

Department of Materials Science and Engineering

**OHS Committee Meeting**

Minutes of Meeting No. 1/2019 of the Materials Eng OHS Committee, held at 2.00pm on 11 March 2019 in New Horizons Meeting Room 340

**Action**

1. **Present:** John Forsythe (Chair), Priscilla Chow, James Griffith, Chris McNeill, Laurence Meagher, Bradyn Parker, Ian Wheeler.

**Apologies:** Daniel Curtis, Garry Male, Margaret Rendell, John Shurvinton, Edna Tan

2. **Confirmation of previous minutes**

The minutes of the previous meeting were accepted as a true record.

3. **Matters arising from the previous minutes**

*BPD to chase up on the report about the leaks in NH.*

Done.

*Ian to forward the original New Horizons layout plans to Priscilla.*

Done.

*Margaret to investigate why John and Chris M were able to change everyone's RA in SARAH.*

This has been reported and under investigation.

*Priscilla and Margaret to update why only a handful of labs appeared in SARAH after the change in lab names in March.*

This has been resolved.

*BPD to follow up on the report of near miss at the zebra crossings behind New Horizons building*

This is ongoing.

*Ian to put a request to the Faculty for a new sink to be installed in lab 167, north end entrance/exit.*

This is ongoing.

*Bradyn to speak to Laurence Meagher and Jenny Dyson about clearing the yellow biohazard wheelie bins in the MIME cell LN2 storage cage as it was difficult to safely access the dewers.*

This is resolved.

*Priscilla to forward the Faculty group trainings dates (Risk Management, Essential OHS etc) to Edna.*

Done.

#### 4. Safety Officer Report

##### Workplace Safety Inspections

Semester 2 2018 Workplace Safety Inspections (WSI) exercise has been closed off.

There is confusion over who performs the WSI for NH2.84 as MSE pays for the space but it is used mostly by Udo Bach in Chemical Engineering. IW to speak to HoD.

IW

I-Lab will be used for upcoming WPIs in MSE. JF to investigate procedures.

JF

##### Risk Management

John and Chris M are still able to change everyone's RA in SARA. MR/PC have reported this and will discuss again with the Monash SARA developers.

MR/PC

SARA developers are trialling a private submission option for RA/SWI which will be useful with confidential material e.g. commercial projects. MR/PC to report on this in the next meeting.

MR/PC

PC reported that the University are looking into RA for overseas travel which involves research e.g. at Suzhou in China.

##### Hazard and Incident Reports

A piece of electrical equipment (which was not turned on but was connected to power) touched a microphone in a NH meeting room causing a spark. The equipment had not been tested and tagged. A report has been raised and investigation ongoing.

##### OHS Plan Review

The MSE OHS plan falls under the Faculty plan. PC requested that the committee inform her of any MSE plans so that the Faculty plan can be updated. JF to co-ordinate.

JF

##### OHS Training / Staff and Student Inductions

PC reported that Biosafety 1 & 2 needs to complete for all uses of the PC2 Facility in NH. This is also important for future audits. Training times will be communicated to MSE staff and students. JF to send email.

JF

PC reported that MSE Online induction - 100% compliance.

The Faculty offer formal OHS Staff training twice a year.

FYP Boot Camp took place in Week 1. Students learnt how to use SARA for RA/SWI and lab operations by an experienced researcher.

##### Building Evacuations

IW reported that Building 69 underwent a real evacuation. The building was successfully cleared however Security entered the building while the evacuation alarm was still on. IW (Building Warden) queried the Security staff and was told it was in their remit to enter the

buildings and investigate. It was agreed this poses a safety problem. MR/PC to meet with Security to determine/resolve emergency response procedures.

MR/PC

NH underwent a "real" evacuation in Dec 2018 with the help of Bluefire. The mag locks deactivated and the lifts went to the ground floor when the evacuation signal was activated. The building behaved as it should.

#### Audits

No audits planned.

### **5. Resource Manager report**

Ashley Keleher is the new Faculty General Manager.

IW met with CSIRO to determine procedures for evacuation on laboratory alarms. A new procedure was agreed upon.

Faculty Manager/BPD are investigating NH gas alarms, lack of blinds causing glare, and water quality. Consultants are currently looking at the alarm systems.

### **6. OHS Consultant report**

PC reported Okta time-out issue for SARA. If taking too long to complete a SARA entry e.g. leaving your computer for a while and coming back to finish it off, then SARA can become frozen. This is not an issue with SARA but with Okta. To resolve the issue, do not close the SARA window. Open up another window and log in via Okta, and then go back to the SARA window and it should become available. JF to email to the Department.

JF

The Faculty are looking into a OHS training session for senior system staff members. This may include a mock court case which occurs after a major incident in the Faculty.

### **7. Laser Safety Officer report**

A new confocal microscope system owned by Udo has been installed in lab 180. It has several lasers as part of the set up. Need to investigate if the Department of Chemical Engineering have a Laser Safety Officer to oversee all OHS. JF to contact Kim Phu.

JF

### **8. Health & Safety Rep report**

No report.

### **9. Biological Rep report**

Inductions for new FYPs using the NH PC2 space have been organised.

Mycoplasma testing is now performed internally and coordinated by the PC-2 Lab Manager.

### **10. Radiation Rep report**

The texture instrument has been decommissioned.

Currently installing the new XPS.

**11. BPD Rep report**

No report.

**12. Research Fellow Rep report**

No report.

**13. Postgraduate Rep report**

The First-Aiders list needs updating

FYP students in the PC2 space don't need to buy two lab coats (the PC2 lab coat can not be removed). They will be given one with a different colour.

The walkway area in PC2 needs to be marked on the floor. IW to discuss with PC2 lab manager, Jenny Dyson.

IW

**14. Other business**

No other business

**15. Next Meeting**

21 May 2019.

**Action Items**

IW to determine who performs WPI for NH2.84.

JF to investigate use of I-Lab for WPIs.

MR/PC to report back on the SARA bugs & updates.

JF to contact PC with updates MSE OHS plans for 2019.

JF to communicate Biosafety training times to MSE.

MR/PC to contact security regarding security personnel entering buildings during an evacuation.

JF to communication Okta/SARA resolution to MSE.

JF to determine if Chem Eng have a Laser Safety Officer.

IW to investigate floor markings in PC2 area.