Present: Cordelia Selomulya, John Whale, Emma Qi, Ranjeet Singh, Eric Wong, Duc At Nguyen, Martin Rhodes, Jill Crisfield, Ron Graham, Cath Buckley

Apologies:

1. Emma Qi (representing the Dewatering Lab.) was welcomed to the committee and Sam Clayton who has stepped down was thanked for his long and active contribution.

2. Minutes from the March meeting approved.

3. Actions from previous meeting

   (a) Visitors’ book → Cath has quotes for a Visitors’ book with the Monash Safety Info. In it. The process seems to be working, with visitors signing in.

   (b) Safety manual and quiz are now available in the General Office

   (c) Reminder on the correct disposal of syringes has been emailed to all in the Dept.

   (d) Change to Safety Manual regarding First Aid Training / Hep. B has been made.

   (e) Chub has been booked to conduct Fire Training on the Safety Day on 29 June.

4. Safety Issues from faculty

   • No Zone meeting during the past month

   • Some new OH&S Documents issued – Note new guidelines for Field Activities

5. Laboratory Inspections

   • Inspections are on schedule

   • It has been observed that some items are being noted on each inspection and this could be for two reasons: (i) the items are not being fixed up due to a lack of communication
between CB and the supervisor, or (ii) the problem is fixed and reoccurs in between probably due to poor housekeeping. In this case the supervisor needs to take action.

6. Training and Inductions

- Training spreadsheet was discussed. We decided that the different courses should be grouped, so that there was a group of courses relevant to all staff, a second group relevant to laboratory active staff and a third group of more specialised courses. It was noted that some of the courses are in the process of being combined. (This spreadsheet was also presented at the Staff Board meeting).

**Action:** CB to tidy up and then email to all staff to obtain the dates of training that has been undertaken.

7. Specific items for discussion

(a) Gas Safety → JW suggested that CB inquire whether Chemistry has procedures for Gas Bottle Handling (**Action** CB). In many instances MSDSes are missing for special gas mixes. (**Action** CB to request these and to be stored in the adjacent lab’s MSDS folder).

(b) Training for cleaners – Concern that cleaners were not given any induction or training. (**Action** JW to discuss with Facilities & Services).

8. Environmental Officer’s Report

(a) Water → Discussed recovering water from the 3rd year labs. It was suggested that we purchase a decent sized water tank. **Action** – Ross Ellingham to discuss with JW who has experience with water storage systems.

(b) Energy → Tearoom A/C controller has been relocated to a locked cupboard where it can’t be tampered with.

9. General Business

- There is a Green Fund for environmental projects, such as the Water Tank.
- A Certification and Compliance Audit of Mechanical Engineering is scheduled for 16 April.

10. Date of next meeting Wednesday 9 May at 2pm

Andrew Hoadley