

The CEPA Postgraduate Liaison Officer's

Research Guide for New Postgraduates at the Department of Chemical Engineering

February, 2017



**CHEMICAL ENGINEERING
POSTGRADUATE ASSOCIATION**

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Disclaimer:

The CEPA Postgraduate Liaison's Officers, the Chemical Engineering Postgraduate Association and its members take no responsibility or liability for and make no guarantees, undertakings, representations or warranties in connection with the reliability, accuracy, completeness or up-to-date nature of any information provided.

Always approach your academic supervisor if you are in doubt.

Contact Persons

General Office Staff:

Renee Jacobs – Personal and Administrative Assistant to the Head of Department

Renee helps new HDR students to settle in their new office. She issues keys, creates staff email accounts, allocates computers and grants after-hours access to the building.

Lilyanne Price – Postgraduate Advisor

Lilyanne is the initial point of contact for HDR students, she assists students with their initial enrolment procedures, scholarships and general course advise. Also, get in touch with her if you want to take annual leave.

Jill Crisfield – Resources Manager

Jill is the point of contact for authorising purchase orders and finance matters for sessional work at Monash University. Jill also allocates office/desk space (excluding New Horizons).

Laboratory Staff:

Kim Phu – Departmental Safety Officer (SO)

Kim is the safety officer for the Chemical Engineering laboratories in the department. She assists students with chemical and equipment orders and can help with any safety concerns. All training matters related to laboratory work should be made through Kim.

Scot Sharman – Departmental Health and Safety Representative (HSR)

Scot represents staff on health and safety matters.

Harry Bouwmeester – Contract Technical Officer & Ross Ellingham – Workshop Assistant

HDR students who require technical advice or trades related work done in the labs can speak to Harry or Ross. Any work request (green form) should be handed to Kim Phu. Kim will check if any OHS related issue may arise from the work request and forward it thereafter.

Academic Staff:

Prof Sankar Bhattacharya – Acting Head of Department

Dr Akshat Tanksale – Director of Graduate Research

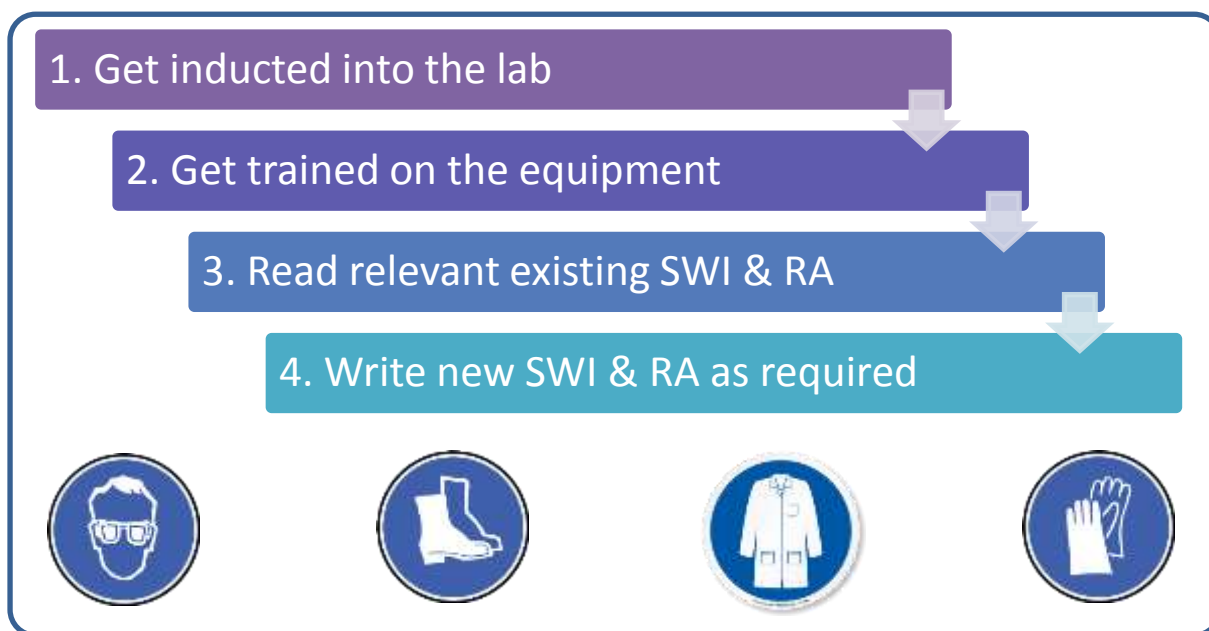
Dr Tanksale is the point of contact for any matters relating to candidature i.e. scholarships, milestones etc. In the case where HDR students would like to raise concerns with the relationship between them and their supervisor, they may see Dr Tanksale in order to resolve their concerns.

