

**Department of Materials Science and Engineering**

**OHS Committee Meeting**

Minutes of Meeting No. 2/2020 of the Materials Sci and Eng OHS Committee,  
held at 2pm on 26 May 2020

<https://monash.zoom.us/j/98434386941>

	Action
<p><b>1. Present:</b> Sebastian Thomas (Chair), Monica Barlag, Kathryn Botherway, Priscilla Chow, John Forsythe, James Griffith, Trina Majumdar, Laurence Meagher, Sudha Mokkapati, Bradyn Parker, Edna Tan, Ian Wheeler.</p>	
<p><b>Apologies:</b> Daniel Curtis, John Shurvinton</p>	
<p><b>2. Confirmation of previous minutes</b></p>	
<p>The minutes of the previous meeting were accepted as a true record.</p>	
<p><b>3. Matters arising from the previous minutes</b></p>	
<p><i>Priscilla to follow up on the incident around some CSIRO personnel accidentally dumping chemical wastes into normal waste bins.</i></p>	
<p>It was reported that CSIRO had dealt with the incident but no formal feedback was received from Cecily Eldridge (CSIRO-point of contact for NH). CSIRO asked whether the Monash Engineering Store can be used in the future to dispose chemical wastes from their Clayton sites. Priscilla will convey the Committee's concerns to the Engineering Store regarding making such arrangements with CSIRO (i.e., waste transportation, storage space, handling biological waste etc).</p>	PC
<p><i>Priscilla to follow up on the incident about the New Horizons building evacuation in early January where no security or warden was around to update people waiting at the assembly point.</i></p>	
<p>Security has confirmed that they will take control of fire-related evacuations only during after-hours (outside 8:30-6:00 pm).</p>	
<p>On that particular morning security did turn up but did not control the evacuation, as they felt it was within the normal working hours and therefore the building wardens must have taken control of the evacuation.</p>	
<p><i>Priscilla to highlight to Monash OHS that Sigma Aldrich MSDS does not have the right poison permit.</i></p>	
<p>Priscilla has discussed this with Peter Sofos and it is Sigma-Aldrich's responsibility to issue the correct poison permit and information for SDS.</p>	
<p>In future, if the chemical does not have relevant poison information, staff can check with Ian Wheeler who will consult the government's scheduled poison register.</p>	
<p><i>Sebastian to recommend to Neil about placing mini SDS and WSI documents on the door of the labs so MFB can access during emergency.</i></p>	

BPD announced that Chemwatch is now a mandatory tool, across the University to manage chemical registries.

MFB should have access to Chemwatch directly in the near future- so they will know what chemicals are present in each lab/building, as they come in to handle a fire-related emergency.

*Katheryn to bring up to Monash OHS to remove the BEIMS webpage to prevent confusion with the new system SCOUT.*

Priscilla will follow up with her colleague to remove BEIMS from the OHS webpage.

PC

*Edna to submit a BEMIS request to look at the collaboration lounge zip tap as it has black particles the water.*

Done.

#### 4. Safety Officer Report

##### Workplace Safety Inspections

The original plan was to have next inspections in June/July. However, as labs have been reopened after the COVID lock-down (with restrictions), all the lab inspections have already been completed.

##### Risk Management

The Department had to take into consideration social distancing rules, while reopening the labs. Each lab is allowed to have certain maximum number of users (at a given time).

All lab managers are required to make a roster for the users, and issue a set of guidelines to manage social distancing and COVID risks. A copy of the roster and guidelines have to be emailed to Ian, for MSE to keep records.

All Department lab users have to create a new RA using the generic COVID RA template in SARA (provided by Monash Central OHS). They also will have to complete the module "OHS Reactivating Campus Induction", prior to re-entering the labs.

##### Hazard and Incident Reports

In the Polymer Chemistry lab 1.67, it was reported that some chemicals released some obnoxious smells when removed from the fume hood for characterisation, processing etc. Vents were put in place, to remove such smells. This incident has been closed.

Before the shutdown, some staff reported there was no supply or easy access to hand sanitisers, soap dispensers and paper towels in New Horizons, to maintain required hand-hygiene. The Departmental staff have now put in place soap dispensers, hand sanitising stations in break-out lounges, collaboration lounge and rest-rooms. This hazard is now closed.

A PhD student developed a repetitive stress hand injury, while working for long hours on his thesis using a PC. The medical practitioner advised him to purchase an ergonomic mouse and keyboard. The student purchased these and is seeking reimbursement for them from the Dept. Priscilla advised that it is up to the Department to decide whether he should be reimbursed or not (it has got nothing to do with Faculty or Central OHS).

