

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 4/2022

Meeting date: 1 August 2022
Meeting time: 10.30 am – 12 noon
Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- | | |
|----------------------------|-------------------|
| • Sebastian Thomas (Chair) | • John Shurvinton |
| • Daniel Curtis | • Edna Tan |
| • Jisheng Ma | • Ian Wheeler |
| • Laurence Meagher | • Jono Wilson |
| • Mahesh Potdar | • Shulei Zhang |

APOLOGIES

- Priscilla Chow
- Sally Hibbert

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 3/2022 held on 6 June 2022 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p><i>Seb to send out the next workplace safety inspections schedule to lab managers, together with important items that need to be considered while performing workplace inspections.</i></p> <p>Done.</p> <p>In addition, Seb will send another email to request the lab inspection to be completed by 4th Aug before the Faculty OHS Committee meeting.</p> <p>Seb will send the 2nd workplace inspection notification in mid Oct as to request all inspections to be completed by end of Nov. If the lab manager has plans to go on annual leave, they can nominate another person to do the inspection.</p> <p>The Committee agreed that the next workplace inspection notification should be made before each semester starts and this will give lab managers ~6 months to complete the inspection.</p> <p><i>Priscilla to close the incident report about some visitors using laser.</i></p> <p>Outstanding.</p>	<p>ST</p> <p>ST</p> <p>PC</p>

Seb to arrange the next evacuation drill for New Horizons in June.

This item is outstanding. Seb will check with Priscilla for a new evacuation date.

ST

Seb to remind the Department that any mains powered electronic equipment brought into the campus, it has to be checked out by MSE Tech Officers before using it.

Done.

Priscilla to forward details of the new compliance procedures for lead (Pb) to Seb. Seb will request Pb users to provide their details to Priscilla so the OHS working committee can assess if any activity is in breach of new compliance codes related to Pb.

Done.

Seb to mail Dept. on concerns related to sharing PPE, and using low quality PPE as raised by the HSR.

Done.

Seb to inform the Department that Arpita is the new ECR rep and Shulei is the new Postgrad rep.

ST

Outstanding- done in Aug, 2022

John to remind MCAM staff about testing and tagging of new equipment before using them.

Done.

DISCUSSION

TOPIC

RESPONSIBILITY

SAFETY OFFICER REPORT

Risk Management

Seb will discuss with Neil to find a new Laser Safety Officer to replace Sudha.

ST

Workplace Safety Inspections

There was discussion whether to invite users from other departments to be involved in the MSE workplace inspection.

Seb will inform lab managers to invite Daniel to all workplace inspections in the future, as HSR. However, Daniel does not have to attend to all inspections. This role/activity of the HSR came to light recently, and Daniel brought this to the notice of the committee.

ST

The Committee agreed that it would be good to get another HSR.

Audits

<p>No audits.</p> <p><u>Hazard and Incident Reports</u></p> <p>No reports.</p> <p><u>Staff & Student Induction</u></p> <p>Seb will catch up with Ian to finalise the new induction system.</p> <p><u>OHS Training</u></p> <p>No report.</p> <p><u>OHS Plan Review</u></p> <p>No report.</p> <p><u>Building Evacuations</u></p> <p>Refer to action item above.</p>	<p>ST/IW</p>
<p>RESOURCE MANAGER REPORT</p> <p>COUPA will have different workflow for chemical/electrical items to enable assessment of OHS related aspects. Purchase orders involving hazardous chemicals, or electrical items will have to go through safety officers for approval.</p> <p>The Department is seeking to find a replacement for Kate Nairn, with regards to chemical safety/management and CHEMWATCH administration. Seb and Ian are in discussions with Neil to find a suitable replacement. Edna will organise another meeting for Ian/Neil/Seb to discuss this further.</p>	
<p>OHS CONSULTANT REPORT</p> <p>No report.</p>	
<p>BPD REP REPORT</p> <p>No report.</p>	
<p>HEALTH & SAFETY REP REPORT</p> <p>As per HSR regulation, Daniel has officially requested to be invited to all workplace inspections as an HSR. This request was discussed, and approved by the Committee.</p>	
<p>LASER SAFETY REP REPORT</p> <p>No report.</p>	

<p>BIOLOGICAL SAFETY REP REPORT</p> <p>Laurence has submitted a report about the alarm going off occasionally in a PC2 lab area, comprising of freezers and liquid nitrogen containers. Ian reported that the fault was a result of the recent power outage.</p>	
<p>RADIATION SAFETY REP REPORT</p> <p>The X-Ray platform received radioactive Fe-55 from ANSTO, which can be used for detector calibration. However, the platform decided not to use Fe-55 for detection calibration, but instead to use the iMini apparatus from the Chemistry XRD lab.</p> <p>After evaluating it, the platform decided not to use the Fe-55 but to use the existing iMini apparatus located in New Horizons for detector calibration in the Chemistry XRD lab. This has eliminated risks related to Fe-55.</p> <p>Jisheng will confirm with Margret Rendell if reporting is required for the temporary use of the iMini sealed apparatus in New Horizons, and for transportation of the apparatus from Chemistry to NH.</p> <p>The new casual staff are currently wearing a spare OSL monitor. The application for personal monitor is underway.</p>	
<p>EARLY CAREER RESEARCHER REP REPORT</p> <p>No report.</p>	
<p>POSTGRADUATE REP REPORT</p> <p>Seb informed Shulei that she can report matters related to OHS raised by postgraduates, to the OHS committee, HSR and Department Manager.</p>	
<p>ENTERPRISE REP REPORT</p> <p>Mahesh reported Shane Kilcullen has resigned and Debbie Shaw will be the new first aider for Enterprise. Edna will update the first aiders list in New Horizons.</p>	ET
<p>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</p> <p>No report.</p>	
<p>OTHER BUSINESS</p> <p>Seb will check with Neil about arranging the next MSE Safety Day.</p>	ST
<p>NEXT MEETING</p> <p>To be advised.</p>	