

Department of Materials Science and Engineering

OHS Committee Meeting

Minutes of Meeting No. 4/2019 of the Materials Eng OHS Committee,
held at 2.00pm on 9 September 2019 in New Horizons 103

Action

1. **Present:** John Forsythe (Chair), Monica Barlag, Kathryn Botherway, Priscilla Chow, Daniel Curtis, Trina Majumdar, Laurence Meagher, Edna Tan, Ian Wheeler.

Apologies: James Griffith, Chris McNeill, Bradyn Parker, John Shurvinton.

2. **Confirmation of previous minutes**

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

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

Priscilla to report back on the SARA bugs & updates.

There were no current major problems.

Priscilla to contact security regarding security personnel entering buildings during an evacuation.

Security must check with the building warden and not to enter into the building during evacuation.

John F to communication Okta/SARA resolution to MSE.

The problem resolved itself.

Ian to investigate floor markings in PC2 area.

Ian will be meeting PC2 manager, Jenny Dyson.

Trina to organise a meeting for MCAM, XRD and MSE to discuss about Platforms OHS procedures etc.

Done.

Margaret to check which inspection documents are required to be uploaded to SARA.

SARA has to be upgraded to allow WPI documents to be uploaded.

Ian and John to revise the MSE safety MCQ questions and possibility to including SDS.

It was suggested to include risk assessment process in the safety questions.

Ian to confirm whether internal stairwells on the wings are fire exits.

Yes, the internal stairwells on the wings of New Horizons are fire exits.

Edna to include the Mental Health first aid training in myDevelopment as part of new supervisor induction.

Done. Ian also emailed current supervisors the details about the Mental Health first aid training.

Edna to email the FYP students and supervisors to remind them no lab work is allowed after office hours.

Done.

Ian to include James on the contact list to be notified about any lab alarms in the ground floor XRD area.

Done.

4. Safety Officer Report

Workplace Safety Inspections

The Tech Officers will organise the WPI schedule. It was proposed to use iAuditor for 2020 Semester 1 inspections.

Risk Management

There was discussion to improve the training records template so to provide more information to include learning outcomes etc. This will be useful when there is an audit. Priscilla will provide such a template to John. **PC**

There was discussion to nominate existing staff as formal Mental Health Officers in the Department. It was suggested that both male and female officers be identified. **IW**

Hazard and Incident Reports

BPD is investigating into the pedestrian crossing behind New Horizons

OHS Plan Review

No report.

OHS Training / Staff and Student Inductions

No report.

Building Evacuations

Priscilla will generate the New Horizons floor wardens training records for John to check all trainings are current. **PC**

Staff/students with mobility aids have been approached regarding assistance during fire evacuation in New Horizons. It was revealed that they do not require further assistance. **PC**

Ian queried why Monash does not conduct real fire evacuation tests utilising the help of Blue Fire who will prevent the alarm going to the MFB and hence putting the building in its real alarm configuration. Priscilla will check the Fire Safety Committee

Audits

In early September, MSE conducted a paper-based internal audit with Priscilla.

Staff who has specific role in the OHS committee to include their role in myPlan and to attend the necessary courses.

Safety Day

MSE Safety Day will be held on 2 Oct. Lesley Freeman from Monash Health will speak on how to identify and approach people with issues. Trina and John will talk iLab and SARAH. Priscilla suggested inviting Angela Shaw to speak on home fire safety.

5. Resource Manager report

An Electrical Engineering PhD student who wanted to use the Renewal Energy lab was unable to pass the New Horizons Tier 1 online quiz after 5 attempts. Ian has informed the lab supervisor, Jacek Jasieniak, about this concern and suggested the supervisor of the student to provide close supervision.

6. OHS Consultant report

There was discussion about confidential risk assessment on whether they are genuine or classified correctly as confidential. Limited information is provided when requested and only Norman Kuttner can access the details of the confidential risk assessment.

Biosafety training is still required for next year and it was suggested to hold 1 session around week 5 of semester 1. Jenny Dyson will be the trainer. It was hoped that the Biosafety 1 training will go online next semester.

There will be a faculty wide OHS training sessions scheduled on 2 Dec.

Staff Development will trial a new package on 2 Dec to combine Essential OHS and Risk Management sessions into 1-day training for supervisors.

7. Laser Safety Officer report

No report.

8. Health & Safety Rep report

No report.

9. Biological Rep report

No report.

10. Radiation Rep report

No report.

11. BPD Rep report

No report

12. Research Fellow Rep report

No report.

13. Postgraduate Rep report

It was reported the Mental Health seminar for the postgrads was well received.

14. Other business

There was confusion about accessing Chemwatch as different weblinks (ie OHS, MSE) require different login. Priscilla to investigate. It was advised a new program will be introduced soon.

PC

15. Next Meeting

To be advised.

Action Items

Priscilla to provide John a training record template to include learning outcomes.

Ian to nominate existing staff as formal Mental Health Officers in the Department.

Priscilla to generate the New Horizons floor wardens training records for John to check all trainings are current.

Priscilla to check with the Fire Safety Committee on why Monash does not conduct real fire evacuation tests utilising the help of Blue Fire who will prevent the alarm going to the MFB and hence putting the building in its real alarm configuration.

Priscilla to investigate the Chemwatch login in the different weblinks.