

OHSE Committee Meeting

Minutes of Meeting No. 1/2014 of the Materials Eng OHSE Committee,
held at 12.00noon on Wednesday 26 February 2014 in Building 82 Meeting Room 239

Action

1. **Present:** John Forsythe (Chair), Nick Boyd, Paul Fibras, Jana Habsuda, Chris McNeill, Silvio Mattievich, Margaret Rendall, Ashley Roberts, Jack Wang, Ian Wheeler, Edna Tan

Apologies: Qizhi Chen, Rod Mackie, Jian-Feng Nie, Yong Peng

2. **Confirmation of previous minutes**

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

3. **Matters arising from previous minutes**

Margaret to advise Ian the appropriate equipment to use for the shower testing.

The new shower testing equipment will be used on 3 March. Jack to ensure any puddle must be wiped. Ian will buy a few "Wet Floor" portable floor stands and to store them next to spill kits. Also to email to let everyone know that it is available.

Edna to check with the Faculty on how to pay Jack for doing the shower testing.

Done.

Ian to provide containers to keep safety glasses in labs.

Ian will chase up the orders for safety glasses containers. A walk about to be arranged to determine the type of lab coat hangers required.

Ian to check with Peter Sofos about the NH alarm system to address the evacuation procedure for explosive gas alarm.

It was advised that orange alarm which is localised, does not require whole building evacuation. However the alarm must be identified. Red alarm requires whole building evacuation.

John to give Edna the first aiders list to be laminated.

Done.

Ian to find out if the FOB key can be used to control the NH lift operations when the liquid nitrogen is in the lift.

Jack to write up a hazard and incident report about passengers continued to use the lift when as the liquid nitrogen is in the lift.

The current status is that the lift cannot be secured for transporting liquid/gas cylinders. The building committee is still working with the Lift

IW

IW

company. For the time being, people are to place a sign in the lift and a person to be placed at the destination floor to monitor the lift. The new Liquid Nitrogen Facility is not ready to operate as Physics has yet to develop the procedures.

John to email out to the Department requesting for nominations for the next round of the Departmental OHS Award for 2013.

Done. The award goes to Paul Firbas.

Margaret to find out if anything can be stored in the cabinets below the fume hoods.

The cabinets below the fume hoods are allowed to store things but not dangerous chemicals. John will email to inform people about it.

JF

4. Safety Officer Report (John Forsythe)

Workplace Safety Inspections

Most workplace inspections were completed late last year with the exception of Metallography lab which was shut down earlier this year. Any faulty lights in the labs should be reported to Ian.

Risk Management

There was discussion about the new safety test on the objectives, format, etc. The members are encouraged to suggest some questions to be included in the new safety test.

ALL

Hazard and Incident Reports

Jack has submitted a report on the potential hazards of transporting liquid nitrogen in unsecured lifts.

OHS Training

The 4th year project students will attend a OHS seminar and Risk Management course on 8 March. The student will also do a updated safety test.

Building Evacuations

Building evacuations was conducted last year with a few minor issues to resolve.

Margaret reported that OHS has created a new role to manage emergency and critical situations in Monash.

Staff & Student Induction

Nil.

OH&S Plan Review

Nil.

Audits

Nil.

5. Resource Manager Report (Ian Wheeler)

Discussed in above items.

6. OHS&E Consultant Report (Margaret Rendall)

Irek Kozicki was nominated to join Building 70 building committee. John will email Irek to inform him. JF

Paul nominated himself to be an “ergonomic champion” in Materials. He will be trained and will liaise with Occupational Health Team.

The Committee has nominated the Postgrads Representatives to act as “Wellbeing Champions” for Materials. John will email Jess Lyndon and Julian Ratcliffe and copy Nick Birbilis. JF

7. Specialty Officers Reports

John will ask Stefan Bian if he is interested to join the Safety Committee as Research Fellow Representative. JF

Jana noticed that there are many unlabelled things left behind in the labs – probably left behind by students who have left. It was suggested that every person leaving Monash should get the individual lab supervisor to sign off the ‘Completion of Activities Form’.

