



MATERIALS SCIENCE AND ENGINEERING OHS COMMITTEE MEETING MINUTES NO 5/2020

Meeting date: Tuesday, 13 October 2020

Meeting time: 3pm - 4.30pmMeeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- Sebastian Thomas (Chair)
- Kathryn Botherway
- Priscilla Chow
- Daniel Curtis
- James Griffith
- Trina Majumdar

APOLOGIES

- Monica Barlag
- John Shurvinton

- Laurence Meagher
- Sudha Mokkapati
- Bradyn Parker
- Mahesh Potdar
- Edna Tan (Secretary)
- Ian Wheeler

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 4/2020 held on 1st September 2020 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
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.	
This item is outstanding.	Priscilla
Seb/lan/Neil will complete self-audit questionnaire by the year end.	
The self-audit questionnaire has been renamed as Monash University OHS Management System (OHSMS) Self-Assessment Tool. Seb/lan/Neil will complete the Self-Assessment Tool by the year end.	
This item is outstanding	Seb/lan
Edna will provide a list of new staff and PhD students who started in January to Priscilla for the internal audit.	
This item is completed.	





Priscilla will check with David Hurst why Ian is unable to see all Departmental Safety roles in SARAH.	
Seb will ask Neil to appoint Seb and Ian as safety officers in SARAH so Seb and Ian should be able to view everything in SARAH.	Seb
This item is outstanding (Seb: 30/11)	
Edna will use new templates for recording OHS meeting minutes, and also the meeting agenda to conform with requirements from external auditors.	
This item is completed.	
Daniel will convey to the Faculty OHS committee that Bradyn will represent the postgrads in the Faculty OHS committee.	
This item is completed.	
DISCUSSION	
TOPIC	RESPONSIBILITY
SAFETY OFFICER REPORT	
Safety Day	
At the MSE Safety Day, there were presentations on mindfulness, iLab, Chemwatch and SARAH and an informal audit on iLab, SARAH, Chemwatch, WSI. Seb has been following up on a few minor issues with the lab supervisors. Priscilla has checked the documentation on iLab and will submit a report. Priscilla suggested to Seb to document the findings so the future auditors will know the Department is continuously improving the safety processes.	Priscilla Seb
D. I.M.	
Risk Management	
There is nothing to report.	
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There is nothing to report. Workplace Safety Inspections	
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OHS Plan Review	
There is nothing to report.	
Building Evacuations	
There is nothing to report.	
RESOURCE MANAGER REPORT	
There is nothing to report.	
OHS CONSULTANT REPORT	
The month of October is Victoria Worksafe's Health and Safety Month and there are free webinars and online sessions related to COVID19 available for people to attend.	
The next topic for the Safety Awareness program will be on tips and tricks in SARAH to be held on 28 Oct.	
There is a new regulation for employers to notify WorkSafe immediately if an employee or contractor has received a confirmed positive COVID19 diagnosis. Departments having contractors working in Monash must submit a COVID19 plan to Priscilla for approval.	
BPD REPRESENTATIVE REPORT	
BPD will send out a notice to announce that BPD will be replacing tap wares in labs.	
HEALTH & SAFETY REPRESENTATIVE REPORT	
The Tech Officers have suggested that it would be good for one of the Tech Officers to attend the research group meetings at least once a year to know the research groups better and to bring up any safety issues.	
As the Department's HSR, Daniel would also need to have contact with these groups. Daniel will ask Neil whether he can attend the research group meetings as the HSR and if he can also attend the Department meeting on behalf of the Tech Officers.	Daniel
LASER SAFETY OFFICER REPORT	
There is nothing to report.	
BIOLOGICAL REPRESENTATIVE REPORT	
There is nothing to report.	
RADIATION REPRESENTATIVE REPORT	
The Fe-55 sealed isotope calibration source for the small angle X-Ray scattering instrument is now not being used and thus it's license as a radioactive material should be cancelled. DHHS has been notified. The Monash Radiation Protection Officer will organise to cancel its license and once this has done the calibration source will be disposed of appropriately.	
RESEARCH FELLOW REPRESENTATIVE REPORT	
There is nothing to report.	





POSTGRADUATE REPRESENTATIVE REPORT	
An alarm went off in the PC2 labs, and could not be put off due to ice built up in the freezers. lan will look into getting a secondary portable freezer to be used for maintenance of the freezers.	lan
Laurence will talk to Jess about setting up a maintenance roster for freezers in the PC2 labs. Bradyn will check with Jenny Dyson on resuming PC2 user meetings.	Laurence Bradyn

OTHER BUSINESS

Mahesh Potdar will join the Committee on behalf of Enterprise.

NEXT MEETING

To be advised.