

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 1/2021

Meeting date: Wed 10 February 2021
 Meeting time: 2.00pm – 3.30pm
 Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- | | |
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| <ul style="list-style-type: none"> • Sebastian Thomas (Chair) • Kathryn Botherway • Priscilla Chow • Daniel Curtis • Trina Majumdar | <ul style="list-style-type: none"> • Laurence Meagher • Bradyn Parker • Mahesh Potdar • Edna Tan (Secretary) • Ian Wheeler |
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APOLOGIES

- James Griffith
- Sudha Mokkalapati
- John Shurvinton

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 6/2020 held on 1st December 2020 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p><i>Trina and Sebastian to work out the workflow in iLab for recording individual lab induction.</i></p> <p>Some academics are still using the hard copy of the Lab Induction form. Seb will ask Jono to inform the Tech Officers to remind academics to use the online lab induction form in iLab.</p>	ST
<p><i>Ian to close the incident report #9294.</i></p> <p>Done.</p>	
<p><i>Priscilla to follow up with Angus McGarvie about Alliance Lane being reduced to one lane for both pedestrians and vehicles as claddings are being replaced behind New Horizons.</i></p> <p>Angus resolved this issue with the contractor immediately.</p>	

<p><i>Priscilla to check with the nurses about how best to resolve the issue of sharing aprons and face shields when using liquid nitrogen in PC2 labs.</i></p> <p>If the material is 'porous' (cloth, leather etc), it cannot be wiped down with disinfectants and therefore they should not be shared. If it is plastic, it can be wiped down with disinfectants and indeed can be reused. The supervisors of researchers should have some acceptable controls in place, with respect to PPE sharing.</p>	
<p><i>Edna to inform the Faculty to replenish disinfectant wipes for the meeting rooms in New Horizons.</i></p> <p>Edna has replenished the disinfectant wipes in meeting rooms and will organise to seek reimbursements from Faculty.</p>	

DISCUSSION

TOPIC	RESPONSIBILITY
<p>SAFETY OFFICER REPORT</p> <p><u>Risk Management</u></p> <p>Undergrad pracs must strictly observe 1.5m physical distancing. Trina, Andrew, Priscilla and Sebastian will meet to discuss scenarios when physical distancing is not possible, such pracs will have to be modified to ensure that the physical distancing requirements coming from the government are being observed.</p> <p>If the practical has too many students and physical distancing cannot be practically achieved, then students must wear N95 masks. University will provide N95 masks, if it's use has been justified. A risk assessment must be submitted to Ian prior to ordering these masks via Coupa or seeking reimbursements via Concur.</p> <p><u>Workplace Safety Inspections</u></p> <p>Daniel will inform Tech Officers to give priority to labs where pracs will be held in S1.</p> <p>Trina will add a column for Priority labs in the Workplace Inspection (WPI) form</p> <p>Laurence suggested that demonstrators may give a brief lab induction at the beginning of every prac session. Trina will prepare a prac checklist for demonstrators. Students will also need to acknowledge they have attended the induction. Priscilla will help Trina prepare the check-list.</p> <p><u>Hazard and Incident Reports</u></p> <p>No report.</p> <p><u>Audits</u></p> <p>Ian and Seb have completed the Self Audit Questionnaire.</p> <p>Currently there are no Building Wardens for the new Woodside Building. Priscilla will approach Veronica Halupka to be the Building Warden and Priscilla will ask FIT to nominate a Deputy Building Warden. Both roles will be rotated once every 2 years.</p> <p>It was discovered during the audit that there are Cytotoxic chemicals in PC2 labs. These must be treated similar to 'Poisons', during purchase, storage and disposal. Priscilla will include the definition for the Cytotoxic chemicals in the self-audit questionnaire.</p>	<p>TM</p> <p>DC</p> <p>TM</p> <p>TM</p> <p>PC</p> <p>PC</p>

