



## OHSE Committee Meeting

Minutes of Meeting No. 4/2014 of the Materials Eng OHSE Committee,  
held at 12nn on Wednesday 2 July 2014 in Building 82 Meeting Room 239

**Action**

1. **Present:** Ian Wheeler (Acting Chair), Stefen Bian, Paul Firbas, Jana Habsuda, Chris McNeill, Silvio Mattievich, Ashley Roberts, Edna Tan, Jack Wang, Yulin Zhong

**Apologies:** Nick Boyd, John Forsythe, Rod Mackie, Jian-Feng Nie, Margaret Rendall

**In attendance:** Daryl Gaspero

2. **Presentation of iAudit from Daryl Gaspero**

Daryl Gaspero from ECSE presented the iAudit software to the Committee. It will be proposed at the Departmental meeting for Materials to use the iAudit for workplace inspection process.

3. **Confirmation of previous minutes**

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

4. **Matters arising from previous minutes**

*John to inform lab supervisors that people who are leaving will be required to get clearance from individual lab supervisor on the "Completion of Activities" form.*

Outstanding.

*Ian to investigate why security was not activated when the eye shower was used in an incident.*

Unfortunately, no one was able to provide a definite answer despite several queries.

*Edna to request for the April's Risk Management attendance from the Faculty.*

Done.

*Margaret to arrange for John and Ian to meet with William Potenza who is in charge of campus emergencies.*

Outstanding.

*Ian to propose to the Building Committee to arrange for a contractor to check and replenish the first aid kit, spill kit, etc.*

Ian will have to discuss with the Building Committee again.

*Ian to check with the Building Committee about bags storage for the undergrads working in the labs.*

The Building Committee was unable to provide a solution.

*John to suggest to the Department academics about issuing tickets for not wearing*

JF

MR

IW

PPE.

Outstanding.

JF

*John to email lab supervisors to get trays from Silvio for the chemical waste bottles.*

Outstanding.

JF

*Ian to discuss with the Building Committee about the concern that the gas alarm not triggering the evacuation alarm and about the fire exit signage.*

The fire exit signage has been sorted. Unfortunately the gas alarm cannot be programmed to automatically trigger the evacuation alarm.

*John to email the lab supervisors to check the Argon taps at the end of the day or end of the week.*

Ian will send out the email.

IW

*John to compile a list of lab managers.*

Outstanding.

JF

*Margaret to send the weblinks for the online training videos for Chemwatch and Engineering database.*

It can be found on the Engineering OHS webpage  
<http://www.eng.monash.edu.au/ohs/>.

Ashley reported the online radiation video has a problem. Ashley will highlight the problem to Margaret.

AR

*John to suggest to CSIRO about getting a safety representative to sit in our Committee and vice versa.*

JF

Outstanding.

## 5. Safety Officer Report

### Workplace Safety Inspections

95% of the inspections are completed except 285, G50 and SPS.

### Risk Management & OHS Plan Review

The Committee noted that people are still confused about risk management, RA and SWI, etc. This will be taken into consideration when revamping our safety manual and website.

### Hazard and Incident Reports

While working in the lab one night, Ashley smelled ammonia from the next lab. It was Chem Eng people working on a fumehood and the people were immuned to the smell. It has become too common that people who do not have the proper knowledge on how to use the fumehood. Ian will look for a simple manual on how the fumehood works.

IW

### OHS Training

Nil.

### Building Evacuations

It was reported that Semester 1 building evacuations went well. When there is an evaluation, all New Horizons interior doors should be opened for easy access. Only exterior doors will be locked ie people cannot come back into the building.

### Staff & Student Induction

A reminder that Risk Management induction has to be completed every 3 years.

### OH&S Plan Review

Nil.

### Audits

Nil.

## **6. Resource Manager Report**

There are still concerns about possible gas leak if preventive action is not taken. Ian went around the labs and highlighted all the different gases. The taps will be changed to make it more secure. The taps can be installed with a locked cap and the academics will have the key to open the cap.

## **7. OHSE Consultant Report**

No report.

## **8. Specialty Officers Reports**

Hangers for lab coats will be installed soon near the entrance of the labs. It was noted that non research people like visitors and IT personnel, not wear basic PPE in the labs.

Jana commented that it is useful to put up a list of authorised equipment users, not just authorised lab users list, just like what we have done in the past before moving to NH.

Ashley noted from the OHS website that equipments require SWI. Ashley to forward the weblink to Ian.

**AR**

Jana requested Ian to follow up on the installation of tablet in TGA lab as the TGA lab will be going paperless and online booking.

**IW**

Ashley commented that people do not know who the safety representatives are. Students are keen to be involved in safety but do not know how or who to approach.

Someone suggested the PhD course should include a Lab component as a compulsory unit.

## **9. Other Business**

Nil.

## **10. Next Meeting**

To be advised.

**Summary of Action items:**

John to inform lab supervisors that people who are leaving will be required to get clearance from individual lab supervisor on the "Completion of Activities" form.

Margaret to arrange for John and Ian to meet with William Potenza who is in charge of campus emergencies.

Ian to propose to the Building Committee to arrange for a contractor to check and replenish the first aid kit, spill kit, etc.

John to suggest to the Department academics about issuing tickets for not wearing PPE.

John to email lab supervisors to get trays from Silvio for the chemical waste bottles.

Ian to email the lab supervisors to check the Argon taps at the end of the day or end of the week.

John to compile a list of lab managers.

Ashley to report to Margaret about a problem with the online radiation video.

John to suggest to CSIRO about getting a safety representative to sit in our Committee and vice versa.

Ian to look for a simple manual on how the fumehood works.

Ashley to forward the weblink to Ian about equipments requiring SWI.

Ian to follow up on the installation of tablet in TGA lab as the TGA lab will be going paperless and online booking.