

Department of Materials Science and Engineering

OHS Committee Meeting

Minutes of Meeting No. 5/2019 of the Materials Sci and Eng OHS Committee, held at 2.30pm on 4 December 2019 in Ian Polmear Room

	Action
<p>1. Present: John Forsythe (Chair), Monica Barlag, Priscilla Chow, Daniel Curtis, Trina Majumdar, Laurence Meagher, Sudha Mokkaapati, Bradyn Parker, Edna Tan, Sebastian Thomas, Ian Wheeler.</p> <p>Apologies: Kathryn Botherway, James Griffith, John Shurvinton.</p>	
<p>2. Confirmation of previous minutes</p> <p>The minutes of the previous meeting were accepted as a true record.</p>	
<p>3. Matters arising from the previous minutes</p> <p><i>Priscilla to provide John a training record template to include learning outcomes.</i></p> <p>Done.</p> <p><i>Ian to nominate existing staff as formal Mental Health Officers in the Department.</i></p> <p>Michelle Laing has been nominated.</p>	
<p><i>Priscilla to generate the New Horizons floor wardens training records for John to check all trainings are current.</i></p> <p>Outstanding.</p>	PC
<p><i>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 going to the MFB and hence putting the building in its real alarm configuration.</i></p> <p>Outstanding.</p>	PC
<p><i>Priscilla to investigate the Chemwatch login in the different weblinks.</i></p> <p>Outstanding.</p>	PC
<p>4. Safety Officer Report</p> <p><u>Workplace Safety Inspections</u></p> <p>The online form was used for the 2019 Semester 2 workplace safety inspections. 90% were completed.</p> <p>It was commented that the office area will need to be inspected too in the future.</p>	

Risk Management

There will be a new training program to combine all four OHS training modules into one day, to be introduced in early 2020.

There is a new training matrix on the Monash OHS website.

There are a number of unidentified equipment stored in the New Horizons loading bay.

The lab fridges/freezers would need to be defrosted as they have never been done since moving to New Horizons.

Hazard and Incident Reports

One CSIRO staff has received an electric shock when using the electronic spinner.

There was gas incident in building 37 Civil Engineering.

More incidents have been reported at the crossings behind New Horizons. BPD has accepted recommendations and will implement it.

The asbestos incident at MCAM has been closed.

Bio safety training will be held on the 4th week of semester to include FYP students.

OHS Plan Review

The iLab and iAuditor will be included in MSE OHS plan.

OHS Training / Staff and Student Inductions

One new staff from MSE has yet to complete the OHS induction as he is a Distinguished Professor who comes to Monash only once a year.

Building Evacuations

Evacuation for building 37 and 69 have been completed.

The Enterprise Group who is occupying New Horizons Level 1, has nominated a new floor warden. There will be a briefing for the floor wardens before the New Horizons building evacuation planned for 16 Dec 2019.

Priscilla will feedback to OHS to improve MFB access to the chemical manifest in the building as the current situation is not ideal.

PC

Audits

Enterprise Group will have an audit in January 2020.

Safety Day

The MSE Safety Day held on 1 Oct 2019 was well attended and the mental health topic was well received.

iLab

Trina will be uploading the list of equipment into iLab.

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| <p>5. Resource Manager report</p> <p>No report.</p> | |
| <p>6. OHS Consultant report</p> <p>No report.</p> | |
| <p>7. Laser Safety Officer report</p> <p>Sudha will gather a list of lasers equipment and also check the users have their eyes checked.</p> <p>Daniel will follow up on a particular student who refused to use the Raman equipment in lab 273 as proper laser goggles was not provided.</p> | <p>SM</p> <p>DC</p> |
| <p>8. Health & Safety Rep report</p> <p>In the latest Dangerous Goods and Combustible Liquids Segregation Chart, the new pictograms for 3, 4, 5 looked similar. Priscilla will feedback to OHS.</p> | <p>PC</p> |
| <p>9. Biological Rep report</p> <p>No report.</p> | |
| <p>10. Radiation Rep report</p> <p>No report.</p> | |
| <p>11. BPD Rep report</p> <p>No report</p> | |
| <p>12. Research Fellow Rep report</p> <p>No report.</p> | |
| <p>13. Postgraduate Rep report</p> <p>Trainers are still not listed in iLab. The list of users on the hard copy and iLab would need to be updated. Suggested to try the user list in G50 lab.</p> | |
| <p>14. Other business</p> <p>John will send out email about year end lab closure and waste collection.</p> | <p>JF</p> |
| <p>15. Next Meeting</p> <p>To be advised.</p> | |

Action Items

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

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 going to the MFB and hence putting the building in its real alarm configuration.

Priscilla to investigate the Chemwatch login in the different weblinks.

Priscilla to feedback to OHS to improve MFB access to the chemical manifest in the building as the current situation is not ideal.

Sudha to gather a list of lasers equipment and also check the users have their eyes checked.

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

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.

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