

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 4/2021

Meeting date: 8 July 2021
Meeting time: 1pm – 2.30pm
Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- Sebastian Thomas (Chair)
- Priscilla Chow
- Daniel Curtis
- Jingying Liu
- Sudha Mokkaapati
- Bradyn Parker
- Mahesh Potdar
- Edna Tan (Secretary)
- Ian Wheeler
- Jono Wilson

APOLOGIES

- Sally Hibbert
- Laurence Meagher
- John Shurvinton

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 3/2021 held on 17 May 2021 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
Mahesh will request for more floor wardens from Enterprise, to join the current list of NH wardens.	
Mahesh is searching for the person from Enterprise and will forward the name to Ian soon.	MP
Priscilla to circulate OHS training reports to the Committee to ensure training records are kept up to date.	
Priscilla will send the latest training report on the mandatory OHS online training and safety roles after the meeting.	PC
Priscilla will discuss with the new OHS manager about generating report to include all six mandatory modules.	PC
Seb to inform Neil and the lab supervisors about the current lab induction procedures.	
A working party has been setup to look into streamlining the iLab procedures and the lab induction/equipment training processes.	

Ian to send out an email to remind people to scan their ID cards or use the QR codes when entering each building.

Done.

However, there was a change in the government's policy since the last meeting. Ian will send out another email to inform people that it is now mandatory to scan the Service Victoria QR code when entering all Monash University buildings.

IW

Daniel and Ian to review the New Horizons induction videos in Moodle as some quiz questions are no longer relevant, the gas alarm videos are also misleading.

DC/IW

This is still pending.

Sudha to liaise with Kris to obtain a list of previous eye test records.

The optometrist documents/invoices are kept with Kris and the records will be transferred to iLab.

DISCUSSION

TOPIC

RESPONSIBILITY

SAFETY OFFICER REPORT

Risk Management

An iLab working party has been setup to look into streamlining iLab procedures and the lab induction/equipment training processes. The new procedures will roll out soon.

Priscilla suggested that the iLab working party can submit a scope of work or wish list to Julie Rothacker who can pass that on to Agilent to improve the system. The working party can also invite Julie to their meeting as Julie is interested to hear how MSE uses iLab.

The working party will discuss whether undergrads such as FYP students should be using iLab, as it results in delays related to lab inductions and equipment training.

Workplace Safety Inspections

The 1st semester workplace safety inspections have all been completed and actioned.

Seb, Ian, Jono, Daniel will discuss to make sure the necessary information are transferred from iAuditor to SARAH.

The 2nd semester workplace safety inspections will be held during MSE Safety Day in September. It was suggested to conduct audits in the format of external audits. auditor. The Department can invite 2 external persons such as Peter Sofos, Priscilla Chow and/or Debra Bartolo to conduct the audit.

ST/IW/JW/DC

<p><u>Audits</u></p> <p>In the recent external audit, MSE has a minor non-conformance due to one XRD equipment having an expired test and tagging sticker.</p> <p>Sudha will contact Daniel to check testing/tagging equipment in her lab.</p> <p><u>Hazard and Incident Reports</u></p> <p>Seb will investigate 2 incident reports submitted by James and Daniel.</p> <p><u>Staff & Student Induction</u></p> <p>No report.</p> <p><u>OHS Training</u></p> <p>No report.</p> <p><u>OHS Plan Review</u></p> <p>No report.</p> <p><u>Building Evacuations</u></p> <p>Building evacuation for Semester 2 will have to be organised.</p> <p>Building 69 will be vacated by Oct for the smart manufacturing project and MSE Admin will move to building 72.</p>	<p>SM</p> <p>ST</p>
<p>RESOURCE MANAGER REPORT</p> <p>Josh Taylor (BASF staff) reported a near miss with a postgrad riding an eScooter along the corridor. Priscilla will suggest to Monash OHS to develop a policy on using eScooter/eSkateboard within buildings.</p>	<p>PC</p>
<p>OHS CONSULTANT REPORT</p> <p>Please refer to the OHS Consultants Report (April-July 2021) as circulated in the meeting.</p>	
<p>BPD REP REPORT</p> <p>No report.</p>	
<p>HEALTH & SAFETY REP REPORT</p> <p>Daniel just completed his HSR refresher course and highlighted some changes below:</p> <ul style="list-style-type: none"> • HSR refresher course has changed to every 12 months rather than every 3 years. • The consultation process has changed to extend to any personnel who will be affected by any OHS changes. 	

<ul style="list-style-type: none"> The terms of should/shall will be changed to must/may. Documents must reflect this change in due course. Workcover reinforced that PPE is not meant to be shared. Melbourne Water won a Workcover award by implementing a QR code on each equipment to show a short video of safe working instructions. MSE can consider implementing it. 	
LASER SAFETY REP REPORT No report.	
BIOLOGICAL SAFETY REP REPORT No report.	
RADIATION SAFETY REP REPORT Seb will ask Neil whether Jisheng should sit in the Committee in the interim.	ST
EARLY CAREER RESEARCHER REP REPORT Seb welcomed Jingying to the Committee as the ECR rep. Seb will introduce Jingying as the ECR rep to the MSE postdocs via email.	ST
POSTGRADUATE REP REPORT No report.	
ENTERPRISE REP REPORT No report.	
MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT No report.	
OTHER BUSINESS No other business.	
NEXT MEETING 27 September 2021.	