



OHS Committee Meeting

Minutes of Meeting No. 2/2016 of the Materials Eng OHS Committee, held at 2pm on 4 May 2016 in Building 82 Meeting Room 239

		Action
1.	<p>Present: John Forsythe (Chair), Stefen Bian, Daniel Curtis, Jana Habsuda, Margaret Rendell, Chris McNeill, Edna Tan, Ian Wheeler,</p> <p>Apologies: Caitlin Langford, Michael Ludekens</p>	
2.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous meeting were accepted as a true record.</p>	
3.	<p>Matters arising from the previous minutes</p> <p><i>Ian to ask for the waste collection schedules from Anita Pelacchi and to communicate it across the Faculty.</i></p> <p>There are more collections during the week and more waste bins will be provided.</p> <p><i>John to ask for more CSIRO volunteers for floor wardens.</i></p> <p>John will raise again at Safety Panel Meeting.</p> <p><i>Margaret to check with Chris Van Den Bergen for the turnover time for Chemwatch to upload the MSDS.</i></p> <p>Outstanding item.</p> <p><i>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.</i></p> <p>Margaret reported that the Department will have to wait for the new version of SARAH to be release to allow trainer sign off. The Department will continue to use paper based forms until the changes to the online system are made.</p> <p><i>Michael to recommend to the Safety Rep Panel to provide at least 1 fire blanket for each wing of New Horizons.</i></p> <p>Outstanding item. However Daniel will make enquiries to purchase fire blankets, the locations for it and how it can be checked regularly. Ian will request an assessment on whether there is a requirement for New Horizons.</p> <p><i>Daniel to check whether the labs in buildings 36 and 37 also require fire blankets.</i></p> <p>Outstanding item.</p>	<p>JF</p> <p>MR</p> <p>MR</p> <p>ML DC IW</p> <p>DC</p>
4.	<p>Safety Officer Report</p> <p><u>Workplace Safety Inspections</u></p> <p>Next round of inspections will be held in June and to bring it forward so Silvio can help</p>	

before he leaves.

Risk Management & OHS Plan Review

The liquid nitrogen cage behind New Horizons will move to swipe card access. So it is a good time to re-induct people. Margaret will ask SDU for a list of people who are trained for New Horizons liquid nitrogen facility. If they have swipe card access to liquid nitrogen facility, they would have access to dangerous goods lift.

MR

Hazard and Incident Reports

Metallography lab has been shut down again. An impromptu inspection by Nick Birbilis, Ian Wheeler and Nikki Stanford found the lab to be filthy and also found a pair of blooded gloves. One Petri dish was empty and dried up. Committee suggested allocating a staff to manage the lab.

OHS Training

Nil.

Building Evacuations

Evacuations are being planned for Swot Vac commencing 20 May.

There will be a power outage at New Horizons this weekend. Daniel will be helping to move the fridges and freezers.

Staff & Student Induction

Nil.

OHS Plan Review

Nil.

Audits

There are plans to do an internal audit.

5. Resource Manager report

Nil.

6. OHS Consultant report

OHS seek to improve the Chemical Risk Management GHS (Globally Harmonized System of Classification and Labelling of Chemicals) .

Margaret reminded that some reports are waiting for action from John, Nick and Ian.

Margaret will send a list of people who has completed the Risk Management course to Edna. Then the Department will decide whether Margaret should conduct a course for MSE.

MR

7. Laser Safety Officer report

Nil.

8. Health & Safety Rep report

Nil.

9. Research Fellow Rep report

Jana highlighted that the door to CSIRO processing bay that is supposed to be a swipe card access, is unsecured at all times. Ian will check the security system on the door.

IW

10. Postgraduate Rep report

Nil.

11. Other business

The Committee acknowledged the contributions by Yulin Zhong who is moving to Griffith University. The Committee needs more postdoc and postgrads representatives.

12. Next Meeting

12 July.

Summary of Action items:

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 MSDS.

Michael to recommend to the Safety Rep Panel to provide at least 1 fire blanket for each wing of New Horizons. Daniel to make enquiries to purchase fire blankets, the locations for it and how it can be checked regularly. Ian to request an assessment on whether there is a requirement for New Horizons.

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

Margaret to ask SDU for a list of people who are trained for New Horizons liquid nitrogen facility for the swipe card access.

Margaret will send a list of people who has completed the Risk Management course to Edna. Then the Department will decide whether Margaret should conduct a course for MSE.

Ian to check the swipe card access to the CSIRO processing bay door.