

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 4/2020

Meeting date: Tuesday, 1 September 2020
 Meeting time: 12.30pm – 2pm
 Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Sebastian Thomas (Chair) • Kathryn Botherway • Priscilla Chow • Daniel Curtis • John Forsythe • James Griffith • Trina Majumdar | <ul style="list-style-type: none"> • Laurence Meagher • Sudha Mokkalapati • Bradyn Parker • Mahesh Potdar • John Shurvinton • Edna Tan (Secretary) • Ian Wheeler |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

APOLOGIES

- Monica Barlag

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 3/2020 held on 13th July 2020 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<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>The Engineering Store has confirmed that only CSIRO staff based at the New Horizons site can bring their chemical wastes to the Engineering Store.</p>	
<p><i>Seb/Ian to undertake an audit on MSE personnel's mandatory OHS training, during the Safety Day week.</i></p> <p>OHS training records were audited on Safety Day.</p>	
<p><i>Seb to confirm the Safety Day agenda with Neil.</i></p> <p>The morning session will include talks/presentations on Mindfulness, SARAH, Chemwatch and i-Lab. The OHS award winners for 2020 will also be announced.</p> <p>In the afternoon, there will be an internal audit.</p>	

<p><i>Seb to request Neil to populate the academic roles i.e., OHS Chair and Safety Officer, into the Safety Roles module in SARAH.</i></p> <p>Done.</p>	
<p><i>Priscilla to check with the Solicitor Office, on the definition of “business unit” and “officer” in in the context of the new workplace manslaughter legislation.</i></p> <p>This is outstanding.</p>	Priscilla
<p><i>Seb to conduct an ad-hoc audit to check whether lab users are observing physical distancing and also to check observance of rosters in labs.</i></p> <p>Seb has walked through labs and things are ok.</p>	
<p><i>Priscilla to confirm whether the old records of eye tests will be transferred from the previous optometrist to the new optometrist on-campus.</i></p> <p>Monash OHS has not finalised which optometry clinic will be our vendor for eye tests. In the interim, laser users can attend any optometry clinic, that is convenient for them and to complete a form to be submitted to OHS.</p> <p>Sudha will be able to obtain past user records from our previous vendor: Monash Eye Care.</p>	
<p><i>John S. to complete a COVID19 risk assessments to support MCAM operations.</i></p> <p>Done.</p>	

DISCUSSION

TOPIC	RESPONSIBILITY
<p>SAFETY OFFICER REPORT</p> <p><u>Workplace Safety Inspections</u></p> <p>The workplace inspection for 2nd semester will be kept on hold until Stage 4 is lifted. However, Norman Kuttner has allowed for Departments to go ahead with workplace inspections if their labs are “open”.</p> <p>For lab managers who wish to delegate the workplace inspection to their postdocs: The person intending to lead the inspection should have completed the “OHS for managers and supervisors” training module. Post-docs who have not completed this module cannot lead the Workplace Inspection.</p> <p>The MSE technical officers who participate in work place inspections have already completed mandatory OHS training module. The technical officers can lead the workplace inspections, in case nominated personnel (for leading inspections) have not completed mandatory OHS training.</p> <p><u>Risk Management</u></p> <p>No updates.</p> <p><u>Hazard and Incident Report</u></p> <p>The postdoc, who developed back pain while working from home, was given a list of exercises from Priscilla. The supervisor reported that the condition has improved with the exercises. Priscilla will forward the list exercises to Seb, so that he can send them to supervisors to share</p>	

<p>with their own group. Those working from home must complete the ergonomics self-assessment module in myDevelopment.</p> <p>It was reported that Finance allows for people to be reimbursed for purchases, related to managing ergonomics related risks at home. However, such requests need to be approved by the Head/Department manager</p> <p>The flash fire incident in NH 287 is still being investigated.</p> <p><u>OHS Training</u></p> <p>Seb has sent an email to all staff regarding their mandatory OHS training. On Safety Day, Seb and Ian will audit training records to identify and remind staff whose mandatory training has expired.</p> <p><u>Building Evacuations</u></p> <p>The building evacuations for 2nd semester will be on hold until Stage 4 is lifted.</p> <p><u>Staff & Student Induction</u></p> <p>Some FYP students will be working in labs and supervisors have requested/received permit letters for such students.</p> <p><u>OHS Plan Review</u></p> <p>The MSE OHS manual is currently being updated. Daniel Curtis is working on this document.</p> <p><u>Audits</u></p> <p>Priscilla will conduct an internal audit of MSE on Safety Day.</p> <p>Self-audit questionnaire will have to completed by Seb/Ian/Neil by the year end.</p> <p>Edna will give a list of new staff and PhD students who started in January to Priscilla for the internal audit.</p>	<p>Seb/Ian//Neil</p> <p>Edna</p>
<p>RESOURCE MANAGER REPORT</p> <p>Ian has sent a reminder via email to inform people that they can only sit at their desks if they have ongoing experiments. He also reminded people to wear masks unless they are in their own offices (with single occupancy limit).</p> <p>Priscilla will check with David Hurst why Ian is unable to see all Departmental Safety roles in SARAH.</p> <p>BOC is the supplier for gases to Monash, this has been in place since last year. According to the Therapeutic Goods Agency, before purchasing certain restricted gases, a user declaration form has to be submitted online. The two main (restricted) gases we use currently are carbon monoxide and hydrogen. Carbon monoxide will be reclassified as Schedule 4 poison and requires a permit. We have currently have a permit in place in New Horizons for using carbon monoxide gas.</p>	<p>Priscilla</p>
<p>OHS CONSULTANT REPORT</p> <p>Monash Central OHS will soon run their first Safety awareness session via Zoom. The first session will be on the OHS dashboard in Power BI. The next sessions will be on risk assessments and first aid for non-first aiders in a pandemic environment.</p> <p>Edna will use new templates for recording OHS meeting minutes, and also the meeting agenda to conform with requirements from external auditors.</p> <p>People are encouraged to contact Security if they come across instances where others are not observing physical distancing.</p>	<p>Edna</p>

<p>LASER SAFETY OFFICER REPORT</p> <p>No updates.</p>	
<p>HEALTH & SAFETY REP REPORT</p> <p>Daniel noticed the usual path (“short-cut”) from New Horizons to the Engineering Store (for disposing chemical waste) is now blocked, owing to COVID related restrictions. Users will have to use the road to take their chemical wastes from NH to the Engineering Store. Daniel will check this with BPD.</p> <p>Bradyn Parker has been nominated to represent post-grads in the Faculty OHS committee. Daniel will convey this information to the Faculty OHS committee.</p>	<p>Daniel</p>
<p>BIOLOGICAL REP REPORT</p> <p>No updates.</p>	
<p>RADIATION REP REPORT</p> <p>No updates.</p>	
<p>BPD REP REPORT</p> <p>BPD is currently upgrading security doors/swipe card access across Clayton campus. Training on the new system will be provided to Access Coordinators after the project is completed, which is expected to be around 21st Nov.</p> <p>The new parking system, Cellopark, has been in place since early August. More information on this will be available as people start returning back to campus.</p>	
<p>RESEARCH FELLOW REP REPORT</p> <p>Fire alarm went off in MCAM, on 30th June. This has been investigated and John S is in touch with BPD, in relation to filling out the incident report.</p>	
<p>POSTGRADUATE REP REPORT</p> <p>No updates.</p>	
<p>NEXT MEETING</p> <p>The next meeting will be held on 13 October 2020.</p>	