

## MATERIALS SCIENCE AND ENGINEERING

### OHS COMMITTEE MEETING MINUTES NO 2/2022

Meeting date: 4 April 2022  
 Meeting time: 10am – 11.30am  
 Meeting venue: Zoom meeting

#### MEETING INFORMATION

##### ATTENDEES

- Sebastian Thomas (Chair)
- Priscilla Chow
- Daniel Curtis
- Mahesh Potdar
- Edna Tan
- Ian Wheeler
- Jono Wilson

##### APOLOGIES

- Laurence Meagher
- Sally Hibbert
- Sudha Mokkaapati
- Richard Parsons
- John Shurvinton

#### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 1/2022 held on 1 February 2022 were approved as a true and accurate record of the meeting.

#### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
Seb to check the training status for other staff.  Done.	
Seb and Priscilla to update the OHS Plan to include new procedures for lab induction and training.  Done.	
Seb to close the electrical test and tag report in SARAH.  Done.	
Seb to find a new postgrad rep to replace Bradyn.  This is pending.	<b>ST</b>

Seb to follow up with Cody Fryar and Maria Harrison-Smith to check whether they have completed their floor warden training.

This is pending.

Seb to propose to Neil to split WPI inspections among 5 Safety Officers.

Done.

The MSE Tech Officers will undergo Safety Officer training to enable Work Place Inspections.

Seb/Edna to schedule Departmental OHS training for MSE FYP cohort on 25th Feb for one hour.

Done.

Edna/Daniel to send a copy of the MSE local induction form and a specific example of a New Horizon lab induction form to Priscilla.

Done.

**ST**

## DISCUSSION

TOPIC

RESPONSIBILITY

### **SAFETY OFFICER REPORT**

#### Risk Management

No report

#### Workplace Safety Inspections

Seb will inform lab managers to complete the 2022 workplace inspections by June 2022.

#### Audits

There are no official audits for MSE this year however an internal audit will be conducted during semester 2 mid-term break.

#### Hazard and Incident Reports

There was an incident where an unauthorised person from another department utilised an equipment in a MSE lab. Corrective actions were implemented to prevent this from happening again.

There was an incident at an external site where our student handled a toxic chemical outside the fume hood, and this led to the student becoming ill- albeit with no time lost to injury. It was discovered that there was no risk assessment done for the experiment. Seb has requested supervisors to check whether all off-site work has a valid risk assessment in place.

**ST**

<p><u>Staff &amp; Student Induction</u></p> <p>No report</p> <p><u>OHS Training</u></p> <p>No report.</p> <p><u>OHS Plan Review</u></p> <p>No report.</p> <p><u>Building Evacuations</u></p> <p>The next scheduled evacuation for New Horizons will be held on 22 April and Priscilla will communicate this to BPD.</p>	<p><b>PC</b></p>
<p><b>RESOURCE MANAGER REPORT</b></p> <p>It was reported that for certain labs the user's lists were not up to date, inspite of workplace inspections being conducted. Seb will send out an email to remind lab managers to update their respective lab's user list.</p>	<p><b>ST</b></p>
<p><b>OHS CONSULTANT REPORT</b></p> <p>Monash Health will be conducting hearing tests and MSE Tech Officers will undergo these tests.</p> <p>OHS Central has reviewed and simplified the training matrix.</p> <p>The info sheet for offsite activities like excursions, camps and field trips has been introduced for the current COVID context.</p> <p>For fume hoods, the emergency power/gas shutdown will not stop flow/circulation of inert gases. This information will be displayed in new stickers replacing old ones that were not accurate.</p> <p>There is no scheduled audit for MSE in 2022.</p> <p>Priscilla has invited our previous PhD student, Xinni Tian, who is now a Suzhou lecturer to speak to the Suzhou cohort on how to write a risk assessment.</p>	
<p><b>BPD REP REPORT</b></p> <p>No report.</p>	
<p><b>HEALTH &amp; SAFETY REP REPORT</b></p> <p>Seb thanked Daniel for being the Department's HSR rep as the term has ended. Seb will request for a new nomination for HSR by the end of April.</p>	<p><b>ST</b></p>

<p>The Committee discussed the issue of some lab supervisors did not follow up with corrective actions after workplace inspections and also lab supervisors are not reviewing risk assessments thoroughly. Priscilla conveyed that responsibility and liability rests with supervisors, who approve (tick-off) RAs, so indeed they must be careful.</p> <p>Seb will raise issues related to risk assessments in the next Department meeting.</p>	<b>ST</b>
<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>No report.</p>	
<p><b>EARLY CAREER RESEARCHER REP REPORT</b></p> <p>Seb will find a new ECR to replace Jingying on the OHS committee.</p>	<b>ST</b>
<p><b>POSTGRADUATE REP REPORT</b></p> <p>No report.</p>	
<p><b>ENTERPRISE REP REPORT</b></p> <p>Mahesh thanked Jono and Daniel for doing the test and tag exercise for Enterprise.</p>	
<p><b>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</b></p> <p>No report.</p>	
<p><b>OTHER BUSINESS</b></p> <p>No other business.</p>	
<p><b>NEXT MEETING</b></p> <p>To be advised.</p>	