



## OHS Committee Meeting

Minutes of Meeting No. 4/2017 of the Materials Eng OHS Committee, held at 11am on 7 August 2017 in New Horizons Meeting Room 239

	Action
<p><b>1. Present:</b> John Forsythe (Chair), Priscilla Chow, Daniel Curtis, Caitlin Langford, Chris McNeill, John Shurvinton, Edna Tan, Ian Wheeler.</p> <p><b>Apologies:</b> Gerry Male, Laurence Meagher, Margaret Rendell.</p>	
<p><b>2. Confirmation of previous minutes</b></p> <p>The minutes of the previous meeting were accepted as a true record.</p>	
<p><b>3. Matters arising from the previous minutes</b></p> <p><i>Priscilla to show the WPI module on SARAH to the Committee.</i></p> <p>Done.</p> <p><i>John to reword the question on WPI document "Are ALL Safe Working Instructions &amp; Risk Assessments uploaded into the Safety Database?". This is not practical as there are lots of RA and SWI on the system.</i></p> <p>Outstanding item.</p> <p><i>Edna to resend out the instructions on how to upload RA and SWI to Engineering database.</i></p> <p>Outstanding item.</p> <p><i>John to find out more details from Margaret about uploading RA and SWI on SARAH</i></p> <p>The Committee has agreed to migrate over to SARAH and will be announced on MSE Safety Day in September.</p> <p><i>Ian to forward his chemical assistant database to Priscilla.</i></p> <p>Done.</p> <p><i>Daniel to put a bin near the laundry cupboard for people to dispose of old lab coats.</i></p> <p>Outstanding item.</p> <p><i>Daniel to suggest to the Faculty about better control over visitors in New Horizons.</i></p> <p>Outstanding item.</p> <p><i>John to put out a call for new Research Fellow representative to sit in the Committee.</i></p> <p>Outstanding item.</p>	<p>JF</p> <p>ET</p> <p>DC</p> <p>DC</p> <p>JF</p>

*Edna to source for new visitors glasses.*

Outstanding item.

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

Done.

ET

#### **4. Safety Officer Report**

##### Workplace Safety Inspections

All Workplace Safety Inspections action items are kept on a spreadsheet for audit purposes.

There were discussions about a suitable location to display the list of floor/building wardens.

##### Risk Management & OHS Plan Review

John will carry out a trial of writing a mini RA on a whiteboard while performing an experiment in the lab.

##### Hazard and Incident Reports

No report.

##### Building Evacuations

Priscilla will ask BlueFire to check whether the magnetic locks should de-active during a real alarm/evacuation.

PC

John and Ian will need to look at the licensing for walkie talkies and to request a new frequency for NH and CSIRO, separately from Physics.

JF/IW

An email was sent out to all wardens about the tensile barriers in each lab entrance.

##### Staff & Student Induction

No report.

##### Audits

MSE Safety Day will be held during semester break either on 25 September or 26 September.

#### **5. Resource Manager report**

No report.

#### **6. OHS Consultant report**

HR has implemented a new training system called myDevelopment. Training records from 2006 onwards will be transferred to the new system. Training prior to 2006 will remain in SAP. Undergrads have to recreate a profile in order to use myDevelopment.

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

No report.

**8. Health & Safety Rep report**

MSE will engage a different testing and tagging company each time to ensure compliance with regulations. Monash as five approved vendors for testing and tagging.

**9. Biological Rep report**

No report.

**10. Research Fellow Rep report**

No report.

**11. Postgraduate Rep report**

No report.

**11. Other business**

No other business.

**12. Next Meeting**

To be advised.

**Action Items**

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.

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.

Priscilla to ask BlueFire to check whether the magnetic locks should de-active during a real alarm/evacuation.

John and Ian to look at the licensing for walkie talkies and to request a new frequency for NH and CSIRO, separately from Physics.