There was discussion about people not using the online booking system but use the equipment anyway.

Ashley suggested that another person should be appointment to assist Ian on the small matters concerning the labs as Ian has to tackle the big issues of the building.

8. Other Business

TGA lab in building 36 should be kept locked at all times and Jack put up a sign on the door. Users can collect the key from Edna. JW

9. Next Meeting

9 April 2014

Summary of Action items:

Ian to buy a few “Wet Floor” portable floor stands and to store them next to spill kits. Also to email to let everyone know that it is available.

Ian to chase up the orders for safety glasses containers and to determine the type of lab coat hangers required.

John to email people that the cabinets below the fume hoods are allowed to store things but not dangerous chemicals.

ALL members are encouraged to suggest some questions to be included in the new safety test.

John to email Irek Kozicki about being nominated to sit in Building 70 building committee.

John to email Jess Lyndon and Julian Ratcliffe about being nominated as Materials “Wellbeing Champions”

John to ask Stefan Bian if he is interested to join the Safety Committee as Research Fellow Representative.

Jack to put up a sign on 36 TGA door that the door must be kept locked.

OHS Committee Report - Engineering

February 2014

1. NEW & MODIFIED OHS DOCUMENTS

Recently approved by the Vice-Chancellor

Following the November 2013 Monash University Occupational Health and Safety Committee meeting, the following documents were approved by the Vice-Chancellor for implementation in your work area:

- Disposal of Radioactive Waste Procedure
- First Aid Procedure
- Health Surveillance Procedure
- Management of Scientific Diving Procedure
- Monash University Faculty/Division Occupational Health & Safety Plan 2014
- Off-Campus Activities Procedure
- OHS Corrective Action Procedure
- OHS Monitoring, Measurement & Registration Procedure

Contact for document enquiries

Bernadette.Hayman@monash.edu

In addition to the First Aid Procedure and the OHS Monitoring, Measurement & Registration Procedure above, please see the associated forms for your information:-

- Examples of Completed First Aid Assessments
- First Aid Assessment Form – On Campus Activities
- First Aid Assessment Form – Off Campus Activities
- First Aid Assessment Tool
- First Aid Kit Content Lists
- Number of First Aid Kits Guide
- OHS Monitoring, Measurement & Registration Register

To assist with the implementation of the 2014 Monash University Faculty/Division Occupational Health & Safety Plan, please refer to the following document for guidance:

- OHS Faculty/Division Plan Explanatory Document

2. BUILDING EVACUATIONS- 1ST HALF 2014

A reminder to building wardens that planning of the trial building evacuations for 2014 must be considered with dates and times scheduled in calendar. Scheduling dates at the beginning of the year will ensure that

1. An emergency preparedness plan is in place to conduct evacuations in order to identify deficiencies and implement corrective actions to address issues identified
2. Act as a prompt if the trial evacuation needs to be rescheduled
3. Plan around key dates such as the examination timetable
4. The university meets its key target of 100% compliance

In order to obtain maximum value from a trial evacuations, the evacuation where possible should be planned during semester whilst students and staff members are present. Conducting evacuations out of teaching periods or times of low or no occupancy provides limited or no value.

Building and floor wardens are also reminded to complete the record of building evacuation & debrief forms and to forward them to OH&S in a timely manner so that the evacuations can be recorded and reported.

Links to the forms can be accessed below.

Building Warden form

<http://monash.edu/ohs/forms/building-evacuation.pdf>

Floor Warden form.

<http://monash.edu/ohs/forms/floor-warden-evaluation.pdf>

3. USING CURRENT OHS FORMS & TEMPLATES

Over the years many OHS documents are revised and updated to enable the capture & dissemination of current information. It has become evident via activities such as audits & notification to OH&S that some areas/individuals are using old & outdated forms.

