

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 2/2021

Meeting date: 18 March 2021
Meeting time: 1.30pm – 3.00pm
Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- | | |
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| <ul style="list-style-type: none"> ● Sebastian Thomas (Chair) ● Priscilla Chow ● Daniel Curtis ● James Griffith ● Trina Majumdar | <ul style="list-style-type: none"> ● Laurence Meagher ● Sudha Mokkaapati ● Mahesh Potdar ● Edna Tan (Secretary) ● Ian Wheeler |
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APOLOGIES

- Sally Hibbert
- Bradyn Parker
- John Shurvinton

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 1/2021 held in February 2021 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p><i>Seb will ask Jono to inform the Tech Officers to remind academics to use the online lab induction form in iLab.</i></p> <p>Jono has developed a streamlined process for lab supervisors to follow with respect to iLab.</p>	
<p><i>Trina, Andrew, Priscilla and Sebastian will have a meeting to discuss scenarios where physical distancing is not possible for prac classes, and how to manage COVID related risks pertaining to such scenarios</i></p> <p>Done.</p>	
<p><i>Daniel will inform Tech Officers to complete the Workplace Inspection for undergrads labs before Semester 1 starts.</i></p> <p>Done.</p>	
<p><i>Trina will add a column for Priority labs in the Workplace Inspection form.</i></p>	

Done.	
<i>Trina will prepare a prac induction checklist for demonstrators.</i>	
Done.	
<i>Priscilla will approach Veronica Halupka to be the Building Warden and Priscilla will ask FIT to nominate a Deputy Building Warden for the Woodside Building.</i>	
Priscilla is working on it.	
<i>Priscilla will include the definition for the Cytotoxic chemicals in the self-audit questionnaire.</i>	
Done.	
<i>Ian will send an email to identify the current first aiders in New Horizons.</i>	
Updated first aiders list have been uploaded to the screens in Nh and also a hard copy is displayed outside labs.	
Mahesh will request for more floor wardens from Enterprise, to join the current list of NH wardens.	
Mahesh will update this item in the next meeting.	MP
<i>Sebastian will ask John Forsythe for the floor wardens list.</i>	
Done.	
<i>Priscilla will check whether it is acceptable that a pdf copy of the completed WPI from iAuditor can be uploaded to SARA.</i>	
MSE can upload pdf copies of completed WPI forms to SARA. The SARA findings text box can be used to assign corrective actions.	
Ian will provide feedback to Norman on concerns related to SARA's WPI module	IW
<i>Daniel will inform Jenny Dyson to update details related to PC2/biological labs in the New Horizons website.</i>	
Jenny does not use the NH website so Daniel will inform Tony (Webmaster) to remove PC2 information from the New Horizons website.	DC
<i>Daniel will put a sign on the exit door at the loading bay in NH, displaying that if anyone requires access to building 37 for chemical transportation, they can contact Ian and arrange for access.</i>	

This is not required anymore. Access to building 37 should be readily available now	
<p><i>Edna will circulate the OHS consultant report to the Department for their information.</i></p> <p>Done.</p>	

DISCUSSION

TOPIC	RESPONSIBILITY
<p>SAFETY OFFICER REPORT</p> <p><u>Risk Management</u></p> <p>No report.</p> <p><u>Workplace Safety Inspections</u></p> <p>The TOs are continuing inspections for all MSE labs. The iAuditor reports will have to be transferred to SARAH.</p> <p><u>Hazard and Incident Reports</u></p> <p>All reports have been updated or closed.</p> <p><u>Audits</u></p> <p>The external audit will be held on 29 April for ISO certification. The mock audit will be held on 25 March. Priscilla will send a checklist to MSE to prepare for the audit.</p> <p>All OHS documents must have the document control related text in the footer.</p> <p>Trina will create a google drive to share OHS documents with Committee and the Auditor.</p> <p>Seb will request the academics to check the iLab records to make sure they are up to date.</p> <p><u>Staff & Student Induction</u></p> <p>Laurence expressed concerns that students have difficulty understanding the hierarchy of risk controls, especially in the context of “isolation of risks”. Priscilla will focus more on classifying risk controls in her future training.</p> <p><u>OHS Training</u></p> <p>Priscilla will circulate the OHS training reports to the Committee to ensure training records are kept up to date.</p> <p>The Faculty will organise a session on OHS for managers and supervisors on the 2nd week of April.</p> <p>Staff are welcomed to register for any ad hoc OHS training in myDevelopment.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>TM</p> <p>ST</p> <p></p> <p>PC</p>

<p>Safety Officers were advised to check the training matrix to make sure all mandatory training related to their respective profiles have been completed.</p> <p><u>OHS Plan Review</u></p> <p>Priscilla has circulated the completed 2020 OHS plan for the Faculty. MSE can copy the OHS plan template and modify it for the Department. Ian will prepare the MSE OHS plan 2021 in preparation for the audit.</p> <p><u>Building Evacuations</u></p> <p>New Horizons had an evacuation on 8 March around 5pm. It was dust and smoke on of the level 2 rooms that triggered the fire alarm. Staff from BPD and security attended the evacuation. Seb has to submit an evacuation report.</p>	<p>IW</p> <p>ST</p>
<p>RESOURCE MANAGER REPORT</p> <p>No report.</p>	
<p>OHS CONSULTANT REPORT</p> <p>There are two open incidents.</p> <ul style="list-style-type: none"> The painted surface on the loading dock ramp behind New Horizons was found to be slippery when Daniel tried to drive through a forklift. Priscilla expressed concern whether BPD has put an appropriate anti-slip paint over the current painted surface. The low-oxygen air buzzers in lab 165 are not loud enough to be heard over the other noises created in the lab (from air vents, equipment etc). Priscilla will check if the volume from such buzzers is sufficient before closing the incident report. <p>Mock audit: The auditor will ask about safety notice boards in New Horizons. This must be arranged as soon as possible.</p> <p>There is a 10-minute video about Monash COVID safe practices training program.</p> <p>The Self-Audit Questionnaire has been renamed to 'OHSMS Self-Assessment Tool'</p> <p>Consultants will label residual low-risk ACM (Asbestos-Containing Materials) that remain in some areas throughout the campus including MCAM.</p> <p>There are 4 surveillance audit points that the auditor will check.</p> <ul style="list-style-type: none"> Stakeholders must use SARAH for recording workplace inspections related corrective actions and must close the actions out by their due date. Auditor may check the Hazards and Incident register in SARAH and the status of corrective actions at the local meeting. It must be ensured that all corrective actions are implemented by the due date. SARAH must be used for recording all risk assessments. Document control on all local OHS related documents must be introduced/applied. <p>The auditor would want to see the manifest from Chemwatch. Seb will ask Kate to provide a short report of her findings and to include it in the shared google drive for the audit.</p>	<p>ST</p>

For the audit, we need to prepare to showcase evidence of training in iLab.	
BPD REPRESENTATIVE REPORT No report.	
HEALTH & SAFETY REPRESENTATIVE REPORT No report.	
LASER SAFETY OFFICER REPORT No report.	
BIOLOGICAL REPRESENTATIVE REPORT No report.	
RADIATION REPRESENTATIVE REPORT No report.	
RESEARCH FELLOW REPRESENTATIVE REPORT No report.	
POSTGRADUATE REPRESENTATIVE REPORT No report.	
OTHER BUSINESS Edna will include a new item, Enterprise Rep report, in the Agenda. Edna will invite Jono as iLab coordinator to future OHS meetings.	ET ET
NEXT MEETING Mid May 2021	