

MSE OHS MEETING MINUTES NO. 3/2024

Meeting date: 25th July 2024

Meeting time: 11.00 am to 12.00 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
- Matthew Hill
- Laurence Meagher
- Jono Wilson
- Bruna Cambria Garms
- Sonia Francis (Minutes Secretary)

APOLOGIES

- Margret Rendall
- John Shurvinton
- Elliott Ayers
- Kerry McManus

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 2/2024 held on 2nd May 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 McNeil	Completed
Work place inspection email to be sent out to academics	Chris McNeil	Completed
Work Place inspection to be conducted this year	Tracy Warner	Partly completed
Overall Lighting Issues in the Building	BPD	On-going
OHS -HSW objectives to be re-circulated to committee members	Sonia Francis	Completed

DISCUSSION TOPIC

ITEM	TOPIC
1.	SAFETY OFFICER/S REPORT <ul style="list-style-type: none"> • Air Vents: Cleaning of the ducts for Air vent room 120 has been completed.

	<ul style="list-style-type: none"> • Soap Dispenser installation should have been completed this morning • Near Miss Report: Kim has reported someone travelling the lift with liquid nitrogen without PPE. They have been given a yellow card from the department. • Monash Forge Incident: Copper pipes have been washed but not dried inside. • Water Leak at NH Level 1 – The issue has been closed but not fully completed. Work in progress. • The lift in Multi-Storey Car park is not working and requiring some one to carry items manually is not viable. PC to pass this information to security and parking. <p>Workplace Induction and Training:</p> <ul style="list-style-type: none"> • Induction: Staff and student induction is being condensed to avoid duplication between faculty and department sessions. • Training Reminders: Emails will be sent to remind individuals to re-do their training. • OHS Faculty Induction: Implement a three-strike system to be communicated to all students: <ul style="list-style-type: none"> ○ First strike: Verbal warning by Safety Officer ○ Second strike: Written warning (Yellow) ○ Third strike: Meeting with HOD and potential ban (Red) • All strikes will be logged in SARAH to ensure consistency across the Faculty.
2.	<p>OHS Plan Review – Lab inspection:</p> <p>The assignment of renewable labs will be reviewed with Jack.</p> <p>Action will be taken to identify and update the missing labs. Some labs do not appear on the map. There is a mismatch between the PC2 labs and iauditor report. Jenny to send Chris list of MSE labs in PC2.</p> <p>Clarification is needed on which labs are responsible for MSE.</p> <p>OHS Performance:</p> <p>Lab 286 updates: Kate has stepped down from her role in Lab 286 CM, Kerry and Tracy will meet once a month for consultation with lab users Responsibility will fall to two trainers, who will meet with CM, Kerry and Tracy to set up the lab and workflow. Kate has agreed to train the new starters and will record a video on lab procedures.</p> <p>The trainers will be involved in lab inspections, workplace inspections and one trainer will be invited to attend the OHS meeting.</p> <p>Chemical Storage and Waste Disposal: Tracy will perform a monthly check of the chemical storage. Individual waste to be disposed of by the users. The rule will be changed to state that the users, rather than the suppliers, are responsible for disposing of waste.</p> <p>The amount of solvent stored is stacked in some labs, extra shelves will be acquired to managed it better.</p> <p>Users will label their bottles and reduce usage. This issue will be discussed in the Faculty OHS meeting to find better management solutions.</p> <p>Safety Day Planning: Scheduled for October 23rd during SWOT Week.</p> <p>Discussed to include case studies within Monash and International exemplified to encourage thinking about workplace inspections and safety. Location to be booked, e.g. G02 – LTB. The scope to bring awareness and responsibility regarding safety.</p>

	<p>Agenda – Invite Retried workplace safety expert to speak for 1 hour and follow up with workshop. Example Toxic chemical spill scenario requiring full gear and a lab shutdown for a month as experience by CSIRO.</p> <p>PC to share the document with the committee about notifiable incidents.</p>
3.	<p>RESOURCES MANAGER REPORT</p> <ul style="list-style-type: none"> No Report
4	<p>Occupation Health and Safety (OHS) Consultant Report</p> <ul style="list-style-type: none"> Scheduled for July 30th, featuring Peter Stokes (SME on Chemical Management). PC to email the link, and Sonia will distribute it. New Publications: <ul style="list-style-type: none"> Safety book for forklift operations Guidelines on engineering stone and silico stone handling Silico Use in Labs: OPS solution uses silico; ongoing discussions about safety practices. Nurses OHSC: New immunization form and medical history form required. OHS Amendments: Stricter regulations on plant and equipment; workers must notify the workplace. Forklift Licensing: New rigorous licensing requirements for slinging operations. Shower Testing: Hot potable water testing and electrolysis issues in cold water. Interim solutions include shutting off eye wash stations and using potable eye wash until resolved. Jono to organize water sample testing. Legislation Compliance: Ensuring good water quality for eye wash stations. Weekly flushing required. Building Evacuation: OHSC awaiting procedure for evacuating the 4th floor, currently unoccupied. Treat as a lecture theatre for evacuation purposes.
5.	<p>HEALTH & SAFETY REPRESENTATIVE/S REPORT</p> <p>Building evacuation – OHSC waiting how to do the 4th floor where there are no occupants. Treat it is as lecture theatre and evacuate.</p> <ul style="list-style-type: none">
6.	<p>BUILDING CONSTRUCTION AND/OR REFURBISHMENT</p> <ul style="list-style-type: none"> No report filed
7.	<p>Biological Safety Representative Report</p> <ul style="list-style-type: none"> The OREI (office of research ethics and integrity) advised that the OGTR (office of gene technology) Regulator is performing “unannounced” external audits of certified PC2 Lab across the Clayton campus from Monday 5/8/24 to Wednesday 7/8/24 inclusive. Therefore, the NH PC2 Lab is potentially subject to the audit.
8.	<p>Laser Safety Representative Report</p> <ul style="list-style-type: none"> No report filed
9.	<p>Radiation Safety Representative Report</p> <ul style="list-style-type: none"> No report filed
10.	<p>Early Career Researcher Representative (ECR) Report</p>

	<ul style="list-style-type: none"> No Report filed
11.	Postgraduate Representative Report <ul style="list-style-type: none"> No Report filed
12.	Monash Centre for Additive Manufacturing (MCAM) Representative Report <ul style="list-style-type: none"> No Report filed

ACTION ITEMS:

- Training Reminders: Emails will be sent to remind individuals to re-do their training- TW
- OHS Faculty Induction: Implement a three-strike system to be communicated to all students – TW
- Action will be taken to identify and update the missing labs – TW
- Jenny to send Chris list of MSE labs in PC2.
- PC to share the document with the committee about notifiable incidents.
- Location to be booked, e.g. G02 – LTB – Safety Day -CM
- Jono to organize water sample testing.

NOTES AND OTHER INFORMATION

NEXT MEETING 10 th October 2024	
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