

OHS Committee Meeting

Minutes of Meeting No. 1/2016 of the Materials Eng OHS Committee,
held at 2pm on 2 March 2016 in Building 82 Meeting Room 239

1. **Present:** John Forsythe (Chair), Daniel Curtis, Jana Habsuda, Michael Ludekins, Margaret Rendall, Chris McNeill, Edna Tan, Ian Wheeler,

Apologies: Stefen Bian, Yulin Zhong

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 discuss with Nick on who/how to encourage postgrads to sit in the OHS Committee.

The Committee thanked and acknowledged the contributions put in by Paul Firbas. Caitlin Langford will be joining the Committee as the new Postgrad representative.

Margaret to advise Edna of any changes to the revised the training matrix that will affect Engineering.

Done.

Ian to ask for the waste collection schedules from Anita Pelacchi and to communicate it across the Faculty.

Ian will chase up Anita to respond.

John to email to OHS to recommend improvements to S.A.R.A.H. before MSE migrate over to S.A.R.A.H.

To be discussed in the main agenda item.

Ian to remind people of the proper procedures when there is an emergency.

The Faculty will produce a video showing a mock chemical explosion and the correct use of the safety shower.

John to ask for more CSIRO volunteers for floor wardens and give a revised floor warden list to Jana.

This matter will be raised again in the Safety Panel meeting the following day.

John to ask Angela Shaw in Facilities to organise the Fire Bridge to come and demonstrate how to extinguish a mock fire.

John will request for it again this year.

Ian to raise a BEIMS request to install on/off switch for the laser labs.

Action

IW

JF

Done.

Jana to inform Chris Van Den Bergen about Chemwatch's lack of responsiveness to her request.

Done. Margaret will check with Chris Van Den Bergen for the turnover time for Chemwatch to upload the MSDS.

MR

4. Safety Officer Report

Workplace Safety Inspections

Action items arising out from the last lab inspections have been taken care of with BEIMS requests submitted. There is a need to include office inspection in the next round.

Risk Management & OHS Plan Review

Margaret will arrange a meeting for John to meet with OHS to discuss the RA and SWI requirements to upload to S.A.R.A.H.

MR

There was discussion about the scheduled carcinogen list and how to get a permit when required.

Hazard and Incident Reports

A BEIMS request was submitted to facilities to provide shower signs in the labs.

OHS Training

FYP students will be attending a OHS induction training on 4 March. John, Margaret and Kate Nairn will cover different aspects of safety.

Building Evacuations

The next building evacuations will be scheduled for this semester.

Staff & Student Induction

All new postgrads will have to complete the Risk management course.

OHS Plan Review

NA

Audits

The Department will conduct a self audit soon.

5. Resource Manager report

Discussed above.

6. OHS Consultant report

Monash is now smoke-free with smoking no longer permitted in buildings, grounds or vehicles on campus.

There will be an App to assist staff to conduct inspections and audits that synchronises with S.A.R.A.H.

7. Laser Safety Officer report

No report.

8. Health & Safety Rep report

No report.

9. Research Fellow Rep report

Jana suggested that there should be at least one fire blanket in each wing. Michael will recommend this suggestion to the Safety Rep Panel. Daniel will check whether the labs in buildings 36 and 37 also require fire blankets.

**ML
DC**

10. Postgraduate Rep report

The Committee will require one more Postgrad Rep besides Caitlin Langford.

11. Other business

Nil.

12. Next Meeting

4 May 2016.

Summary of Action items:

Ian to ask for the waste collection schedules from Anita Pelacchi and to communicate it across the Faculty.

John to ask for more CSIRO volunteers for floor wardens.

Margaret to check with Chris Van Den Bergen for the turnover time for Chemwatch to upload the MSDS.

Margaret to arrange a meeting for John to meet with OHS to discuss the RA and SWI requirements to upload to S.A.R.A.H.

Michael to recommend to the Safety Rep Panel to provide at least 1 fire blanket for each wing of New Horizons.

Daniel to check whether the labs in buildings 36 and 37 also require fire blankets.