So that all the information that is obtained by OH&S is consistent all areas/individuals are encouraged to destroy their supply of old forms and to download current forms & templates from the following link:

<http://www.monash.edu.au/ohs/forms/index.html>

4. PROCUREMENT LIST OF PREFERRED TEST & TAG PROVIDERS

The University has appointed a panel of approved Test and Tag service providers. Strategic Procurement has been able to secure value for money outcomes for the University that offer significant savings to Faculties and Departments without compromising quality. We recommend that you take full advantage of the savings available to you.

The Service Provider highlighted in red, provides the best value for money outcome across all services for the University and is recommended to maximise your savings.

PRICE COMPARISON (all prices are ex GST)

SERVICE	Esafe Test and Tag	A1 Test and Tag	T&T Appliance Testing	RDL Test and Tag
Standard Test and Tag Service	\$1.80 per item	\$2.20 per item	\$2.30 per item	\$2.20 per item

HOW TO ENGAGE A SERVICE PROVIDER

- Contact your Purchasing Hub and advise which provider/s you would like to engage. (Your Purchasing Hub has the full contact details for each of the providers.)
- Your Purchasing Hub will make contact with the Service Provider/s and have them contact you directly to discuss your requirements and arrange a meeting if necessary.
- Once you have decided on your provider, please liaise with your Purchasing Hub and advise details for the purchase order to be raised.

Some areas of the University, particularly within laboratory environments require other types of Testing services also. Listed below are other services available from these providers.

SERVICE	Esafe Test and Tag	A1 Test and Tag	T&T Appliance Testing	RDL Test and Tag
RCD Test for Portable and in line RCD's (The prices shown do not cover the type of RCD that is located in a switchboard environment.)	Yes \$1.80 per item	Yes \$2.20 per item	Yes \$2.30 per item	Yes \$2.20 per item
3 Phase Testing available	Yes \$1.80 per test	Yes \$7.00 per test	NO	Yes

These approved suppliers have made a commitment to service the University to a high standard and in accordance with the following:

- Meet the Australian Standard (AS3760:2010) requirements for test and tag
- Meet the University's minimum key performance indicators
- Meet the University's minimum reporting requirements,
- Hold the necessary Public liability, professional indemnity and workcover insurances.

- Hold the following mandatory Licence/certification requirements:
 - Be a licensed electrician, or;
 - A person who has completed the following competency units;
 - ✓ UEENEEP026A (Supersedes UEENEEP008B) Conduct in-service safety testing of electrical cord assemblies and cord connected equipment, AND;
 - ✓ UEENEEE101A Apply Occupational Health and Safety Regulations, codes and practices in the workplace.

If you require further assistance, please contact Tanya O'Brien at strategic procurement tanya.obrien@monash.edu

