1. **Present**  
   Lab Managers List Chem Eng 2015.xlsx

2. **Apologies**  
   Joanne Tanner, Tao Xu, Rong Cao, Amrita Majumber, Esther Medina-Ventura, Heather McLeish, Whui Lyn Then, Natasha Yeow, Martin Foerster

3. **Review of Minutes from Previous Meeting**  
   Corrections/Additions:

4. **Action items from previous minutes**  
   A) Safety Video for undergraduate laboratory prac. Held over.
   B) Kim will test the Chemwatch system to make sure the chemical inventories have been transferred to Chemwatch, and find which lab inventories have been loaded up and which ones haven’t. (Kim)
   C) Training on Chemical incompatibility for both undergraduates and postgraduates and staff. This is being worked on but is not ready yet. We will follow this up in July.
   D) Generic risk assessments for the science store. Warren is going through the corrections to the risk assessments and will send these back to
   E) Safety Shower and Eye wash Testing. Saline packs have been ordered and Harry will install them. (Kim) Scot to report upon testing of the downstairs safety showers. After at least five hundred litres of water has been flushed through the system the water is still not clear, although the water quality is slowly getting better. Of particular concern is the eye wash water, were we are concerned that particles make damage people’s eyes. Warren and Scot will raise an incident report on this issue. Safety Shower Eye Bath Data.xlsx
   F) Wearing of laboratory coats into food areas. No one has been issued with a yellow ticket for the matter this year.
   G) A defibrillator is on the wall of the breezeway in Bldg 37. A list of those people who can operate the defibrillator will be placed on the wall beside the defibrillator. An alarm will sound when the defibrillator unit is opened. Kim and Jill have the key that will turn this alarm off. The defibrillator is not mentioned on the defibrillator page accessed through the My Monash page, but this will be done eventually.
5. Safety Issues from Faculty
   A) The OH&S reporting system is now live. Margaret said that the report of the 2014 data is nearly ready. The system from all reports is going well.

6. Update on Inspections
   A) The new inspection timetable for semester 1, 2015 will be published soon.

   B) Management Review of inspections
      Everything that requires action must be listed in the report. Anything that is considered to be a hazard must have a hazard/incident report written out for it.

   C) Summary of 2nd Semester Inspections. Items to be addressed.
      a) Training records to be done urgently. Some labs have no training record. Kim Phu has the list of these laboratories. Kim will upload these laboratories to Google drive and share the list with the Chemical Engineering Safety Team. (Kim)
      b) SWI and RA. Most laboratories need to update SWI and RA. Kim Phu has the list of these laboratories. Kim will upload these laboratories to Google drive and share the list with the Chemical Engineering Safety Team. (Kim)
      c) Chemical Manifest (See 4B)
      d) Inspection Records. Lab managers are to ensure that the records of the inspection are kept in the laboratory and actions from previous inspection is completed. (All managers are expected to complete the action list before the next inspection)
      e) Warden and first aider list has not been updated. (Kim)
      f) Some first aid items are expired. Lab managers are to see Kim to get new stocks. (Lab Managers)
      g) Fire extinguishers tested and tagged. All lab managers are to check their extinguishers to ensure that they have been checked or replaced in the last six months. If they have not been checked then tell Kim, who will let Jill and Karen know about it. (Lab Managers)
      h) Chemical storage and correct segregation. Chemical storage cabinets will be ordered for the APPI labs. (Kim)

7. Summary of any incidents reported since the last meeting (Kim)
   A) Broken tubing on a circulating bath led to a researcher being splashed with ethylene glycol. An investigation found that the wrong type of tubing was in use. The correct tubing has been purchased.
   B) Electrical short in an Eppendorf centrifuge. This was a machine design fault. The metal closer inside the machine came into contact with the wires that led from the power inlet to the main board. Eventually the metal closer penetrated the rubber coating on the wires. A blue flash of electricity was observed by the researcher as he closed the centrifuge. The instrument was well grounded so there little chance of electrocution. Scot will write up a summary of the incident and pass it to Karen so other departments can be warned.

Follow up of previously noted incidents
   A) Risk assessments not done for chemicals sourced from the Science Store. (See 4D)
   B) Spider Bite. Ross will be requested to fill in an incident report for the spider bite.
   C) Syringes left on bench

8. General Business
   A) Building Evacuations. (Held over until next meeting)
B) Reporting of OH&S Training Compliance.
C) Undergraduate laboratory prac. (See 4A)
D) Air conditioning in Bldg 37 Lab 110. Emily Wang will get Jill Crisfield to raise a BEIMS request. (Emily)
E) Andrew Hoadley has resigned as floor warden for Bldg 69, Sankar Bhattacharya will be asked to replace him. (Karen)

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

- March 17th
- April 14th