

## OHS Committee Meeting

Minutes of Meeting No. 5/2017 of the Materials Eng OHS Committee,  
held at 2pm on 20 Nov 2017 in New Horizons Meeting Room 239

### Action

1. **Present:** John Forsythe (Chair), Priscilla Chow, Daniel Curtis, Laurence Meagher, Chris McNeill, Garry Male, Margaret Rendell, John Shurvinton, Edna Tan, Ian Wheeler.

**Apologies:** Caitlin Langford

2. **Confirmation of previous minutes**

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

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

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.

The wording has been changed.

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

Not necessary as the Department will move away from the Engineering database to S.A.R.A.H.

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

Done.

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

Daniel will bring up at the next Faculty meeting.

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

Edna to provide the names of new researchers to John.

Edna to source for new visitors glasses.

The new visitors glasses have been purchased.

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

There was conflicting information regarding magnetic locks deactivating in NH during an evacuation so Priscilla is still waiting for DPB to confirm.

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

The walkie talkies have been purchased with our own license.

DC

ET

PC

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

##### Workplace Safety Inspections

Workplace Safety Inspection was carried out on 25 Sept during the Safety Day. Ian has kept action items on a spreadsheet.

##### Risk Management & OHS Plan Review

Risk Assessment (RA) has to be done in S.A.R.A.H. effective from 1 Nov. RA that contains sensitive information (ie patents) should be done on a hard copy but still need to create a record in S.A.R.A.H. with minimum information and also to reference to the hard copy. Hard copy should be kept in the individual lab securely but still accessible.

Workplace Safety Inspections have not migrated to S.A.R.A.H. as it requires modification.

##### Hazard and Incident Reports

No report.

##### Building Evacuations

There will be a building evacuation before Monash shut down.

##### Staff & Student Induction

Summer project students will be inducted and also be trained on S.A.R.A.H.

##### Audits

No report.

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

- MSE has developed the Electrical Equipment Pre-Purchase Checklist. The University will set up a working group to implement this checklist university-wide.
- A new test and tag company has been engaged by MSE and the process will start soon.

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

- Refer to report attached.

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

- No report.

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

- The temporary undergrad 3D printing lab is currently located in lab G50 along other equipment. However it was noted that people using 3D printers did not put on PPE.
- There was also concern about ventilation requirements for 3D printing and since there are more and more 3D printers in the university, perhaps OHS should form a working group to develop guidelines about 3D printing.

**9. Biological Rep report**

- The new PC2 manager is expected to start in January.
- Ian has submitted the renewal for the poison permit.

**10. Research Fellow Rep report**

- Priscilla and Margaret are helping MCAM to deal with dangerous goods problem.

**11. Postgraduate Rep report**

No report.

**12. Other business**

- There was discussion on whether MSE should supply 100% cotton lab coat to undergrads, summer students and masters students. Ideally 100% cotton lab coats should be included in the book list but the bookshop is yet to sell 100% cotton lab coats. Daniel and Margaret will speak to the bookshop people.
- Chris is unable to find his lab listed on S.A.R.A.H. Chris to give the lab details to Margaret.

DC  
CM

**13. Next Meeting**

To be advised.

**Action Items**

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

Edna to provide the names of new researchers for John to send invitation to join the OHS Committee.

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

Daniel to speak to the bookshop about stocking 100% cotton lab coat.

Chris to provide his lab details to Margaret to include in S.A.R.A.H.