

# MATERIALS SCIENCE AND ENGINEERING

## OHS COMMITTEE MEETING MINUTES NO 6/2020

Meeting date: Tuesday, 1 December 2020  
 Meeting time: 2.30pm – 4.00pm  
 Meeting venue: Zoom meeting

### MEETING INFORMATION

#### ATTENDEES

- |   |   |
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| <ul style="list-style-type: none"> <li>● Sebastian Thomas (Chair)</li> <li>● Priscilla Chow</li> <li>● Daniel Curtis</li> <li>● Trina Majumdar</li> <li>● Laurence Meagher</li> </ul> | <ul style="list-style-type: none"> <li>● Sudha Mokkalpati</li> <li>● Mahesh Potdar</li> <li>● John Shurvinton</li> <li>● Edna Tan (Secretary)</li> <li>● Ian Wheeler</li> </ul> |
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#### APOLOGIES

- Monica Barlag
- Kathryn Botherway
- James Griffith
- Bradyn Parker

### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 5/2020 held on 13<sup>th</sup> October 2020 were approved as a true and accurate record of the meeting.

### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p><i>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.</i></p> <p>Priscilla will inform the Committee when she has more information.</p>	
<p><i>Seb/Ian/Neil will complete self-audit questionnaire by the year end.</i></p> <p>This will be done before the Uni shut down.</p>	
<p><i>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.</i></p> <p>This will be done with the above item.</p>	

<p><i>Priscilla will submit a report on the Safety Day internal audit.</i></p> <p>One concern that arisen from the internal audit is that induction can be performed digitally but there should be some form of acknowledgement from the inductee that they have attended the induction. Trina and Seb will meet to work out the workflow in iLab.</p>	<p>TM/ST</p>
<p><i>Seb will document the findings on Safety Day internal audit for future audit.</i></p> <p>This was done.</p>	
<p><i>Seb/Ian will discuss with Neil about the usage of masks in labs.</i></p> <p>In line with the government, surgical or cloth mask is required for normal activities. If the users have to work in close proximity, the users can request N95 masks which will be provided by University. The users can purchase N95 masks for themselves and seek reimbursement in Concur or order them directly through Coupa. However, N95 mask users have to submit a risk assessment to Ian.</p> <p>It was highlighted that Monash and MSE have not put a block on any induction or training due to COVID related restrictions. It can continue with appropriate masks, PPE etc. If a trainer is not comfortable to train others due to COVID-19 related risks, they must inform their supervisor or Neil for alternate arrangements to be made.</p>	
<p><i>Daniel will ask Neil about attending research group meetings and Departmental meeting.</i></p> <p>Neil did not agree to Daniel's request to attend the Departmental meetings. However, Neil will speak to Ian about Daniel attending academic group meetings as the HSR.</p>	
<p><i>Ian will look into getting a secondary portable freezer to be used for maintenance of the freezers.</i></p> <p>Ian will try to sort this out before the year end.</p>	
<p><i>Laurence will talk to Jess about setting up a maintenance roster for freezers in the PC2 labs.</i></p> <p>This is ongoing.</p>	
<p><i>Bradyn will check with Jenny Dyson on resuming PC2 user meetings.</i></p> <p>PC2 user meetings are yet to resume, however email communications are ongoing.</p>	

**DISCUSSION**

TOPIC	RESPONSIBILITY
<p><b>SAFETY OFFICER REPORT</b></p> <p><u>Risk Management</u></p> <p>Nothing to report.</p> <p><u>Workplace Safety Inspections</u></p> <p>Workplace Inspections should be completed before the start of Semester 1, 2021.</p>	

<p><u>Hazard and Incident Reports</u></p> <p>One incident reported, MSE PhD student used the lift meant for personnel for carrying a can of liquid nitrogen. The student shared the lift with the can of liquid nitrogen. Liquid nitrogen is an item in the dangerous goods list. Ian has sent out an email to remind people about policies related to dangerous goods.</p> <p><u>Audits</u></p> <p>Priscilla suggested the Department must keep a record of all emails sent out to remind people about OHS procedures and policies, for the purposes of review and audits.</p> <p><u>Staff &amp; Student Induction</u></p> <p>Summer students will be inducted by the Faculty, Priscilla and the individual departments.</p> <p><u>OHS Training</u></p> <p>Nothing to report.</p> <p><u>OHS Plan Review</u></p> <p>Daniel is still reviewing the MSE OHS Manual.</p> <p><u>Building Evacuations</u></p> <p>Nothing to report.</p>	
<p><b>RESOURCE MANAGER REPORT</b></p> <p>Reminder: Masks must be worn within buildings.</p>	
<p><b>OHS CONSULTANT REPORT</b></p> <p>Priscilla has requested Ian to close the incident report #9294.</p> <p>There is a new 'Recall' function in SARA for users to modify the existing RAs.</p> <p>Priscilla has forwarded a list of MSE RAs which are due for review (RAs that are more than 3 years old).</p> <p>There is a new online Dangerous Goods &amp; Hazardous Substances Training available.</p>	<p>IW</p>
<p><b>BPD REPRESENTATIVE REPORT</b></p> <p>Nothing to report.</p>	
<p><b>HEALTH &amp; SAFETY REPRESENTATIVE REPORT</b></p> <p>Daniel noticed that due to cladding replacement behind New Horizons (Alliance Lane), two lanes were being reduced to one lane for both pedestrians and vehicles. Priscilla will follow this up with the project manager- Angus McGarvie.</p> <p>With regards to the issue of sharing of aprons and face shields when using liquid nitrogen in PC2 labs, Priscilla will check with the nurses for their opinions on how best to resolve the issue.</p>	<p>PC</p> <p>PC</p>

<p><b>LASER SAFETY OFFICER REPORT</b></p> <p>Nothing to report.</p>	
<p><b>BIOLOGICAL REPRESENTATIVE REPORT</b></p> <p>Nothing to report.</p>	
<p><b>RADIATION REPRESENTATIVE REPORT</b></p> <p>Nothing to report.</p>	
<p><b>RESEARCH FELLOW REPRESENTATIVE REPORT</b></p> <p>Nothing to report.</p>	
<p><b>POSTGRADUATE REPRESENTATIVE REPORT</b></p> <p>Bradyn highlighted that some students are not wearing masks due to fogging of the glasses.</p> <p>Bradyn requested for disinfectant wipes for the meeting rooms in New Horizons, Edna will follow up on this with the Faculty.</p>	<p>ET</p>
<p><b>OTHER BUSINESS</b></p> <p>No other business.</p>	
<p><b>NEXT MEETING</b></p> <p>February 2021.</p>	