

Department of Materials Science and Engineering

**OHS Committee Meeting**

Minutes of Meeting No. 3/2020 of the MSE OHS Committee,  
held at 2.30pm on 13 July 2020  
Zoom ID: 946 8415 0474 Password: 123

	Action
<p>1. <b>Present:</b> Sebastian Thomas (Chair), Kathryn Botherway, Priscilla Chow, Daniel Curtis, John Forsythe, James Griffith, Trina Majumdar, Laurence Meagher, Sudha Mokkalapati, Bradyn Parker, Mahesh Potdar, John Shurvinton, Edna Tan, Ian Wheeler.</p>	
<p><b>Apologies:</b> Monica Barlag</p>	
<p>2. <b>Confirmation of previous minutes</b></p> <p>The minutes of the previous meeting were accepted as a true record.</p>	
<p>3. <b>Matters arising from the previous minutes</b></p> <p><i>Priscilla to convey Committee's concerns to the Engineering Store regarding CSIRO's request to use our Engineering Store to dispose wastes from their New Horizons and Clayton sites (i.e., waste transportation, storage space, handling biological waste etc).</i></p>	
<p>-To be completed</p>	PC
<p><i>Priscilla to follow up with her colleague to remove BEIMS from the OHS webpage.</i></p>	
<p>-Done.</p>	
<p><i>Priscilla to send the course link for the new OHS training for managers and supervisors to Sebastian for circulation.</i></p>	
<p>-Done.</p>	
<p>Seb/Ian to undertake an audit on whether all staff are compliant with OHS training during the Safety Day week.</p>	ST/IW
<p><i>Sebastian to discuss with John F about Safety Day via zoom sometime in July/August.</i></p>	
<p>-Done</p>	
<p>Safety Day will be held during the mid-semester break. Agenda will include sessions on SARAH, Chemwatch, i-Lab and mental health. In the afternoon, we will have an internal audit. Seb will communicate the agenda to Neil, before confirming the final agenda</p>	ST
<p><i>Sebastian to discuss with Trina about developing instructional videos to train users on various research equipment, whilst managing COVID risks/social distancing rules.</i></p>	
<p>-Done. Lab managers have already put such procedures in place.</p>	

*Sebastian to write a summary of the Victoria's new workplace manslaughter legislation.*

-Done

With effect from 1 July 2020, penalties for not being compliant with the OHS Act will be a lot more severe; up to 25 years imprisonment for individuals and \$16.5m in fines for corporates. Seb will circulate the updated legislation to the Committee and the Department. There were discussions on who will be charged for workplace manslaughter as the clauses are not clear. Priscilla will check with the Solicitor Office what is definition of a business unit in our university context.

PC

*Ian to nominate a domain administrator for Chemwatch to Norman Kutter by 29 May.*

-Done

Kate Nairn will be the MSE domain administrator for Chemwatch.

*Ian to investigate the new tool in SARA called Safety Roles to keep a list of safety officers, building wardens and first aiders.*

-Ian can only manage the roles for professionals but not for academics (this can only be done by Neil). Seb will contact Neil to populate the academic roles i.e., OHS Chair and Safety Officer.

ST

*Priscilla to ask Peter Sofos as Bradyn was unable to access Chemwatch via the Monash OHS webpage and an error message was displayed.*

-The problem was resolved.

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

##### Workplace Safety Inspections

All Workplace Safety Inspections were completed before reopening the labs.

##### Risk Management

Nothing to report.

##### Hazard and Incident Reports

Nothing to report.

##### OHS Training

Seb has asked all MSE staff to be up to date their OHS training and will follow up on this on Safety Day.

##### Building Evacuations

Nothing to report.

##### Staff & Student Induction

Priscilla can do "internal" an audit on Safety Day, to check whether the training records of everyone are up to date in i-Lab, and also whether the RA/SWIs are up to date in SARAH

##### OHS Plan Review

Daniel together with Seb, Ian, Trina and Edna are updating the Department's OHS manual.

## Audits

Seb suggested an ad hoc audit to check whether lab users are observing physical distancing and check the rosters.

ST

### **5. Resource Manager report**

New Horizons labs were going through a security upgrade, labs were left unlocked for ~ 4 hours with security guarding the doors.

The general-purpose power outlets will also be upgraded. More info will be sent out.

### **6. OHS Consultant report**

Risk management related to COVID19: There are three new generic risk assessments in SARAH;

- (i) Maximum occupancy in lab-spaces(RA#22199),
- (ii) For activities to be undertaken where physical distancing (at least 1.5 m distance between personnel) cannot be maintained (RA#22536)
- (iii) Lab clean-up/sanitation practices (RA#21810).
- (iv) When the lockdown is lifted, there is also an RA for administration type work (Example work in reception areas or any point of sales work) (RA#22631).

The returning to campus induction module will inform staff and students on what to do if they have contracted COVID19. Staff can find the module in myDevelopment, students could find this information in Moodle.

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

Daniel asked about new procedures related to eye testing since Eyecare has closed its store on-campus and will open in Armadale.

Priscilla commented there will be a new vendor/optometrist on-campus. Ian said the previous optometrist wrote to say all records will be transferred to the new clinic. Priscilla will check and confirm these arrangements.

PC

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

Nothing to report.

### **9. Biological Rep report**

Nothing to report.

### **10. Radiation Rep report**

Nothing to report.

### **11. BPD Rep report**

Free parking has been extended to the end of July. There will be power testing for 63 buildings for 17 July at 5am and 6.45am. There will be a power shutdown for 5 minutes.

### **12. Research Fellow Rep report**

MCAM are still running the machines with a few staff. John will complete COVID19 risk assessments to support MCAM operations.

JS

### **13. Postgraduate Rep report**

Nothing to report.

### **14. Other business**

James Griffiths (XRD platform manager) asked about procedures to be followed- to bring engineers/technicians from other states (NSW) to repair and service equipment at Monash.

Committee clarified that James can issue a letter to the engineer/technician on his own, he can state that the equipment is required for COVID19 related research- and this will enable the engineer/technician to travel in Victoria.

Further, Ian clarified that there is no travel restriction to enter Victoria, the restrictions are only in place for people travelling from Victoria into other states.

### **15. Next Meeting**

24 August 2020.

### **Action Items**

Priscilla to convey Committee's concerns to the Engineering Store regarding CSIRO's request to use our Engineering Store to dispose wastes from their New Horizons and Clayton sites (i.e., waste transportation, storage space, handling biological waste etc).

Seb/Ian to undertake an audit on whether all staff are compliant with OHS training during the Safety Day week.

Seb to confirm the Safety Day agenda with Neil.

Seb to ask Neil to populate the academic roles i.e., OHS Chair and Safety Officer, into the Safety Roles module in SARA.

Priscilla to check with the Solicitor Office what is definition of a business unit in our university context as mentioned in the new workplace manslaughter legislation.

Seb to conduct an ad-hoc audit to check whether lab users are observing physical distancing and also to check the rosters.

Priscilla to confirm whether the old records of eye tests will be transferred from the previous optometrist to the new optometrist on-campus.

John S. to complete a COVID19 risk assessments to support MCAM operations.