

OHSE Committee Meeting

Minutes of Meeting No. 2/2015 of the Materials Eng OHSE Committee,
held at 1pm on 13 May 2015 in Building 82 Meeting Room 239

Action

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

2. **Confirmation of previous minutes**

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

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

John to communicate to the Department about the new hazard and incident online reporting system.

Done. Margaret highlighted that HDR needs to use their staff authcate (not student authcate) to login to the system and if the defaulted supervisor is incorrect, the HDR will need to select the correct PhD supervisor.

John/Ian to bring up to the NH Safety Reference Panel on the first aid boxes which cannot be removed from the wall for emergency and to suggest each floor to have one portable first aid box.

Item outstanding.

Ian to convert the cupboards into wardrobe for the coat hangers in level 1 East Wing labs.

Done.

Margaret to find out how the interlock laser door was designed to work and how it actually works.

Margaret and Chris M will discuss offline on how they want the interlock laser door to work and to develop a RA for it.

Edna to inform new postgrads to attend the Risk Management training which is held monthly.

Done. Edna will get the attendance lists from Margaret and the Faculty to check who has not attended the Risk Management training.

Margaret to find out whether there is a standard email to put out a call for new Health and Safety Representative (HSR).

Ian has sent out the call for new HSR volunteer.

Chris to ask the Faculty Research Committee and Nick on whether a student can be terminated from his studies if the student breached OHS rules.

Under the "Staff requirements for student safety in laboratories, studios & workshops procedure" in item 5.5.4 refers to supervisors and subject coordinators for honours

JF/IW

ET

and Postgrad students should assist with disciplinary procedures under instruction from the Head of organisational unit for students who do not comply with OHS instructions, policies and procedures. Therefore we can deal OHS breaches under the discipline statute.

5. Safety Officer Report

Workplace Safety Inspections

John will send email to remind people to conduct Semester 1 workplace safety inspections.

JF

Risk Management & OHS Plan Review

The OHS website under Materials intranet will be updated soon. Edna will check that access to the Monash OHS should be a direct link, not via staff intranet.

ET

John has observed that MCN (Melbourne Centre for NanoFabrication) has some instructional signages next to their gas alarms and think it will be good for New Horizons. Ian will forward this suggestion to the Building Committee.

IW

Ian will send email about the gas alarms procedures to ease confusion.

IW

The development of the Tier 1 induction video is progressing well. It will have a separate video about gas alarms.

Materials, with the support of main OHS, will develop protocols for users to get access to the goods lift and loading dock when transporting dangerous chemicals and gases. The access should be given via the ID cards.

Hazard and Incident Reports

Nil.

OHS Training

Nil.

Building Evacuations

New Horizons had a practice evacuation two weeks ago and the major problem is evacuating Saporo cafe. Facilities have given warning to Saporo as they have to comply with the regulations.

During the evacuation, the lifts were still operating per normal. The lifts should automatically go to the ground floor and the doors should be kept open during evacuation.

John will put out another call for more volunteers to be NH floor wardens.

JF

Ian will follow up with Facilities about installing internal light for WIP cupboard and door hold backs to keep the doors open during evacuations.

IW

Staff & Student Induction

Nil.

OHS Plan Review

Margaret reported that the Faculty has a new OHS Plan but not signed off yet. Tim Stephens is the new Faculty OHS representative.

Audits

Nil.

6. Resource Manager Report

Issues covered above.

7. OHS Consultant Report

There are several forms for update and review and also new forms. Please refer to OHS Committee Report.

8. Specialty Officers Reports

Lab users who requires extra cabinets in the labs should see Ian.

Any large cardboards should be bought downstairs and placed in the recycle bin located at the back of NH.

Paul will collect new safety glasses from Edna to replenish the containers for visitors.

PF

Edna will update the first aiders list in the first aid boxes.

ET

John will send another reminder about the basic PPE requirements in the labs.

JF

9. Other Business

John will put out a call for postgrads to be involved in the OHSE Committee.

JF

John has acknowledged and thanked Silvio for being the Department's HSR (Health and Safety Representative) for many years. If there is no new HSR, Silvio will continue until at the end of the year.

10. Next Meeting

To be advised.

Summary of Action items:

John/Ian to bring up to the NH Safety Reference Panel on the first aid boxes which cannot be removed from the wall for emergency and to suggest each floor to have one portable first aid box.

Edna to get the Risk Management attendance lists from Margaret and the Faculty to check who has not attended the training.

Margaret to find out whether there is a standard email to put out a call for new Health and Safety Representative.

John to send email to remind people to conduct Semester 1 workplace safety inspections.

Edna to check that access to the Monash OHS should be a direct link, not via staff intranet.

Ian to suggest to the Building Committee on putting up some instructional signages next to the gas alarms.

Ian to send email about the gas alarms procedures to ease confusion.

John to put out another call for more volunteers to be NH floor wardens.

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