Memorandum

<table>
<thead>
<tr>
<th>Attention:</th>
<th>Department of Chemical Engineering Safety Committee</th>
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<td>Department:</td>
<td>Department of Chemical Engineering</td>
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<tr>
<td>Sender:</td>
<td>Warren Batchelor</td>
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<td>Subject:</td>
<td>Departmental Safety meeting</td>
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<td>Date:</td>
<td>Wednesday 23rd of March, 2011</td>
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Document status: Minutes of meeting- finalised

1 Present: Jill Crisfield, lab representatives listed here. Apologies: Cordelia Selomulya, Ping Peng, Christopher van den Bergen, Anthony Auxilio, Paul Webley

2 Review of minutes of previous meeting.
   - The minutes of the previous meeting were accepted.

3 Committee membership
   - SMUCE representative is Thom Nugent

4 Action items from previous minutes
   - Reporting on SWI, Risk assessments and training records for April meeting. The following labs were selected: Lab selections:110 / 37, 124 / 37, 112 - West / 37, 112/37.

5 Safety Issues from faculty (CVDB/RG)
   - No zone meeting has been held.

6 Update on Inspections
   - 2011 first semester inspection timetable
7 Summary of any incidents reported since the previous meeting (RG)

○ We are still waiting for an incident report from an accident where sand was expelled from perspex tubing. The sand covered operator and another student narrowly avoided being hit.

○ The incident report was received on fall from a stool resulting in a cut to the head that had to be treated in the Campus medical centre. It turns out that the stool had been banned by the University several years ago and had not been removed at the time.

8 General Business

○ Ranjeet Singh tested Chemwatch performance. This has now been greatly improved. Consideration will be given to adding chemical register checking to the lab reporting.

○ Chemwatch training. Ron Graham has selected 14 members to attend the training, which will be on the 14th and 20th of April. Ron will circulate the list and recommended dates shortly.

○ Electronic documents. The minutes and agendas are now being stored as a folder on Warren Batchelor’s account, although accessible by everyone at Monash. One issue with this is to cover what happens to the documents if Warren left. One solution to this is to create a general Chemical Engineering account, which would permanently store the documents. This will be considered for the next meeting.

○ Fire wardens and first aiders. There was an incident in the 4th year room. A smoke alarm was set-off, causing an evacuation of building 69. There are only two fire wardens for the whole building with no fire wardens from Materials or any of the other ground floor labs. Fire wardens are meant to be trained every three years but nothing has happened. This might be fixed when the new Faculty based OHS person is recruited. All the first aiders are due for renewal. Action: Ron Graham will organise a training session in the middle of the year for our first aiders.

○ A lab inspection of the chemical store found that there was no back-up for Ron and Kim. That is if both were away then no-one would be able to get or return chemicals to the store. Training required to access the store is for recognition of chemicals, appropriate storage and handling. Ranjeet Singh agreed to do the appropriate training to act as a back up for Ron and Kim. Action Ron to organise training for Ranjeet.

○ Ron Graham will organise fire extinguisher training.

○ The recent large spill in 220/36 showed the need to have large wheelie bin spill kits, close to all labs. Action: Ron Graham to order three wheelie bins for 2nd floor labs in Buildings 36 and 69 and first floor labs in 37.

9 Suggested time and dates for first semester meetings, 2 pm, Departmental Meeting room

- February 22, 2011
- March 23, 2011
- April 20, 2011
- May 17, 2011 (Note: Tuesday- due to Meeting room not being available)
- June 15, 2011
- July 13, 2011