

OHS Committee Meeting

Minutes of Meeting No. 3/2015 of the Materials Eng OHS Committee,
held at 1pm on 16 July 2015 in Building 82 Meeting Room 239

Action

1. **Present:** John Forsythe (Chair), Paul Firbas, Jana Habsuda, Silvio Mattievich, Margaret Rendall, Edna Tan, Ian Wheeler, Yulin Zhong.

Apologies: Stefen Bian, Chris McNeill.

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/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 and Parasol personnel will check the first aid boxes to replenish the items and to re-position the boxes if necessary.

Edna to get the Risk Management attendance lists from Margaret and the Faculty to check who has not attended the training.

Edna will constantly monitor it.

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

Ian has sent out the email but there was no volunteer.

John to send email to remind people to conduct Semester 1 workplace safety inspections.

Done.

Edna to check that access to the Monash OHS should be a direct link, not via staff intranet.

Item outstanding.

Ian to suggest to the Building Committee on putting up some instructional signages next to the gas alarms.

Awaiting resolution for the new gas alarm operations.

Ian to send email about the gas alarms procedures to ease confusion.

See above.

John to put out another call for more volunteers to be NH floor wardens.

There were two more floor wardens added.

ET

Ian to follow up with Facilities about installing internal light for WIP cupboard and door hold backs to keep the doors open during evacuations.

Done.

Paul to collect new safety glasses from Edna to replenish the containers for visitors.

Done.

Edna to update the first aiders list in the first aid boxes.

Done.

John to send another reminder about the basic PPE requirements in the labs.

Done.

John to put out a call for postgrads to be involved in the OHSE Committee.

Item outstanding.

JF

5. Safety Officer Report

Workplace Safety Inspections

First semester inspection was done.

Risk Management & OHS Plan Review

Monash Risk Management online tool was launched on 1 July 2015. Margaret will forward the UAT module to John to get familiarise with the system. MSE and OHS will have to discuss on how and when MSE will implement this online tool to replace the current database.

MR

Ian has requested Facilities to check the fumehoods and fire extinguishers as they are overdue for annual inspection.

Hazard and Incident Reports

During the Year 8 challenge, one student had a small cut on his finger. There were also other incidents in other departments.

OHS Training

It was requested that Margaret to provide an information session on the new Risk Management online tool to the MSE academics. Edna will invite Margaret to the next Departmental meeting.

ET

Building Evacuations

All NH internal doors are now programmed to unlock during evacuation. Floor wardens to check the doors at the next evacuation.

The lift company will be checking to make sure the lifts will be at ground floor if there is an evacuation.

The Building Committee has developed a policy for moving chemicals in NH and the policy

will go through a few committees and the University for approval.

Staff & Student Induction

There were discussions about the next NH Safety Day to be held during mid semester break. It was noted only a few people turned up to clean up the labs after the Safety Day presentation. People will be reminded that it is mandatory to clean up the labs.

OHS Plan Review

Nil.

Audits

OHS has informed the Department that MSE will be audited on 11 August. John will organise a self audit before the actual audit.

Ian will email lab supervisors to check their RA and SWI documents are up to date, to get ready for the audit. **IW**

6. Resource Manager Report

Chemicals are not allowed to be stored in fumehood cupboards. John will send out an email to remind people not to store chemicals in fumehood cupboards. **JF**

7. OHS Consultant Report

OHS has revised the training matrix and Margaret will check if there are any changes that will affect Engineering. **MR**

Margaret has been working with Chris McNeil on the laser doors operations.

Margaret has requested for comments to the revised generic waste labels that was circulated.

8. Specialty Officers Reports

Yulin reported that a security lady has been walking around the offices waking up students from their lunch nap. Yulin to report immediately when it happens again.

Jana noticed there is no list of equipment users displayed near the equipment. Also there should be a separate list for after hours users. Ian will check whether it is compulsory to display the equipment users list near the equipment. **IW**

Paul highlighted that he had difficulty accessing the safety showers because there were items left near the showers. John will send out an email. **JF**

Jana reported that someone accidentally activated the safety shower but no one came to investigate it. Ian will check the safety shower activation is in place. **IW**

Margaret will follow up on why on one has contacted the Department to check the safety showers water quality. **MR**

Paul reported that the Bio yellow bins are constantly full. Ian will check with Kala. **IW**

9. Other Business

Nil

10. Next Meeting

To be advised.

Summary of Action items:

Edna to check that access to the Monash OHS should be a direct link, not via staff intranet.

John to put out a call for postgrads to be involved in the OHSE Committee.

Margaret to forward the UAT module to John to get familiarise with the system.

Edna to invite Margaret to the next Departmental meeting to provide an information session on the new Risk Management online tool to the MSE academics.

Ian to ask lab supervisors to check their RA and SWI documents are up to date, to get ready for the audit.

John to remind people not to store chemicals in fumehood cupboards.

Margaret to check if there are any changes to the revised the training matrix that will affect Engineering.

Ian to check whether it is compulsory to display the equipment users list near the equipments.

John to inform people not to leave any items near the safety showers.

Ian to check the safety shower activation is in place.

Margaret to follow up on why on one has contacted the Department to check the safety showers water quality.

Ian to check with Kala on why the Bio yellow bins are constantly full.