

OHS Committee Meeting

Minutes of Meeting No. 1/2018 of the Materials Eng OHS Committee, held at 10am on 6 March 2018 in New Horizons Meeting Room 239

Action

1. **Present:** John Forsythe (Chair), Priscilla Chow, Daniel Curtis, Caitlin Langford, Laurence Meagher, Chris McNeill, Garry Male, Edna Tan, Ian Wheeler.

Apologies: Margaret Rendell, John Shurvinton,

2. **Confirmation of previous minutes**

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

3. **Matters arising from the previous minutes**

Daniel to suggest to the Faculty about better control over visitors in New Horizons.

Daniel have suggested to the Faculty.

Edna to provide the names of new researchers for John to send invitation to join the OHS Committee.

John will approach James Griffith to join the OHS Committee.

JF

Priscilla to ask BlueFire to check whether the magnetic locks should de-active during a real alarm/evacuation.

It is the security decision to have the magnetic locks locked when activated.

Daniel to speak to the bookshop about stocking 100% cotton lab coat.

The bookshop will not sell 100% cotton lab coat. It was suggested students can purchase the lab coats from MSE.

Chris to provide his lab details to Margaret to include in S.A.R.A.H.

The original plan layout only had 2 labs but Renewal Energy has more labs in New Horizons but somehow they were not included in the original plan. Adding Chris' labs in the plan may affect the fire systems etc. PC2 labs also have the same problem.

4. **Safety Officer Report**

Workplace Safety Inspections

MSE conducts two workplace safety inspections a year at the end of Semester 1 and Safety Day in September which people have commented the two dates are too close to each other. MSE might follow Chem Eng practice to provide a timetable for different labs to do their two inspections.

Daniel suggested for MSE to issue a tablet for the inspection and do away with actual forms.

Risk Management & OHS Plan Review

John noticed that in SARAH, users were submitting RA directly to the supervisor before the peer review. John will recommend to OHS that when people are invited on peer review, the user cannot submit before peer review is completed. Priscilla will develop the peer review procedure and circulate to the Committee.

JF
PC

The hard copy of training record will no longer be required as the trainer will write a statement in SARAH . However MSE will continue to use the hard copy of training record until people are every familiar with SARAH.

Priscilla reported she will include SARAH training in her risk management's class for Postgrads.

Hazard and Incident Reports

There was an incident in PC2 lab, the user left the spatula in his lab coat pocket and the spatula scratched his hand when he hanged his lab coat. It was suggested to put a sign near the lab coat hangers to remind people to clear their lab coat pockets every time.

DC

Building Evacuitions

Nothing to report.

Staff & Student Induction

MSE held the OHS boot camp for Final Year Project students on 2 March. The students learnt about SARAH, how to write a RA, learn about waste management, etc.

Audits

An external certification audit will be held this year and MSE is selected to be audited.

5. Resource Manager report

The testing and tagging exercise was nearing completion and there were about 20% failure rate which requires corrective actions. The electrician was unable to access some glove box as there were things inside. It was suggested for the glove box supplier to do the testing and tagging when they service the glove box.

6. OHS Consultant report

OHS has developed new SARAH training videos on RA and incident reporting.

The OHS awareness programmes will continue this year and it will be circulated.

There are some amendments to the OHS Act, please read the OHS Committee Report provided in the meeting.

7. Laser Safety Officer report

An online training laser course will be developed soon.

There are still some problems with the locking and lighting system when the laser lab is in use.

8. Health & Safety Rep report

Nothing to report.

9. Biological Rep report

Nothing to report.

10. Research Fellow Rep report

Nothing to report.

11. Postgraduate Rep report

Nothing to report.

12. Other business

Nothing to report.

13. Next Meeting

To be advised.

Action Items

John to approach James Griffith to join the OHS Committee.

John to recommend to OHS that when people are invited on peer review, the user cannot submit before peer review is completed.

Priscilla to develop the peer review procedure and circulate to the Committee.

Daniel to put up a sign near the lab coat hangers to remind people to clear their lab coat pockets every time.