Attention: Department of Chemical Engineering Safety Committee

Department: Department of Chemical Engineering

Sender: Warren Batchelor

Subject: Departmental Safety meeting

Date: Tuesday 20th of September, 2011

Document status: Minutes

1 Present: lab representatives listed here.
   van den Bergen, Anthony Auxilio, Paul Webley,

2 Review of minutes of previous meeting.
   ○ These were accepted.

3 Committee membership- Any changes in membership of committee or lab managers
   ○ No decision has been made by Andrew Hoadly about a lab manager in G17
   ○

4 Action items from previous minutes
   ○

5 On-going action items
   ○ Please see the following spreadsheet for Reporting on SWI, Risk assessments and training records.
   ○ Labs for reporting on sWI
   ○ Nanomaterial safety. (WB/CS/RG/AH)
     ■ Collection of SWI/RAAs from all groups working with nanomaterials (All groups). Establishment of working group to review SWI/RAAs (WB) Current acceptances: Andrew Hoadley, Ron Graham, Jianfeng Yao and Wade Mosse.
6 Safety Issues from faculty (JH/RG)
   ○ John Hayman presented.
   ○ John should be notified of all changes in safety staff - eg lab managers in the Department.
   ○ All new staff must complete the Monash on-line induction. It is recommended that staff renew this after 10 years. The induction is not yet compulsory for students.
   ○ Staff development are rolling out enhanced training. New training in Risk Management will be released on September 29. John strongly recommended that everyone do this training once available.
   ○ Building evacuations need to be organised and reported to OHS twice a year. John will be organising a regular schedule.
   ○ John can help with lab inspections, if available. All inspection leaders should email John once the inspection time is organised and he will come if available.
   ○ There will be new OHS laws coming in force Jan 1st 2012. These will have more stringent requirements for documentation around training.

7 Update on Inspections (RG)
   ○ 2011 first semester inspection timetable All inspections have now been completed.
   ○ The second semester inspections are mostly on track. See: 2011 second semester inspection timetable

8 Summary of any incidents reported since the previous meeting (RG)
   ○ No incidents were reported.

9 General Business
   ○ An OHS Management systems audit of the department will take place on the morning of the 21st of September (tomorrow). This will focus on OHS systems as well as a walk through of individual labs. The Foodtech lab needs to be cleaned in preparation for this.
   ○ Kim requested that all lab managers organise a weekly cleaning schedule. A meeting on this will be scheduled shortly.
   ○ A pilot program to install OHS computers in the labs will be starting shortly. The computers will include all relevant OHS documents for that lab, including training records, SWI/Risk Assessments, MSDS, inductions.

10 Time and dates for 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 20, 2011
- August 24, 2011
- September 20, 2011
- October 19, 2011
- November 16, 2011
- December 12, 2011 (note Monday due to Departmental Christmas function- Dec 14)