1. Present  [Lab Managers List Chem Eng 2014 (1).xlsx]

2. Apologies  Warren Batchelor, Esther Ventura-Medina, Heather McLiesh, Lizhong He, Timothy Cottew, Joanne Tanner, Bayzid Kazi, Andrew Hoadley

3. Review of Minutes from Previous Meeting  
   Corrections/Additions: Correction was made to Peter’s name from Sophos to Sofos.

4. Action items from previous minutes  
   A) A shared editable Word folder will be set up for SWP/ SOP and risk assessment, so researchers will be able edit them when they come up for review. Warren will facilitate this at the next meeting. (Warren)  
   B) 2nd semester inspection of the undergraduate laboratory will be scheduled to sometime in week 2 or 3 of the 2nd semester. Kim will arrange this when the 2nd semester timetable is done later this month. (Kim)  
   C) Hazard statements still need updating on the risk assessment form. Peter has stated working on this. Worksafe have issued a page that matches phases. Margaret will provide a link to the Worksafe term translation page. (Peter Sofos, Margaret Rendell)  
   D) All floor wardens have been booked in to either complete or refresh their training. (Kim)  
   E) Warren to confirm that Civil Engineering have a nominee for floor warden for Building 69 level 2 next month. (Warren)  
   F) Laboratory Chemical Update. Lab 215/37 have completed their chemical register. Hauzen said that labs 389 & 399 will have their registers complete by the end of the week. (Huazen)  
   G) Safety Video for undergraduate laboratory pracs. Esther to report on progress on the moodle safety module and safety quiz next month. (Esther)  
   H) Has the meeting to discuss what information the Fire Brigade need to find out taken place as yet and what was the outcome. Karen Hapgood will arrange the meeting time. Peter Sofos has identified issues with the Monash Uni system and would also like to be invited to the meeting. (Warren, Karen, Margaret, Kim, Peter)
I) 1st semester inspection of NH 271 and 275. This has now been done. Issues with gas tap safety inconsistency between Material and Chemical Engineering has been escalated to the building committee.

J) Training undergraduates on chemical incompatibility. Karen wants this to include all of Chem. Eng. Long term discussions are underway. (Karen, Kim, Margaret)

5. Safety Issues from Faculty
   A) The representative from Health and Wellbeing will be invited to the meeting when she gets back from long service leave. (Margaret)
   B) The online system OH&S reporting system has been rolled out to a couple of departments and the rest of the University will get it soon. (Margaret)
   C) Jill Crisfield volunteered to become an ergonomic champion in Chemical Engineering. A safety checklist will be sent to all. (Margaret)
   D) OH&S training on the 10th and the 16th is now almost fully booked. (Margaret)
   E) Long term risk management training on chemicals as dangerous goods (as against handling/exposure) and how to be more specific about the chemical risks (eg. Flammable, incompatible, corrosive etc.) is needed. Special courses were suggested for biological safety chemical safety, dangerous goods and human health. Warren and Karen will discuss this with Margaret. (Warren, Karen, Margaret)

6. Update on Inspections
   A) Report given by Kim All 1st semester inspections are now complete.

   B) Management Review of inspections. Kim presented a form containing the list of major items which need to be done. This has the list of actions from inspections, and the running tally of how many items have been completed.

7. Summary of any incidents reported since the last meeting (Kim)

   A) BOC truck unloaded liquid N₂ with using safety bollards.

   B) An experiment was running in New Horizons at night with after hours permit. Ammonia was smelted by another student. Upon investigation it was found that the fume hood exhaust was blocked by other equipment. A SWI will also need to be written and signed before work can recommence.

   All lab managers are to check their folders to ensure that their SWI are signed by and academic. Karen will raise with academics the importance of reviewing and signing SWI's. (Lab Managers, Karen)

Follow up of previously noted incidents

   A) Externally mounted Gas Bottles. Have facilities made the cover? Ongoing.

   B) Dried blood in APPI Lab 107 on bench. The new investigation report has been written and is awaiting two signatures (Scot)

   C) Diethylene glycol bottle fell and broke, resulting in a cut during clean up. (Completed)

   D) Burnt Plastic Tube (Completed)

   E) Explosion in Building 37/120 Karen tabled the interim investigation report. The final report will be sent to the investigation team before it is more widely circulated. Comments on the report will be welcomed. (Karen)
8. General Business

A) Building Evacuations.
B) Safety Shower and Eye-Wash Testing
C) Emerging Technologies
D) Reporting of OH&S Training Compliance.
E) Lab Manager update of Chemicals and sharing. All laboratories have done this apart from one laboratory which will do this by the end of the week.
F) Undergraduate laboratory pracs.
G) Weekly Inspections. A couple of items have been outstanding for a couple of weeks. Things which are not acted upon repeatedly will have a formal hazard incident report written about the situation.
H) New chemical cabinets have come in and now will be delivered to the respective laboratories.

9. Suggested time and dates for first semester meetings, 2.00 pm, Departmental Meeting room. These have been added to your calendars. Next Meeting 12th August.

○ September 9
○ October 14
○ November 11
○ December 9