

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 3/2021

Meeting date: 17th May 2021
 Meeting time: 1pm – 2.30pm
 Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- | | |
|----------------------------|------------------------|
| • Sebastian Thomas (Chair) | • Bradyn Parker |
| • Priscilla Chow | • Mahesh Potdar |
| • Daniel Curtis | • John Shurvinton |
| • Sally Hibbert | • Edna Tan (Secretary) |
| • Trina Majumdar | • Ian Wheeler |
| • Laurence Meagher | • Jono Wilson |
| • Sudha Mokkapat | |

APOLOGIES

- James Griffith

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 2/2021 held on 18 March 2021 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p>Mahesh will request for more floor wardens from Enterprise, to join the current list of NH wardens.</p> <p>Mahesh will update on this in the next meeting.</p> <p>Ian will provide feedback to Norman Kuttner on concerns related to SARAH's WPI module.</p> <p>Done.</p> <p>Daniel will inform Tony (Webmaster) to remove PC2 information from the New Horizons website.</p> <p>Daniel has submitted a recommendation/review related to the whole NH website.</p> <p>Trina will create a google drive to share OHS documents with Committee and the Auditor.</p> <p>Done.</p>	<p>MP</p>

Seb will request the academics to check the iLab records to make sure they are up to date.

Done.

Priscilla will circulate the OHS training reports to the Committee to ensure training records are kept up to date.

Done. Priscilla will circulate another report after this meeting.

Ian will prepare the MSE OHS plan 2021 in preparation for the audit.

Done.

Seb will submit an evacuation report for the New Horizons evacuation on 8 March.

Done.

Seb will ask Kate to provide a short report of her findings and to include it in the shared google drive for the audit.

Kate has organised everything in Chemwatch so there was no need to share further on google drive.

Edna will include a new item, Enterprise Rep report, in the Agenda.

Done

Edna will invite Jono as iLab coordinator to future OHS meetings.

Done. If there are any chances in the Committee, Seb has to seek Neil's approval.

PC

DISCUSSION

TOPIC

RESPONSIBILITY

SAFETY OFFICER REPORT

Risk Management

No report.

Workplace Safety Inspections

Ian informed the auditor that MSE is using iAuditor in addition to SARAH for keeping records of workplace safety inspections.

The auditors appreciated that MSE have technical staff for workplace inspections as it provides a balanced approach (when compared to just having academic staff doing WPIs).

Hazard and Incident Reports

No report.

Audits

Seb reported that the OHS external audit went well and no major issues were found. Auditors did not find any open issue that requires action but there was a question for Priscilla whether gas cylinders should be included in Chemwatch. This was an open issue raised in the self-audit questionnaire. Ian and Priscilla clarified that this was discussed, and the issue should be closed.

The auditor did find one XRD instrument without an updated electrical test and tag label. James explained that the instrument was in operation when the technician came for testing/tagging. James had arranged a separate time for the technician to complete the testing/tagging.

The auditor was pleased with MSE implementation and use of iLab and SARAH.

Staff & Student Induction

The MSE Local Area OHS Induction form/template can be edited and contextualised to suit individual lab requirements/conditions. Lab supervisor should upload their master copy to iLab and print a hard copy to display in the lab.

All completed inductions must be digitally signed off in iLab. If the lab supervisors prefer a manually signed copy, they can upload the hard copy into iLab (or retain it as suitable) but digital sign off in iLab is mandatory. Seb will inform Neil and the lab supervisors about the current lab induction procedures.

ST

OHS Training

No report.

OHS Plan Review

No report.

Building Evacuations

Seb has suggested to the auditors that Monash can implement other types of evacuation with different scenarios like chemical spills, bomb threats etc. Priscilla is supportive but it will take preparation with Central OHS, BPD and University.

RESOURCE MANAGER REPORT

Ian noticed there are capacity signages are still displayed in labs, but people are not complying with the capacities. Seb suggested if it is still a concern, Ian can circulate an email to clarify about this issue.

OHS CONSULTANT REPORT

Priscilla thanked MSE for assisting in the OHS external audit.

<p>BPD REPRESENTATIVE REPORT</p> <p>Sally has organised someone to check in all Engineering buildings whether lab/room capacity signages have been removed. The VIC government QR codes have replaced all Monash QR codes. The government will give spot fines if people do not record their entry into various work sites. Ian will send out an email to remind people to scan their ID cards or use the QR codes when entering each building.</p> <p>New bollards will be installed in Alliance Lane, north end of building 37.</p> <p>It was reported that contractors have been parking at New Horizons ramps for more than 30 mins. This location is only meant for loading and not parking.</p>	<p>IW</p>
<p>HEALTH & SAFETY REPRESENTATIVE REPORT</p> <p>Daniel and Ian will review the New Horizons induction videos in Moodle as some quiz questions are no longer relevant, the gas alarm videos are also misleading.</p>	<p>DC/IW</p>
<p>LASER SAFETY OFFICER REPORT</p> <p>People using laser equipment are required to bring a specific form prior to performing eye tests with an optometrist. This must be checked with Sudha. The report can remain with the optometrist and the staff can seek reimbursement from Kris. Sudha will liaise with Kris to obtain a list of past eye test records.</p>	<p>SM</p>
<p>BIOLOGICAL REPRESENTATIVE REPORT</p> <p>No report.</p>	
<p>RADIATION REPRESENTATIVE REPORT</p> <p>James wrote in to report 2 incidents in the XRD labs in the last few weeks.</p> <ol style="list-style-type: none"> 1. Some debris fell on X-Ray instruments during general NH building maintenance work. This incident has been transferred to BPD. 2. A researcher brought a smelly sample into the X-Ray labs causing another staff member to feel sick and nauseated. This incident is currently being investigated. 	
<p>RESEARCH FELLOW REPRESENTATIVE REPORT</p> <p>John reported that MCAM has updated Chemwatch and SARA in preparation for the audit.</p>	
<p>POSTGRADUATE REPRESENTATIVE REPORT</p> <p>Bradyn reported that the PC2 users meeting has recommenced. A few students were seen wearing lab coats outside PC2 labs (when they should not be wearing it outside). This is being investigated.</p>	

ENTERPRISE REPRESENTATIVE REPORT No report.	
OTHER BUSINESS No other business.	
NEXT MEETING In July 2021.	