

## MATERIALS SCIENCE AND ENGINEERING

### OHS COMMITTEE MEETING MINUTES NO 1/2022

Meeting date: 1 February 2022  
 Meeting time: 1pm – 2.30pm  
 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>● Jingying Liu</li> <li>● Laurence Meagher</li> <li>● Sudha Mokkapati</li> </ul> | <ul style="list-style-type: none"> <li>● Richard Parsons</li> <li>● Mahesh Potdar</li> <li>● John Shurvinton</li> <li>● Edna Tan</li> <li>● Ian Wheeler</li> <li>● Jono Wilson</li> </ul> |
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##### APOLOGIES

- Sally Hibbert
- Bradyn Parker

#### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 6/2021 held on 10 th November 2021 were approved as a true and accurate record of the meeting.

#### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p>Ian to check with Security for the evacuation report that occurred after hours in Semester 2, 2021.</p> <p>No one has any record of it but it was believed to be a fire from a server. However, New Horizons did have the annual fire test carried out in Sept 2021.</p> <p>Sally to forward some wordings that can be sent to external visitors, contractors and those who are medically exempt to provide information on their vaccination status.</p> <p>Done.</p> <p>Seb to remind staff with expired training to complete their new training before the end of year.</p> <p>Seb has reminded MSE Safety Personnel and Priscilla has confirmed all Safety Personnel have completed all training. Seb will check the training status for other staff.</p>	<p><b>ST</b></p>

Seb and Priscilla to update the OHS Plan to include the new procedures for lab induction and training.

This is pending.

**ST/PC**

Seb and Priscilla to address the outstanding actions for the AS45001 audit.

Seb to close the electrical test and tag report in SARAH.

**ST**

Seb to find a new postgrad rep to replace Bradyn.

This is pending.

**ST**

Mahesh to email Seb on the new floor woodens from Enterprise - Cody Fryar and Maria Harrison-Smith.

Done. Seb will follow up with Cody Fryar and Maria Harrison-Smith that they have completed their floor warden training.

**ST**

## DISCUSSION

TOPIC

RESPONSIBILITY

### SAFETY OFFICER REPORT

#### Risk Management

Seb, Ian and Daniel are working on the new lab induction system and it will roll out soon. The new equipment training system will be the next on the list.

#### Workplace Safety Inspections

The lab inspections should be completed before semester starts.

There was discussion about the official policy that inspections can only be done by a qualified Safety Officer who has attended the "OHS for Safety Officers" training. However, the pre-requisite is that, the person must have completed the "OHS for Managers and Supervisors" training which the Tech Officers are not allowed to attend. Priscilla has provided feedback to Central OHS about this, indicating that there is no full time Safety Officer for MSE.

In order to resolve the immediate inspection before semester starts, Seb will propose to Neil to split WPI inspections among 5 Safety Officers namely Seb, Ian, Laurence, Sudha, John with assistance from the Tech Officers and Lab Managers.

**ST**

Priscilla suggested to hold a customised "OHS for Managers and Supervisors" training for the Tech Officers and others to attend before the scheduled "OHS for Safety Officers" on 23rd Feb.

#### Audits

No audit.

#### Hazard and Incident Reports

<p>A near miss incident in a MAE lab which will be investigated further.</p> <p><u>Staff &amp; Student Induction</u></p> <p>Priscilla reported that she will conduct a Faculty-wide risk management training for the new FYP cohort. Then the individual department can do the their own OHS induction. Seb will schedule Departmental OHS training for MSE FYP cohort on 25th Feb for one hour.</p> <p><u>OHS Training</u></p> <p>Priscilla reported that the OHS BI training report has not been updating correctly from the HR Teaching and Learning Database, therefore it appeared that the Safety Officers have not completed the relevant training.</p> <p><u>OHS Plan Review</u></p> <p>No report.</p> <p><u>Building Evacuations</u></p> <p>The next evacuation of New Horizons will be held during the semester break from 20th to 22nd April.</p>	<p><b>ET/ST</b></p>
<p><b>RESOURCE MANAGER REPORT</b></p> <p>No report.</p>	
<p><b>OHS CONSULTANT REPORT</b></p> <p>Priscilla reported that for event planning, attendance must be taken for contact tracing. Central OHS will have two events related to such training namely, “Running Events Safely” and “Event Risk Management” both will be online so anyone can attend at any time.</p> <p>Priscilla has requested for a copy of the MSE local induction form and a specific example of a New Horizon lab induction form.</p> <p>The traffic department will put up some mirrors to deal with the blind spot along Boilers House Road where the new generators are blocking the view of outgoing vehicles and may collide with vehicles coming out of the loading bay ramp.</p>	<p><b>ET/DC</b></p>
<p><b>BPD REP REPORT</b></p> <p>There was discussion about flooding, water leaks, condensation, dehumidification problems in New Horizons and BPD is investigating these matters.</p>	
<p><b>HEALTH &amp; SAFETY REP REPORT</b></p> <p>No report.</p>	

<p><b>LASER SAFETY REP REPORT</b></p> <p>No report.</p>	
<p><b>BIOLOGICAL SAFETY REP REPORT</b></p> <p>No report.</p>	
<p><b>RADIATION SAFETY REP REPORT</b></p> <p>Richard is working with Margaret to dispose some very old X-ray tubes which cannot be returned to the manufacturer.</p> <p>Richard has transferred a Bruker branded XRF gun to Trina for use by researchers/students and the appropriate personnel have been notified that the instrument has been moved to a new location.</p>	
<p><b>EARLY CAREER RESEARCHER REP REPORT</b></p> <p>No report.</p>	
<p><b>POSTGRADUATE REP REPORT</b></p> <p>No report.</p>	
<p><b>ENTERPRISE REP REPORT</b></p> <p>No report.</p>	
<p><b>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</b></p> <p>John reported a fire alarm went off in MCAM on 13 Dec at 11pm. It was reported and the technician checked the switchboard and the sensor were replaced.</p>	
<p><b>OTHER BUSINESS</b></p> <p>No other business.</p>	
<p><b>NEXT MEETING</b></p> <p>To be advised.</p>	