

MSE OHS MEETING MINUTES NO. 2/2024

Meeting date: 2nd May 2024

Meeting time: 11.30 am to 1.00 pm

Meeting venue: Ian Polmear Room, Level 2, Room 210, 14 Alliance Lane, Faculty of Engineering, Clayton

MEETING INFORMATION

ATTENDEES

- Chris McNeill (Chair)
- Tracy Warner
- Daniel Curtis
- Priscilla Chow
- Jisheng Ma
- Jenny Dyson
- John Shurvinton
- Laurence Meagher
- Jono Wilson
- Elliott Ayers
- Bruna Cambria Garms
- Kerry McManus
- Sonia Francis (Minutes Secretary)

APOLOGIES

- Margret Rendall

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 1/2024 held on 29th February 2024 were approved as a true and accurate record of the meeting.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Confirmed by: Daniel Curtis

Seconded by: Priscilla Chow

ACTION ITEMS	RESPONSIBILITY	TIMELINE
Lab inspection document to be shared	Chris McNeill	May 2024
Work place inspection email to be sent out to academics	Chris McNeil	May 2024
1 st round of Work Place inspections to be conducted prior to June 30.	Chris McNeill / Lab Managers	June 2024
Overall Lighting Issues in the Building	BPD	On-going
OHS -HSW objectives to be re-circulated to committee members	Sonia Francis	May 2024
Current list of Floor Wardens and First Aiders to confirm who is still here and serving in these roles to be finalised	Tracy Warner	June 2024

DISCUSSION TOPIC

ITEM	TOPIC
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1.	<p>SAFETY OFFICER/S REPORT</p> <ul style="list-style-type: none"> • Risk Management – Electrical testing and tagging: This is an ongoing process to ensure electrical equipment is safe to use. Lab users are encouraged to bring any items that have not been approved through testing and tagging to the attention of the safety officer to avoid potential risks. • Workplace Safety Inspections – on going • Audits -No audits conducted. • Hazard & Incident reports – No reports filed. • Staff & Student Induction – Ergonomics training is mandatory during staff and student inductions.
2.	<p>OHS Plan Review -</p> <ul style="list-style-type: none"> • Conduct Workplace Inspections (WPIs) for all our labs. It is a Monash requirement that all labs be inspected every 6 months, and a requirement under Victorian State Law that all workplaces be inspected once every 12 months. • Lab managers are responsible for coordinating and arranging a date for the WPI to happen. Lab managers should also attend the WPI, which will be led by a Safety Officer (generally one of our technical officers) • Meeting to discuss administration of WPIs outside this committee. <p>OHS Performance –</p> <ul style="list-style-type: none"> • Metallurgy lab – dedicated meeting with stakeholders will be held to address this issue and consider options for moving forward.
3.	<p>RESOURCES MANAGER REPORT</p> <ul style="list-style-type: none"> • Professional staff, including the new Head of Department are scheduled to relocate to level 1 before July. • AUKUS Team will also be relocating to Level 1. Minor works are underway in the designated area to accommodate the needs of the AUKUS team and Professional team. • There's an initiative to reopen communication with CSIRO, possibly indicating collaboration/partnership efforts in terms of OHS representation. • A committee meeting is underway, likely to discuss this. It is also mentioned that a representation from BPD is sorted for these meetings, ensuring that relevant stakeholders are involved in discussions and decision- making processes.
4	<p>Occupation Health and Safety (OHS) Consultant Report</p> <ul style="list-style-type: none"> • No Report • Streamline and systematise workplace inspections for large labs where the spaces are shared with other departments, (Strategic priority 2&3) • iLab induction (Strategic priority 1) • Wellbeing initiatives (Strategic priority 5)
5.	<p>HEALTH & SAFETY REPRESENTATIVE/S REPORT</p> <ul style="list-style-type: none"> • Renew course for Building Warden
6.	<p>BUILDING CONSTRUCTION AND/OR REFURBISHMENT</p> <ul style="list-style-type: none"> • No report
7.	<p>Biological Safety Representative Report</p> <ul style="list-style-type: none"> • No Report filed

8.	Laser Safety Representative Report <ul style="list-style-type: none"> No report filed
9.	Radiation Safety Representative Report <ul style="list-style-type: none"> Registration for new equipment still on-going. Instrument is installed and the schedule is later June. X-ray instrument moving into new lab room 289 in New Horizons. Our HoD would like the RPO's approval for the OSL monitor is not required policy for users using the MXP instrument moving into the lab room 289. The related RA approved by RPO is still current, but will be reviewed soon to cover new lab room 289 with MXP instrument. RA for the diffractometer moved into Room 289 will also be reviewed. Nithya is going to review the RAs for the two XRF devices as well.
10.	Early Career Researcher Representative (ECR) Report <ul style="list-style-type: none"> No Report
11.	Postgraduate Representative Report <ul style="list-style-type: none"> Postgraduate students unable to use the Liquid Nitrogen. It is suggested to acquire another liquid nitrogen tank to address this issue. iLab is not functioning optimally which leads to issues with lab inductions and other tracking for students. There are incidents of spills not being cleaned up promptly in the metallurgy lab. Also, there are issues with closed labs not being closed and left open. <p>Waste baskets are not being emptied in a timely manner, potentially leading to hygiene and safety concerns.</p>
12.	Monash Centre for Additive Manufacturing (MCAM) Representative Report <ul style="list-style-type: none"> No Report Storm damage to the building has been addressed by BPD Lab Inspection is underway.

NOTES AND OTHER INFORMATION

NEXT MEETING 25 th July 2024	
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