Working Safely in our Labs

Chapter approved by Kim Phu and Warren Batchelor, June 2015

It is compulsory to always wear a lab coat, eye protection, long pants and closed footwear in all labs. There are further requirements depending on the lab and your experiments/chemicals, e.g. regarding the type of gloves to be used.

Before you are eligible to start experiments, you have to fulfil the induction requirements outlined in the subsequent chapter and the following requirements, which are specific to your intended experiments:



1. Complete a lab induction for each lab, run by the corresponding lab manager, the completed form is filed in the lab and a hard-copy goes to the General Office
2. Get trained on your specific equipment and sign off the training record
3. Read through the Safe Work Instructions (SWI) for every equipment/process you will use and the Risk Assessments (RA) for every equipment/process and every chemical you will use
4. If you use new (hazardous or dangerous) chemicals, new equipment/processes or extend a procedure beyond the scope covered by the existing SWI you will have to write a new document and file it with signatures from you and your supervisor (hardcopy/OHS database)

Further information and the RA and SWI forms can be found on:

<http://www.eng.monash.edu.au/chemical/resources/ohs/>

The OHS databases:

Chemical RA: <http://eng.monash.edu/chemical/resources/ohs/ra/index.html>

RA and SWI of processes/equipment: <http://eng.monash.edu.au/ohs/safetydb/>



Online Hazard and Incident Report System

Your health and safety is important. If you are involved in an incident or become aware of a hazard, we strongly encourage you to report it.

What should be reported?

Hazards that could pose a risk to:

- a person's health or safety, including instances of unsafe work practices
- the environment (e.g. air, water, land)

Incidents that could or did result in:

- injury or illness
- near misses
- unacceptable behaviour

Login to the my.monash portal and click on OHS Hazard & Incident Reporting under the Quick links menu on the left. If the online system does not allow inviting the Safety Officer Kim Phu or other relevant persons to the report, please make sure to forward the automatic email confirmation to them thereafter.

Compulsory Trainings and Inductions

Chapter approved by Kim Phu and Warren Batchelor, June 2015

General Inductions – Each of these is compulsory for all postgraduate students

- **OHS Online Induction** – The general university-wide OHS induction for post graduate students is found at the link below. It is accessed using your **student** details and a screenshot of the completed session needs to be printed out as proof of completion and submitted to the safety officer (Kim Phu).
<http://www.monash.edu.au/ohs/training/hdr-student-induction.html>
- **Safety Quiz** – The safety quiz is based on the information in the Department of Chemical Engineering Safety Manual. It needs to be answered and then submitted to the safety officer. The safety manual and quiz can be obtained from the general office or from the link below.
<http://www.eng.monash.edu.au/chemical/resources/ohs/>
- **Departmental Induction** – The safety officer will run a departmental induction looking at departmental safety issues and policies. This is a physical induction and you will be informed of the date and time prior to its running.
- **Faculty Induction Session** – This session is run twice a year and welcomes students to the engineering faculty. It includes presentations on useful resources and issues you may face as a post graduate student. You must register for the event via the Graduate Research Management System (GRAMS), accessible from my.monash (**student** account) under quick links.
- **GRAMS compulsory Module** – In GRAMS there is also a compulsory module which lists three activities which have to be completed prior to your confirmation milestone. One is the faculty induction session, while the other two are the ‘Monash Graduate Research Induction’ and ‘Research Integrity’ online modules. You need to register for these through GRAMS and then follow the links to complete the activities in moodle.
- **Platinum & Distinguished Guest Seminars** – It is a requirement that all HDR students attend platinum seminars held regularly by the department. Students will receive an Event Brite ticket in their email, they should print this ticket and bring it along to the allocated seminar location (as indicated in the ticket). Their ticket will be stamped, signed, and given back to the student to keep for their record. It is a requirement for all HDR students to scan and attach these tickets to their milestone forms.

Training Sessions – These are compulsory for all lab users

- **Risk Management Course** – This course takes you through the basics of writing risk assessments. It is run monthly and you can register to attend the course through the following link.
https://my.monash.edu.au/news-and-events/bookings/febs/search/?category_id=3821&campus_id=3&keywords=&type=upcoming&sort=date&action_search=Search

- **Gas cylinder and cryogenics training** – This training involves both an online and a practical component. You can access and complete the online training through the link below. When complete, you will receive an email confirming that you have passed the unit. Show this email to the safety officer and they will organise physical training.
<http://moodle.vle.monash.edu/enrol/index.php?id=14855>

Further inductions & training sessions – These may be required depending on your project