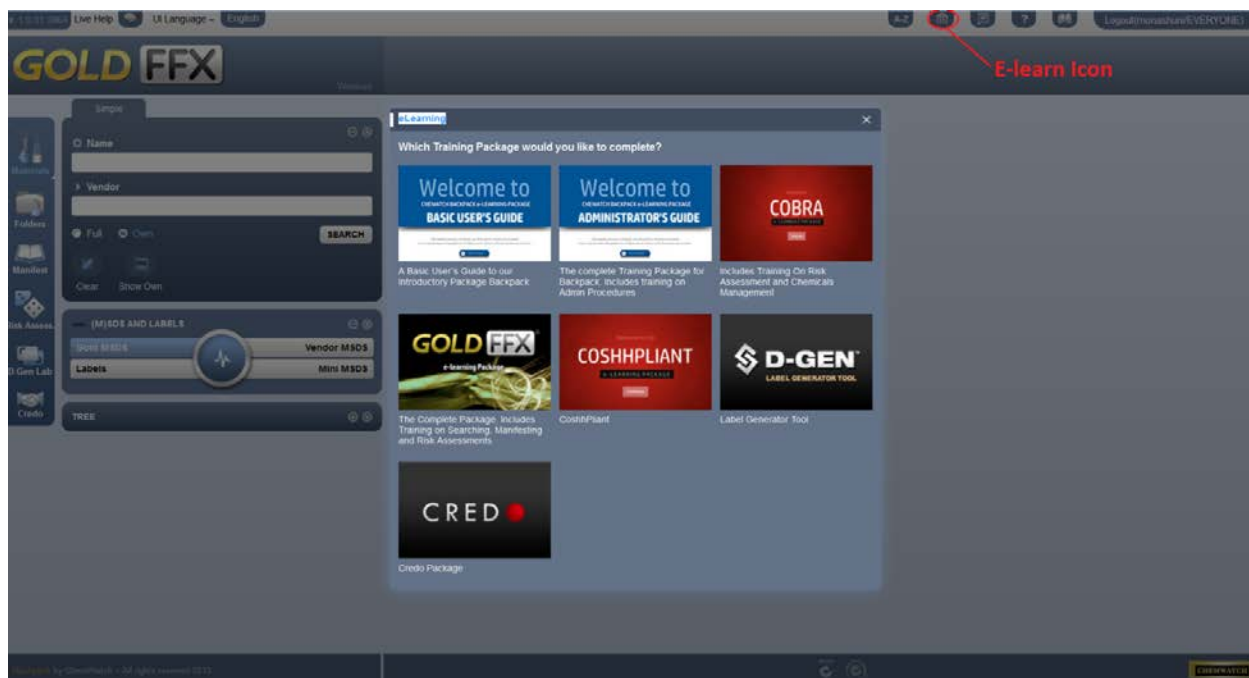
5. CHEMWATCH GOLD FFX

Chemwatch is a program that provides access to Material Safety Data Sheets and allows you to keep track of what chemicals are stored where. Chemwatch has recently been updated to a faster and more user-friendly version. For those of you who are not familiar with using Chemwatch there are several e-learning videos that are embedded within the program. The e-learning videos vary in duration, however provides a fast track way of obtaining relevant knowledge on using Chemwatch.

Below is a screen shot of the Chemwatch home page, by clicking on the E-learning icon the training modules available will pup-up as pictured below. By clicking on the module any staff member can now proceed with the training.

To get to Chemwatch you may click on the below link

[Chemwatch](#)



6. OCCUPATIONAL HEALTH & WELLBEING

Staff Wellbeing and Activity Program (SWAP)

Faculties and departments are encouraged to arrange bookings for their in-house Staff Wellbeing and Activity Program (SWAP). With 30, 45 or 60 minute boxing, pilates and yoga classes available from just \$8.50, \$9.50 or \$10.50 per person, programs can be organised at a day, time and venue to suit you! A minimum of 10 participants per session is required. To organise a session, contact wellbeing@monash.edu

Wellbeing @ Monash News <https://blogs.monash.edu/timeout-newsletter/>

Wellbeing Champions

Staff who have an active interest in health and wellbeing and wish to help create a healthier Monash community are asked to nominate themselves as a wellbeing champion for their faculty or department. To register, email wellbeing@monash.edu

Occupational health and wellbeing objective on OHS plans

Faculty/Divisional OHS plans should incorporate an occupational health and wellbeing objective to "Promote and support initiatives that enhance physical and mental health, occupational health and wellbeing at Monash."

This objective can be achieved by;

- Nominating an "ergonomic champion" to liaise with the Occupational Health Team on sit/stand desk, new equipment. Send "ergonomic champion" to training.
- Ensuring health surveillance needs are identified and implemented e.g. lab animal allergies, hearing tests and pre-employment assessments where appropriate
- Ensuring occupational health and wellbeing is included as a standing agenda item at meetings e.g. staff, labs, OHS committees etc.