

OHSE Committee Meeting

Minutes of Meeting No. 6/2014 of the Materials Eng OHSE Committee,
held at 1pm on 9 October 2014 in Building 82 Meeting Room 239

Action

1. **Present:** John Forsythe (Chair), Stefen Bian, Paul Firbas, Jana Habsuda, Silvio Mattievich, Chris McNeill, , Edna Tan, Ian Wheeler, Yulin Zhong

Apologies: Rod Mackie, Ashley Roberts, Margaret Rendall, Jianfeng Nie

2. **Confirmation of previous minutes**

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

3. **Matters arising from previous minutes**

John to email NH occupants that when the red gas alarm is activated, everyone in the labs have to move to the office area.

During the NH Safety Day presentation, people were instructed to leave the labs whenever the red gas alarm is activated. Safety Officer will have to go to the gas board to find out the location of the activated alarm. Nevertheless, this procedure will be brought up at the new Safety Reference Panel.

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

Done.

John to compile a list of lab managers.

Done. Lab managers were taught how to use Chemwatch and upload MSDS on the tablet.

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

This is not required anymore as all NH stakeholders have set up a new Safety Reference Panel. The Panel will develop a set of standard procedures for all to follow.

Ian to follow up on the installation of tablet in Building 37 TGA lab.

Done.

Ian to provide coat hangers to lab 1.67.

This is being looked into.

Ian to issue keys to Paul to lock up consumables in the cupboards.

Done.

Margaret to check whether appliances such as fridges, microwave ovens can be inspected under OHS regulations.

Outstanding item.

MR

Ian to check out the gas exhaust tube behind the fumehood baffle.

Done.

Edna to discuss Chris McNeill on where to file the eye-check reports from laser users.

Chris will check with Margaret whether there is a Monash policy about keeping eye mapping reports from laser users.

CM

Edna to remove the Bio safety officer from the agenda.

Done.

5. Safety Officer Report

Workplace Safety Inspections

The first NH Safety Day was held on 1 Oct and it has received some good feedback. It was noted that only a handful of people turned up to clean the labs. John is considering shutting down the furnace lab as it is still untidy.

John complained about having to read MSDS sideways on the tablet and asked if the tablet can be swivelled. Ian reported that future tablets will be bigger and will be connected to the LAN instead of using wireless.

The liquid nitrogen facility will be opened soon and leather aprons, gloves are required. Unfortunately the goods lift does not work to safely transport the liquid nitrogen. To transport liquid nitrogen in the lift, people need to use the hazard sign to be placed in the lift with the liquid nitrogen. Ideally each person to wait at each end of the lift.

Risk Management & OHS Plan Review

Nil.

Hazard and Incident Reports

The new hazard and incident report has gone online. The approvers are based on SAP records which may cause a problem. John will do a trial run.

JF

OHS Training

Nil.

Building Evacuations

It was reported that an alarm went off on 3rd floor and CSIRO people did not know where to evacuate to.

Staff & Student Induction

Nil.

OH&S Plan Review

Nil.

Audits

Nil.

6. Resource Manager Report

Ian will be sitting in the new Safety Reference Panel.

7. OHSE Consultant Report

No report.

8. Specialty Officers Reports

Jana queried about the procedures for a Monash person wanting to use CSIRO equipment in NH. Ian will consult the Safety Reference Panel.

IW

Ian will investigate why many fumehoods have buckled boards.

IW

Finance is still working out the procedures for cleaning the lab coats.

9. Other Business

Nil.

10. Next Meeting

27 Nov 2014.

Summary of Action items:

Margaret to check whether appliances such as fridges, microwave ovens can be inspected under OHS regulations.

Chris to check with Margaret whether there is a Monash policy about keeping eye mapping reports from laser users.

John will do a trial run on the new hazard and incident online reporting.

Ian to consult the Safety Reference Panel about the procedure for a Monash person wanting to use CSIRO equipment in NH.

Ian to investigate the buckled boards in the fumehoods.