

Department of Materials Science and Engineering

**OHS Committee Meeting**

Minutes of Meeting No. 1/2020 of the Materials Sci and Eng OHS Committee, held at 2pm on 25 Feb 2020 in New Horizons room 239.

**Action**

1. **Present:** Sebastian Thomas (Chair), Monica Barlag, Kathryn Botherway, Priscilla Chow, Daniel Curtis, John Forsythe, Sudha Mokkaapati, Bradyn Parker, John Shurvinton, Edna Tan, Ian Wheeler.

**Apologies:** James Griffith, Trina Majumdar, Laurence Meagher.

**In Attendance:** Mahesh Potdar (Enterprise) and 2 visitors from Malaysia Campus.

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 generate the New Horizons floor wardens training records for John to check that all trainings are current.*

Done.

*Priscilla to check with the Fire Safety Committee on why Monash does not conduct real fire evacuation tests utilising the help of Blue Fire who will prevent the alarm from going to the MFB and hence putting the building in its real alarm configuration.*

Priscilla will put this on the agenda in the next meeting of the Monash University OHS Committee.

*Priscilla to investigate Chemwatch login issues while using different weblinks.*

Chemwatch will be the mandatory software to be used by Monash and it will have a single sign on feature.

*Priscilla to feedback to the OHS committee to improve MFB access to the chemical manifests in the buildings as the current situation is not ideal.*

Monash OHS will implement a more streamlined approach to ensure that the Metropolitan Fire Brigade (MFB) has access to chemical manifests in buildings, during an emergency.

*Sudha to compile the list of laser equipment in the Dept. and also check whether users have had their eyes periodically checked.*

In process.

*Daniel to follow up on a particular student who refused to use the Raman equipment in lab 273 as the appropriate laser goggles were not provided.*

This will be considered as part of the new OHS procedures for laser equipment users.

*Priscilla to feedback to OHS about the similarity of the new pictograms for 3, 4, 5 in the latest Dangerous Goods and Combustible Liquids Segregation Chart.*

The new pictograms for class 3, 4, 5 are according to the international system. However, Peter Sofos will be reviewing these aspects in the near future.

*John to send out an email about year-end lab closure and waste collection.*

Done.

#### **4. Safety Officer Report**

##### Workplace Safety Inspections

The next WSI is planned for June/July. The Committee agreed to remove the question about temperature control related to heating equipment, in the WSI template.

##### Risk Management

MSE undergrads will be using the common labs located in New Horizons which means sharing with postgrads and postdocs. The undergrads will be given restricted access to get to the common labs.

##### Hazard and Incident Reports

Someone found some chemical spillage (yellow residue on the floor) in the renewal energy lab area, in December 2019. This incident has been investigated and closed.

It was discovered that some CSIRO personnel had dumped chemical waste into the general waste bins. Priscilla will follow up with CSIRO about this incident. There are recommendations to bring back the New Horizons Reference Panel which consists of CSIRO, Science and Engineering to ensure that all parties follow consistent practices in New Horizons.

PC

##### OHS Training

The OHS training for staff with managerial or supervisory duties has a new one-day course, where all the 3 mandatory modules will be covered together namely: Essential OHS, Risk Management, and Hazard & Incident Reporting.

##### Building Evacuations

There was a building evacuation in building 69 on 12<sup>th</sup> February around 3.30pm. However, there was a breakdown in communications between the MFB and security, as the MFB was unable to reach building 69, owing to construction activities related to the new Woodside building. The bollards obstructing the entry points into building 69, for the MFB were not removed. There were also no floor wardens from the ground and 2<sup>nd</sup> floors. Daniel has submitted a report about this incident in SARAH.

There was a building evacuation in New Horizons in early January around 8am. As it was raining, people had to stand in the building. There was no security or warden to update people waiting at the assembly point in the Dean's Garden. Priscilla will follow up on this incident. The café was still serving customers as the building evacuation was taking place, which is not the correct practice.

PC

### Staff & Student Induction

MSE staff and students who are leaving Monash will be given an exit checklist document to complete. Lab supervisors are reminded to physically check the lab and ensure that the appropriate lab clean-up has been completed before each individual leaves a lab.

### OHS Plan Review

MSE falls under the Faculty's OHS Plan and MSE will include iLab into the plan.

### Audits

There is no planned audit for MSE in 2020.

Enterprise group will be audited on 19th March 2020.

### Safety Day

No report.

## **5. Resource Manager report**

First aid kits will be replenished by 5th March.

Chemwatch will be made compulsory across Monash and it will be available online for all from 1<sup>st</sup> January 2021.

It was discovered that Sigma Aldrich MSDS does not have the right poison permit. Priscilla to investigate this and report the concern to Monash OHS.

PC

## **6. OHS Consultant report**

A reminder to check the COVID19 university fact sheet.

The OHS Risk Management Procedure has been modified.

KPMG is appointed as the external auditor for the chemical register.

For field trips and other off-campus events, there are now some new procedures around bush-fire related hazards.

## **7. Laser Safety Officer report**

No report.

## **8. Health & Safety Rep report**

Sebastian will recommend to Neil about placing mini SDS and WSI documents on the doors of all labs, so that the MFB could access them during an emergency.

ST

## **9. Biological Rep report**

Biosafety course 1 was planned for 12<sup>th</sup> March however, the FYP students start date has been delayed due to COVID19.

## **10. Radiation Rep report**

No report.

**11. BPD Rep report**

New binds are being installed on the 4<sup>th</sup> floor of New Horizons.

With the implementation of the new system- SCOUT, it was suggested to remove the BEIMS webpage to prevent confusion. Katheryn will look into this matter.

KB

**12. Research Fellow Rep report**

MCAM has received some new machines and users are writing up the RAs for them.

There was discussion on how to prevent people from using the spill kit bins as general waste bins eg. secure with a cable that can be easily ripped when needed.

**13. Postgraduate Rep report**

During the bushfire season, the labs were filled smoke but there was no formal communication about this matter or about hazards related to smoke.

Edna will submit a BEMIS request to look at the collaboration lounge zip tap, as it occasionally releases dark sludge particles into drinking water.

ET

**14. Other business**

No other business.

**15. Next Meeting**

To be advised.

**Action Items**

Priscilla to follow up on the incident where some CSIRO personnel, were dumping chemical waste into the general waste bins.

Priscilla to follow up on the incident about the New Horizons building evacuation in early January where no security or warden was around to update people waiting at the assembly point.

Priscilla to highlight to Monash OHS that the Sigma Aldrich MSDS does not have the right poison permit.

Sebastian to recommend to Neil about placing mini-SDS and WSI documents on the doors of the labs, so that the MFB can access them during an emergency.

Katheryn to bring up to Monash OHS to remove the BEIMS webpage to prevent confusion with the new system-SCOUT.

Edna to submit a BEMIS request to look at the collaboration lounge zip tap as it occasionally releases dark sludge particles into drinking water.