

Department of Materials Science and Engineering

OHS Committee Meeting

Minutes of Meeting No. 3/2019 of the Materials Eng OHS Committee,
held at 2.00pm on 1 July 2019 in New Horizons 103

1. **Present:** John Forsythe (Chair), James Griffith, Garry Male, Laurence Meagher, Bradyn Parker, Margaret.Rendell, John Shurvinton, Edna Tan, Ian Wheeler.

Apologies: Priscilla Chow, Daniel Curtis, Trina Majumdar, Chris McNeill

2. **Confirmation of previous minutes**

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

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

Priscilla to report back on the SARAH bugs & updates.

Priscilla to follow up.

John F to provide MSE OHS plans to Priscilla to be included in the Faculty OHS plans.

Done.

Priscilla to contact security regarding security personnel entering buildings during an evacuation.

Priscilla to follow up.

John F to communication Okta/SARAH resolution to MSE.

John will email out to MSE.

Ian to investigate floor markings in PC2 area.

Ian to follow up.

John F to inform lab managers that WPIs will be due 30 June.

Done.

Priscilla to invite Margaret to the next meeting to talk about the online laser safety training.

Margaret advised that the Laser Safety Training for users is fully online through myDevelopment. The Laser Safety Officer Training is still face-to-face.

Edna to follow up on new staff induction for Yusuf Kilic.

Yusuf Kilic has completed the staff induction.

Trina to organise a meeting for MCAM, XRD and MSE to discuss about Platforms OHS procedures etc.

Action

PC

PC

JF

IW

Trina to follow up.

TM

Edna to contact Natasha Bucker for a mental health well being speaker.

Edna has arranged for Dr Sherelle Connaughton to give a seminar on Mindfulness and Wellbeing for Postgraduate Students.

4. Safety Officer Report

Workplace Safety Inspections

It was proposed that for next semester, the onus to arrange the inspections will be taken away from the academics. Ian and the Tech Officers will draft up the schedule to spread over 5 months. Academics will be asked to suggest 2 names to assist with the inspections. The iAuditor will be used for next workplace inspection.

Margaret will check which inspection documents are required to be uploaded to SARAH.

MR

Risk Management

It was suggested to revise the MSE safety MCQ questions and possibility to including SDS. Ian and John to look into this.

JF/IW

Hazard and Incident Reports

Another incident at the zebra crossing behind New Horizons was reported by one of our Tech Officers. BPD will be getting a traffic consultant to look into that crossing.

OHS Plan Review

No review planned.

OHS Training / Staff and Student Inductions

The next FYP student induction will be held 1st week of semester 2.

Building Evacuations

The last evacuation at New Horizons went well. However, people were still using the public stairwells on the sides when they are supposed to use the public stairwell in the centre as fire exit. Also there was confusion on whether internal stairwells on the wings are fire exits. Ian will follow up.

IW

Audits

No audits planned.

Safety Day

It was suggested to have the MSE Safety Day during mid semester break on Tue 1 Oct and having the theme on mental health. Monash has a 3hr seminar on "Understanding Mental Health". John will contact the provider on whether they will present it under 1.5hr during MSE Safety Day. Another item to include for the day is how to read a SDS which was conducted by Peter Sofos last year.

It was suggested that new supervisors to complete the Mental Health first aid training in myDevelopment as part of their induction. Edna to include this training in the new staff package.

ET

5. Resource Manager report

Monash power shut down is scheduled for Sat 13 July from 8am to 10am.

6. OHS Consultant report

No report.

7. Laser Safety Officer report

No report.

8. Health & Safety Rep report

No report.

9. Biological Rep report

Laurence reported that someone left a bio printing syringe needle in the glove box. An incident report has been lodged.

10. Radiation Rep report

XRD has changed the radiation gadget for long term users.

11. BPD Rep report

No report.

12. Research Fellow Rep report

A fire alarm at MCAM Normanby Road went off due to some welding at the back of building. However, no security or MFB turned up. John S is speaking to the landlord about this.

13. Postgraduate Rep report

Some FYP students were caught doing lab work after 6pm. Edna will email the FYP students and supervisors to remind them no lab work is allowed after office hours.

ET

Some waste storage being stored in the flammable cabinet has started to smell. There was discussion on whether it is hazardous to health.

14. Other business

Ian will include James on the contact list to be notified about any lab alarms in the ground floor XRD area.

IW

15. Next Meeting

To be advised.

Action Items

Priscilla to report back on the SARAH bugs & updates.

Priscilla to contact security regarding security personnel entering buildings during an evacuation.

John F to communication Okta/SARAH resolution to MSE.

Ian to investigate floor markings in PC2 area.

Trina to organise a meeting for MCAM, XRD and MSE to discuss about Platforms OHS procedures etc.

Margaret to check which inspection documents are required to be uploaded to SARAH.

Ian and John to revise the MSE safety MCQ questions and possibility to including SDS.

Ian to confirm whether internal stairwells on the wings are fire exits.

Edna to include the Mental Health first aid training in myDevelopment as part of new supervisor induction.

Edna to email the FYP students and supervisors to remind them no lab work is allowed after office hours.

Ian to include James on the contact list to be notified about any lab alarms in the ground floor XRD area.