

Department of Materials Science and Engineering

OHS Committee Meeting

Minutes of Meeting No. 4/2018 of the Materials Eng OHS Committee,
held at 11 am on 29 Aug 2018 in New Horizons Meeting Room 239

Action

1. **Present:** John Forsythe (Chair), Priscilla Chow, Daniel Curtis, James Griffith, Laurence Meagher, Chris McNeill, Bradyn Parker, Margaret Rendell, Mika Santos, Edna Tan, Ian Wheeler.

Apologies: John Shurvinton

2. **Confirmation of previous minutes**

The minutes of the previous meeting were accepted as a true record.

3. **Matters arising from the previous minutes**

Ian to forward the Evernote training record to the Committee for feedback.

We will be exploring another system such as iLab as Evernote cannot work with gmail.

Ian to request IT to install a direct weblink to SARAH for the tablets in the labs, rather than going through the browser.

Done.

Priscilla to highlight to Chem Eng about students not complying with PPE in the PC2 lab.

Done.

Laurence to speak to Jenny Dyson about students not complying with PPE in the PC2 lab.

Done.

Mika to chase up on the report about the leaks as NH building is still under guarantee.

Mika is waiting for Victoria Building Association (VBA) recommendation before checking all leaks in New Horizon and to report to Probuild. The elevators sensors have been cleaned and working well. BPD has implemented periodical checks on the elevators.

Edna to include two new agenda items "Radiation Rep report" and "BPD Rep report".

Done.

4. **Safety Officer Report**

Workplace Safety Inspections

Inspections have been completed for Semester 1. The auditors from the recent audit have recommended that we are required to follow up on the action items highlighted during the inspections. The lab managers are responsible to follow up on the action items. Ian

MS

suggested changing the excel format to a database to highlight action items to the lab managers.

Risk Management & OHS Plan Review

Chris commented that his labs are still not listed in SARAH. Priscilla will provide a list of labs for John to find out which labs are not listed in SARAH.

PC

Hazard and Incident Reports

Daniel submitted a report about 2 near misses at the zebra crossing behind New Horizons.

Building Evacuations

At the recent evacuation at New Horizons, the maglocks do not unlock during the drill. It was suggested to try a real evacuation when Bluefire is present. The faculty will have to bear the considerable cost of changing the maglock security protocol if this is deemed a significant safety issue.

Ian will check whether the fire door at collaboration lounge is locked during evacuation.

IW

It was discovered that Building 69 only has floor wardens from MSE. Priscilla will inform Mech Eng and Chem Eng to appoint floor warden from their departments.

PC

The new evacuation point for building 69 will be changed to the garden outside exam halls as the C12 carpark will be closed for new TED building.

Staff & Student Induction

Margaret will generate another report to list those who have not completed the Monash OHS induction.

MR

Audits

Nothing to report.

5. Resource Manager report

Nothing to report.

6. OHS Consultant report

The Committee has provided 5 projects for the MSE OHS plan for 2018/2019 namely: Safety Day, Sports Day, First Aid desk cubes, Transferred RA documentation to SARAH in September 2018 and implement iLab online booking for 2019.

7. Laser Safety Officer report

Nothing to report.

8. Health & Safety Rep report

Daniel will follow up with Lynn about setting up the Designated Working Group (DWG) to appoint the Department's Health & Safety Rep (HSR).

DC

9. Biological Rep report

PC2 had a recent audit and it was highlighted the previous action items were not done due to the change of PC2 manager.

10. Radiation Rep report

A new handheld X-ray gun unit has been purchased.

11. BPD Rep report

Nothing to report.

12. Research Fellow Rep report

Nothing to report.

13. Postgraduate Rep report

Nothing to report.

14. Other business

MSE Safety Day will be held on 24 September. We have a speaker on behavioural change and crisis management.

John will send out email to seek nominations for the Safety Day award.

JF

15. Next Meeting

To be advised.

Action Items

Mika to chase up on the report about the leaks in NH.

Priscilla to provide a list of labs for John to find out which labs are not listed in SARAH.

Ian to check whether the fire door at collaboration lounge is locked during evacuation.

Priscilla to inform Mech Eng and Chem Eng to appoint floor warden from their departments for building 69.

Margaret to generate another report to list those who have not completed the Monash OHS induction.

Daniel to follow up with Lynn about setting up the Designated Working Group (DWG) to appoint the Department's Health & Safety Rep (HSR).

John to send out email to seek nominations for the Safety Day award.