##### OHS Training

Those requiring OHS training for managers & supervisors can attend a one-day training session via a live zoom which combines 3 courses (Essential OHS, Risk Management and

Hazard & Incident Reporting). Priscilla will send the course link to Sebastian to circulate to the managers and supervisors. **PC**

BPD is also looking to change the Cryogenics training procedures.

#### Building Evacuations

No report.

#### Staff & Student Induction

All staff and students have to complete the OHS Reactivating Campus Induction in myDevelopment before returning to work.

People have to adhere to social distancing and to consider wearing masks.

#### OHS Plan Review

No report.

#### Audits

No audit for 2020.

#### Safety Day

Sebastian will discuss with John about Safety Day via zoom sometime in July/August. **ST**

Laurence suggested to develop instructional videos for training equipment to address the social distancing requirement. Sebastian will discuss this with Trina to plan- to train users on various research equipment, whilst managing COVID risks/social distancing rules. **ST**

Priscilla mentioned that if mask is required for work, it has to be included in the RA.

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

Nothing to report.

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

Victoria's new workplace manslaughter legislation will come into effect on 1 July 2020. Priscilla and Sebastian have attended the webinar by Worksafe. Sebastian will write a summary to update at the next meeting. **ST**

There will be a new 2 hour OHS risk management training via zoom for people who are not supervisors or safety officers, for non-STEM people and for people who want a refresher course.

Monash OHS has hired an external consultant company, JRJ Rehabilitation, to provide ergonomic assessments for staff whenever required.

Norman Kuttner has requested each department to nominate a domain administrator for Chemwatch, by 29 May. **IW**

There is a new tool in SARAH called Safety Roles to keep a list of safety officers, building wardens and first aiders. Ian will look into updating this. **IW**

**7. Laser Safety Officer report**

Nothing to report.

**8. Health & Safety Rep report**

Nothing to report.

**9. Biological Rep report**

Nothing to report.

**10. Radiation Rep report**

It was reported that the X-Ray Platform is fully operational. For radiation hazards, the Platform is still awaiting confirmation of registration with the Department of Health.

**11. BPD Rep report**

BPD has installed hand sanitiser stations and signages/posters related to COVID/social distancing across the University.

Parking will be free until the end of June.

**12. Research Fellow Rep report**

Nothing to report.

**13. Postgraduate Rep report**

Bradyn was unable to access Chemwatch via the Monash OHS webpage and an error message was displayed. Priscilla will follow this up with Peter Sofos.

Researchers doing cell culturing were finding it difficult with the Team A and B rosters, as it limits their ability to do long term experiments.

**14. Other business**

Daniel, Trina and Edna are looking to update the MSE OHS documents and website. If anyone has any input, please inform one of them.

Monica reported the Enterprise group has completed their audit. No issues were reported.

Priscilla asked how MSE verify whether COVID safe practices are operational in the Dept. labs. Sebastian said all users have to write a new RA before coming back to the labs. MSE keeps records of all rosters and lab guidelines on social distancing/COVID risks. Sebastian also mentioned that users have to sign on the document- containing guidelines or the SWIs, to acknowledge that they have read and agree to comply with the guidelines.

James Griffith mentioned that it was difficult to get signatures from all users of the X-Ray platform. Priscilla responded that in such a scenario SARA can be used, where all users could be made peer reviewers to a particular RA- and users can then comment that they acknowledge the RA, and agree to abide by the SWIs. In this case, they do not have to send across signed document back and forth to lab managers.

**15. Next Meeting**

End June or early July.

PC

## **Action Items**

Priscilla to convey the Committee's concerns to the Engineering Store about CSIRO's request for the Engineering Store to handle CSIRO waste from their New Horizons and Clayton sites (i.e., waste transportation, storage space, handling biological waste etc).

Priscilla to follow up with her colleague to remove BEIMS from the OHS webpage.

Priscilla to send the course link for the new OHS training for managers and supervisors to Sebastian for circulation.

Sebastian to discuss with John about Safety Day via zoom sometime in July/August.

Sebastian to discuss with Trina about developing instructional videos to train users on various research equipment, whilst managing COVID risks/social distancing rules.

Sebastian to write a summary of the Victoria's new workplace manslaughter legislation.

Ian to nominate a domain administrator for Chemwatch to Norman Kutter by 29 May.

Ian to investigate the new tool in SARA called Safety Roles to keep a list of safety officers, building wardens and first aiders.

Priscilla to ask Peter Sofos as Bradyn was unable to access Chemwatch via the Monash OHS webpage and an error message was displayed.