<p><u>Staff & Student Induction</u></p> <p>Daniel commented that contractors coming into NH are using an app to sign in, and they no longer wear a badge/label/sticker. It is therefore hard to identify whether they have been inducted to work in NH. Kathryn has suggested to Daniel to request contractors to show their phones to show the sign-in/approval if in doubt.</p> <p>Daniel reported that the QR scanning sites at building entrances asks for ID numbers even from visitors. Priscilla advised that visitors need to scroll down the QR page to find details related to visitor registration. BPD will ask eSolutions to make it more user friendly for visitors.</p> <p>Sebastian will conduct the Semester 1 FYP induction. Priscilla will be the backup if Sebastian cannot do it. Sebastian will consider whether to include an OHS boot camp for FYPs</p> <p><u>OHS Training</u></p> <p>Priscilla reported that the first aid training and the warden training are kept 'on hold' as the trainings have to be provided in-person. It was suggested that MSE keep a list of first aiders whose certification has lapsed but are on the waiting list to be re-trained.</p> <p>The first aiders list on the digital screens and paper records are out of date. Ian will send an email to identify the current first aiders in New Horizons. The digital screens and paper records will all be updated across NH, as soon as possible.</p> <p><u>OHS Plan Review</u></p> <p>Daniel is still working on updating the MSE OHS manual.</p> <p><u>Building Evacuations</u></p> <p>Ian has personally inducted a staff who has mobility issues on what to do during an evacuation. The building warden will need to be aware of the Personal Emergency Evacuation (PEP) Plan of this particular staff to document it for MFB.</p> <p>OHS has advised that we need to schedule two evacuation drills for this year. New Horizons had a fire evacuation in Jan 2021. MSE has to arrange a drill for Building 69 for Semester 1.</p> <p>Mahesh will request for more floor wardens from Enterprise, to join the list of NH wardens. This will be communicated to Sebastian.</p> <p>Sebastian will ask John Forsythe for the floor wardens list.</p>	<p>IW</p> <p>MP</p> <p>ST</p>
<p>RESOURCE MANAGER REPORT</p> <p>Ian reported that building 36 level 1 will have restricted access as the air-conditioning will be upgraded from 20th Feb. This will be for a period of 7 weeks.</p>	
<p>OHS CONSULTANT REPORT</p> <p>There were several procedures being reviewed in November and the following areas will be of immediate concern:</p> <ul style="list-style-type: none"> • Management of OHS Actions Procedure • OHS Communication Procedure • OHS Consultation Procedure • OHS Monitoring Procedure • OHS Records Management Procedure <p>Following the 2020 OHSMS surveillance audit from AS4801 to ISO45001, the auditor identified four areas of focus that need addressing:</p> <ol style="list-style-type: none"> 1. Stakeholders must use SARAH for recording WPI corrective actions and must close the actions out by their due date 	

<p>MSE is using iAuditor for tracking WPIs (including corrective actions). If the correction actions have to be in SARAH in order to assign the action to people, it will duplicate the work as iAuditor will assign the action too. Priscilla will check whether it is acceptable that a pdf copy of the completed WPI from iAuditor can be uploaded to SARAH.</p> <ol style="list-style-type: none"> 2. Reviewing the Hazard and Incident register in SARAH and the status of corrective actions at the local meeting to ensure that all corrective actions are closed out by the due date in a timely manner. 3. SARAH must be used for recording of all risk assessments. OHS will provide necessary, guidance and assistance to those using SARAH. 4. Document control on all local OHS produced documents will soon be mandatory. <p>The new Gas Cylinder and Cryogenics online training will be available from mid-February 2021. There will be no longer be a requirement for Safety Officers to complete the "Practical Observation checklist" and to upload this to myDevelopment.</p>	PC
<p>BPD REPRESENTATIVE REPORT</p> <p>The free parking on the campus will finish on Sunday 21 Feb. Staff can salary sacrifice for both daily payment or 30-day payment. BPD will provide more information about the new Cellopark app.</p>	
<p>HEALTH & SAFETY REPRESENTATIVE REPORT</p> <p>No report.</p>	
<p>LASER SAFETY OFFICER REPORT</p> <p>No report.</p>	
<p>BIOLOGICAL REPRESENTATIVE REPORT</p> <p>Daniel will inform Jenny Dyson to update details related to PC2/biological labs in the New Horizons website.</p>	DC
<p>RADIATION REPRESENTATIVE REPORT</p> <p>No report.</p>	
<p>RESEARCH FELLOW REPRESENTATIVE REPORT</p> <p>No report.</p>	
<p>POSTGRADUATE REPRESENTATIVE REPORT</p> <p>Bradyn commented there were delays in student's receiving communications/updates related to COVID-19 from University. For example, the recent new information related to wearing masks that was announced by the University to staff, was received much later by students.</p> <p>People wanting to transport chemical waste to the Eng. Store are unable to use the northern entrance (of Building 37) and have to take the longer route via the southern entrance. 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.</p>	DC

OTHER BUSINESS

Edna will circulate the OHS consultant report to the Department for their information.

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NEXT MEETING

March 2021.
