1. Present  [Lab List Chem Eng 2015.xlsx](#)

2. Apologies: Ziwei Huang, Lizhong He, Natasha Yeow, Melissa Mace, Andrew Hoadley, Amanda Lum, SMUCE.

3. Review of Minutes from Previous Meeting
   Approved.

4. Action items from previous minutes
   A) Chemical registries updating. Status update on progress: Completed: BEL and Rheology. APPI have started their chemical registries, Chemical registries have been completed for all labs in Building 36 and all labs up to G13 have been done in Building 37.
   B) Unauthorised People found in laboratories. After Hours access Google form has now been finalised and is live. Access to laboratories after hours is no longer allowed unless this form has been completed.
   C) Project close-out form. This has not yet been completed, but will be finished by the end of the year.

5. Safety Issues from Monash OHS
   None.
6. Update on Inspections

A) All second semester inspections are now complete. **Please make sure that all actions identified from the inspections from your labs are completed.** Actions and completions will be reviewed by Warren and Kim before the end of the year.

B) Worksafe inspection. Incident 2102 below summarised the findings of the Worksafe inspector lab inspection. Critical issues are highlighted in bold. We have begun to urgently replace all chemical cabinets where the doors are not self-closing and have begun a regular flushing program for all eye-washes to try and improve the water quality.

7. Summary of any incidents reported since the last meeting

**New**
- 2058 Lack of availability of parking (Staff member counselled)
- 2101 Lab 110 roof sag due to air pressure. (Jill Crisfield)
- 2102 Worksafe inspector observations (Karen Hapgood)
  - Gas cylinder chains loose (Add to lab inspection list Kim)
  - Light fitting under mezzanine floor in G12 coming loose (BEIMS/RE to fix)
  - **Ladders in G12, 14 need replacing/fixing (Kim)**
  - Trip hazard from raised lip to door in G12 (BEIMS)
  - Housekeeping in G12/13 (Sankar)
  - Walk in fridge needs labelling improvement
  - **Walk in fridge needs alarms fixed and handle to open from inside fixed (?)**
  - Remove old ammonium nitrate bottle from 112 (Huanting)
  - **Chemical cabinets that do not close automatically to be fixed (Kim)**
  - G14 rig has electrical cables held up by metal wires. The wires need to be replaced with plastic (Sankar)
  - Welding shed. Machine needs guards fixing. (Harry)
  - **Eye-wash water is dirty and bottles are not enough for extended flushing. Worksafe will check this again. Need to develop a flushing schedule.** (Kim and lab managers)
  - OHS Audit plan to be updated and sent to Worksafe (Karen)
  - List of PhD students OHS training completed and requirements (Jill)
  - Move labcoats in Foodlab so that gas shutoff switch is accessible (Cordelia)
  - Order extra XXXL lab coats (Kim)
  - New paint storage cupboard at the back of G12 (Kim)
  - Add label to Autoclave emergency stop (Victoria)

**Closed since last meeting**

**Open**
- 679 Rubber broken on circulating bath. (Scot)
- 1092 Water quality of safety water in Biopria. (Action List Plan finalized)
- 1097 Helium gas bottle damage (Anita Pelacchi)
- 1640 Nitrogen Cylinder transported to lab most likely with the use of a lift.
- 1806 Mobile phones in laboratories (Warren)
- 1818 Incompatible chemicals stored with each other. (Karen)
- 1842 Fire during commissioning of rig. (Karen)
1879 One out three people working in a laboratory without PPE. (Robert Seefeld)

1880 Tradesmen observed working in a laboratory wearing insufficient PPE. (Karen/ Lizhong He)

1937 A liquid spill which seeped under nearby equipment. Training was given to BEL users to emphasize lab practices for spills. (Lizhong He)

1977 Acid splash to face

1980 Covering of windows of Laboratory preventing people from looking in. As long as people can still see into the laboratory some coverage of the windows is allowed, but not total coverage.

1981 A person wearing shorts in laboratory. (Karen)

1994 Premature closing of report on Incident. (Karen)

2000 Student intoxicated during lab session. There were three points from this incident. 1. The laboratory demonstrators had the incident under control. 2. The Chemical Engineering department needs to have procedures for events as occurred here. 3. The OH&S website did contain the information, but was difficult to find. Kim and Thanh will check the safety manual and lab manuals to see if intoxication is covered.

8. General Business

A) Building Evacuations. Bldg 35, 36, and 69 need to schedule their building evacuations.
B) Risk assessment and OH&S training. The risk assessment and essential OHS courses were run at the end of October. Attendance at all courses is being reviewed for remaining gaps in training of academic staff.
C) OH&S Audit response program. The document will be reviewed shortly.
D) Safety day. The suggested day after discussion was the 19th of February. Please review your
E) Facilities and Services Meeting (Jill Crisfield). This is now called Building and Property services. They are developing a new app.

9. Suggested time and dates for first semester meetings, 2.00 pm, Departmental Meeting room. These have been added to your calendars. Next Meeting
   ○ December 15th (We will have lunch together before this meeting at 1 pm).