- **Laboratory Inductions** – Before you are able to work in a laboratory, you need to be inducted into the lab by an authorised user. If you are unsure who is in charge of a lab, ask the safety officer.
- **Biosafety 1 & 2** – These are required if you plan to work with biological material or if you are going to work in a PC2 certified laboratory. You can register for these courses at the links below. They are held off campus in the HR area at 195 Wellington Road.
<http://www.adm.monash.edu.au/staff-development/ws/ohs/biosafety1.html>
<http://www.adm.monash.edu.au/staff-development/ws/ohs/biosafety2.html>
- **New Horizons Induction** – If your desk is located in New Horizons or you need access to work in one of the laboratories there, you need to be inducted into the building. You can register for this induction at the link below.
https://my.monash.edu.au/news-and-events/bookings/febs/search/?category_id=3821&campus_id=3&keywords=&type=upcoming&sort=date&action_search=Search

Purchase and Procurement

Chapter approved by Kim Phu, Jill Crisfield and Warren Batchelor, June 2015

Forms are available from the General Office

Purchasing and Receiving Chemicals

- Use the yellow 'Purchase Requisition' form, which needs to be signed by the academic in charge of your lab and the Safety Officer and then be returned to the General Office
- To get the Safety Officer's approval a Risk Assessment based on the chemical's MSDS is required (the corresponding lab managers will have to upload the RA on the Chemical Engineering safety website: <http://eng.monash.edu/chemical/resources/ohs/ra/index.html>)
- It is not allowed to order chemicals via the P2P hub (Science Store) – with the exception of certain chemicals (1-Propanol, 1,3-Propanediol, Acetone, Calcium Chloride, Citric Acid, Ethanol, Iso-Propanol, Sodium Carbonate, Sodium Hydroxide Pellets), for these chemicals the lab managers have to ensure that users sign off the corresponding RA that is kept in the respective lab.
- Ensure there is an appropriate chemical storage cabinet available for the purchased chemicals
- Upon receiving the chemicals, ensure the owner of the chemicals records their name and the received date on the container

Purchasing Lab Consumables (glass ware, tissues, gloves etc.)

There are three options:

- P2P hub: go to my.monash.edu -> P2P Stores (lab managers / nominees only)
- Departmental Store (opposite the Safety Officer's office): ask the Safety Officer for an introduction into the store and the payment system
- see below

Purchasing other Equipment, Services or Goods

- Below \$50: Often it is possible to pay upfront and claim money back via the small yellow 'Petty Cash' form, the reimbursement will be collected in cash from the Purchasing Hub (G23/Building 63)
- \$50-\$300: Often it is possible to pay upfront and claim money back via the white 'Reimbursement Claim' form
- Over \$300: Use the yellow 'Purchase Requisition' form

Note: Do not use credit card for purchasing chemicals or on-line purchasing.

Printing - Registering for Papercut

In order to be able to print at the department, register your card at the terminal at the Faculty of Engineering reception, ground floor, Building 72. Use your staff account.



The Chemical Engineering Postgraduate Association (CEPA)

About us

CEPA (Chemical Engineering Postgraduate Association) is the postgraduate student committee for the Department of Chemical Engineering at Monash University. We run several academic and social events for the department. We liaise among postgraduates, to put forward student views and organise a number of activities throughout the year. Our constitution highlights that “we provide academic support to fellow postgraduates and thus foster communication of research ideas and collaborations”. Our CEPA Conference is held annually in October, allowing students to present their research to an academic audience and obtain feedback from their peers. Additionally, we hold a number of social events to allow postgraduate students in the Department the chance to meet in a social environment.

Get involved! The CEPA committee is annually elected with elections usually being held by the end of March – beginning of April. The current members can be found on <http://www.eng.monash.edu.au/chemical/current/rts/cepa.html>

Student Liaisons Officers

The student liaison officers welcome new postgraduate students to the department and introduce them to social, organisational and safety matters. They also can act as contact person regarding any personal or professional problems related to their studies –do not hesitate to contact them.

- Madura Ananda Kumar madura.kumar@monash.edu
- Huadong Peng huadong.peng@monash.edu
- Negin Amini negin.amini@monash.edu
- Jonathan Chew jonathan.chew@monash.edu

Social Events:

- Thank God It's Friday (TGIF): unless otherwise noted, this event occurs biweekly
- Trivia night
- Cake Club
- Game Night
- Movie Night

International Student Life Guide

The preceding Chemical Engineering Postgraduate Association (CEPA) committee has focused its efforts on helping new international students settle into Monash and Victoria in general. To this end we have created the International Student Life Guide. There are two versions: one in English and the other in Mandarin. They are packed with useful information covering a range of topics including accommodation, transportation, shopping, health and medical and general safety. The booklets will be provided to new international students upon enrolment. They have also been uploaded to the Monash Chemical Engineering website (<http://www.eng.monash.edu.au/chemical/current/rts/cepa.html>). Please refer new international students in your research group to this information. We hope you find the International Student Life Guide a useful resource.