Silvio is willing to step down as the Health and Safety Representative (representing on behalf of the employees). The Department should put out a call to seek new representative. Margaret will check whether there is a standard email to put out the call.

Chris queried whether a student can be terminated from his studies if the student breached OHS rules. As an employee, non-compliance of OHS will result in termination. Chris will bring up to the Faculty Research Committee and Nick about this potential problem.

MR

CM

**10. Next Meeting**

13 May 2015.

**Summary of Action items:**

John to communicate to the Department about the new hazard and incident online reporting system.

John/Ian to bring up to the NH Safety Reference Panel on the first aid boxes which cannot be removed from the wall for emergency and to suggest each floor to have one portable first aid box.

Ian to convert the cupboards into wardrobe for the coat hangers in level 1 East Wing labs.

Margaret to find out how the interlock laser door was designed to work and how it actually works.

Edna to inform new postgrads to attend the Risk Management training which is held monthly.

Margaret to find out whether there is a standard email to put out a call for new Health and Safety Representative.

Chris to ask the Faculty Research Committee and Nick on whether a student can be terminated from his studies if the student breached OHS rules.

Materials OHSE Committee Meeting 1/2015 minutes