

MSE OHS MEETING MINUTES NO. 1/2024

Meeting date: 29th February 2024

Meeting time: 12.00 pm

Meeting venue: Ian Polmear Room, Level 2, Room 210, 14 Alliance Lane, Faculty of Engineering, Clayton

MEETING INFORMATION

ATTENDEES

- Chris McNeill (Chair)
- Tracy Warner
- Daniel Curtis
- Priscilla Chow
- Jisheng Ma
- Jenny Dyson
- Laurence Meagher
- Jono Wilson
- Margret Rendall
- Elliott Ayers
- Bruna Cambria Garms
- Kerry McManus
- Sonia Francis (Minutes Secretary)

APOLOGIES

- John Shurvinton

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 4/2023 held on 16th November 2023 were approved as a true and accurate record of the meeting.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Confirmed by: Daniel Curtis

Seconded by: Priscilla Chow

ACTION ITEMS	RESPONSIBILITY	TIMELINE
Terms of Reference for this committee finalised	Tracy Warner	Feb 2024
Postgraduate Representative Role Filled	Elliott Ayers	
Work Place inspection to be conducted this year	Tracy Warner	June 2024
Overall Lighting Issues in the Building	BPD	On-going
Jenny Dyson to send photos to Tracy Warner regarding workplace inspection from second half of 2023.	Jenny Dyson	March 2024
Sonia Francis to email current list of Floor Wardens and First Aiders to confirm who is still here and serving in these roles.	Sonia Francis	March 2024
Tracy Warner to lodge incident report in SARAH for cable breaking on one of the fume cupboards in NH. Amit Kessel is the contact researcher.	Tracy Warner	March 2024

DISCUSSION TOPIC

ITEM	TOPIC
1.	SAFETY OFFICER/S REPORT <ul style="list-style-type: none"> • Risk Management – No incidents in BI for the last three months. Sarah report to be put for fume cupboard issues and suggest to replace the wires and inspecting cables.

	<ul style="list-style-type: none"> Workplace Safety Inspections – Scheduled to commence in the upcoming weeks, with one lab inspected per week. Academics are ideally to be present during the inspections. Many labs have not had inspections in the second half of 2023 so it is critical that they are done by end of June 2024. Audits -No audits conducted. Hazard & Incident reports – No reports filed. Staff & Student Induction – Online/face to face inductions and for FYP students to be presented next week.
2.	<p>SPECIALTY OFFICER/S REPORT</p> <p>Building Warden report –Evacuation successfully conducted on November 10th by Rob Seefield. Daniel Curtis to take over as Building Warden once training in May completed. John Forsythe acting as Building Warden in the meantime with Rob Seefield as deputy.</p> <p>Sonia to email current Floor Wardens and Building Wardens/First-Aiders for record updates and filling vacant positions. Will consider gift cards or other form or recognition to encourage new volunteers.</p>
3.	<p>RESOURCES MANAGER REPORT</p> <ul style="list-style-type: none"> A review of building management tasks for NH is underway, with a view to some tasks potentially being shared across the Faculty in future. Kerry is currently handling tasks including liaison with BPD for maintenance issues and building access, and Jenny Dyson is leading the gas detection system upgrade project. OHS fund allocation for staff training, safety day, and recognising volunteers during end-of-year celebrations.
4.	<p>Occupation Health and Safety (OHS) Consultant Report</p> <ul style="list-style-type: none"> Health Safety and Wellbeing Objectives for 2024-2026 launched focusing on Empower, Quality, Optimise, innovate and Thrive Pillars Reviewing existing controls for welding fumes in compliance with legislation changes. Staff and students can access skin test via Health Services.
5.	<p>HEALTH & SAFETY REPRESENTATIVE/S REPORT</p> <ul style="list-style-type: none"> No Report
6.	<p>BUILDING CONSTRUCTION AND/OR REFURBISHMENT</p> <ul style="list-style-type: none"> BAS upgrade system- current system deemed unreliable, exploring new automation system.
7.	<p>Biological Safety Representative Report</p> <ul style="list-style-type: none"> Significant movement in PC2 lab space due to personnel relocation. Existing infrared system to be moved to innovation lab space and opened for the whole faculty. It was noted that there is a need to address the dress code for all lab users, particularly concerning safety measures. Dress code should be ensuring that all lab users have their legs covered while working in the labs.
8.	<p>Laser Safety Representative Report</p> <ul style="list-style-type: none"> No report filed
9.	<p>Radiation Safety Representative Report</p> <ul style="list-style-type: none"> License Authorization Status for new X-ray equipment – It was brought to attention that the authorization for the new X-ray equipment (SmartLab) under Monash Radiation license is still pending. It has been about 6 months since submitting the request to the Victorian Department of Health. RPO explained that the DoH is under restructuring and is extremely slow in responding, but recently called in regarding the most recent application including this request. The installation date is rapidly approaching and Monash cannot delay or postpone otherwise it will lead to resetting the warranty starting date to the instrument delivery date which means Monash losing money and asset warranty protection period.

	<ul style="list-style-type: none"> An unidentified XRA unit in MSE (Bldg 36/G22) listed in the register and annual licence fee not be paid. It is believed that the XRA device was removed `20 years ago, but needs to be confirmed. RPO confirmed this item has been removed from the register (so we won't need to pay extra fees in future).
10.	<p>Early Career Researcher Representative (ECR) Report</p> <ul style="list-style-type: none"> No Report
11.	<p>Postgraduate Representative Report</p> <ul style="list-style-type: none"> No Report
12.	<p>Monash Centre for Additive Manufacturing (MCAM) Representative Report</p> <ul style="list-style-type: none"> No Report Storm damage to the building has been addressed by BPD and the land lord and it has been rectified.

NOTES AND OTHER INFORMATION

<p>NEXT MEETING May 2nd 2024</p>	
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