

# MATERIALS SCIENCE AND ENGINEERING

## OHS COMMITTEE MEETING MINUTES NO 5/2021

Meeting date: 20<sup>th</sup> September 2021  
 Meeting time: 3pm – 4.30pm  
 Meeting venue: Zoom meeting

### MEETING INFORMATION

#### ATTENDEES

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Sebastian Thomas (Chair)</li> <li>● Priscilla Chow</li> <li>● Jingying Liu</li> <li>● Laurence Meagher</li> <li>● Sudha Mokkalapati</li> <li>● Bradyn Parker</li> </ul> | <ul style="list-style-type: none"> <li>● Richard Parsons</li> <li>● Mahesh Potdar</li> <li>● John Shurvinton</li> <li>● Edna Tan (Secretary)</li> <li>● Ian Wheeler</li> <li>● Jono Wilson</li> </ul> |
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#### APOLOGIES

- Daniel Curtis
- Sally Hibbert

### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 4/2021 held on 8<sup>th</sup> July 2021 were approved as a true and accurate record of the meeting.

### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p>Mahesh to request for more floor wardens from Enterprise, to join the current list of NH wardens.</p> <p>Maria Harrison-Smith has volunteered to be the floor warden. Mahesh to connect Maria with Seb with regards to floor warden training.</p>	<b>MP</b>
<p>Priscilla to send the latest training report on the mandatory OHS online training and safety roles after the meeting.</p> <p>Priscilla will circulate the latest training report after this meeting.</p>	<b>PC</b>
<p>It was reported that additional first aid training will be made available.</p> <p>Seb to discuss with Neil to find a replacement for Michelle as the Department Mental Health Coordinator.</p>	<b>ST</b>
<p>Priscilla to discuss with the new OHS manager about generating report to include all six mandatory OHS modules.</p> <p>Priscilla reported that the current BI system is unable to report on all six mandatory modules.</p>	

Ian to send out another email to inform people that it is now mandatory to scan the Service Victoria QR code when entering all Monash University buildings.

Done.

Daniel and Ian to review the New Horizons induction videos in Moodle as some quiz questions are no longer relevant, the gas alarm videos are also misleading.

Done.

Seb, Ian, Jono, Daniel to discuss to make sure that workplace inspection information are transferred from iAuditor to SARAH.

Done.

Sudha to contact Daniel to check testing/tagging equipment in her lab.

Done.

Seb to investigate 2 incident reports submitted by James and Daniel.

Done.

Priscilla to suggest to Monash OHS to develop a policy on using eScooter/ eSkateboard within buildings.

There will not be a policy but a statement in the traffic section in BPD that eScooter/eSkateboard are not allowed in buildings.

Seb to ask Neil whether Jisheng should sit in the Committee in the interim.

Richard is the new XRD platform manager.

Seb to introduce Jingying as the ECR rep to the MSE postdocs.

Outstanding- Seb will do this on MSE Safety Day.

**ST**

## DISCUSSION

TOPIC

RESPONSIBILITY

### SAFETY OFFICER REPORT

#### Risk Management

Seb is working out the new procedures for lab induction and training.

Priscilla will check with Peter Sofos or the OHS Science consultant for some examples of risk assessment for HF use in Monash.

**PC**

#### Workplace Safety Inspections

None

<p><u>Audits</u></p> <p>Seb will be doing a desktop audit on SARAH during Safety Day.</p> <p><u>Hazard and Incident Reports</u></p> <p>No report.</p> <p><u>Staff &amp; Student Induction</u></p> <p>No report.</p> <p><u>OHS Training</u></p> <p>Laurence, John and Sudha have to complete the OHS for Safety Officers training.</p> <p><u>OHS Plan Review</u></p> <p>Seb and Priscilla will meet to update the OHS Plan when the new procedures for lab induction and training are implemented.</p> <p><u>Building Evacuations</u></p> <p>It was reported that NH had an after-hours real evacuation in Semester 2. Ian will check with security for the report. Seb to fill details related to this evacuation in SARAH.</p>	<p><b>LM/JS/SM</b></p> <p><b>ST/PC</b></p> <p><b>IW</b></p>
<p><b>RESOURCE MANAGER REPORT</b></p> <p>Ian reported that the Department paper-based safety quiz will be automated and put into Moodle.</p>	
<p><b>OHS CONSULTANT REPORT</b></p> <p>Sarah Updates:</p> <ul style="list-style-type: none"> <li>Active/current risk owners will now receive automated emails from SARAH to remind them to conduct a formal review of their expired risk assessments. There will be instructions on how to conduct the review or to archive.</li> <li>An automated email notification is sent to the person invited to peer review a risk assessment.</li> </ul> <p>The online training module “Biosafety 1” has been replaced by “Biosafety Basic Principles training”. All undergrads will need to set up a myDevelopment profile and allow 24 hours before they can request any training.</p> <p>Worksafe has introduced an infringement notice scheme to penalise individuals or corporations for some offences like working without a license, failing to meet duties relating to the removal and storage of asbestos and failure to keep required records.</p>	
<p><b>BPD REP REPORT</b></p> <p>No report.</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>It was reported that some PC2 researchers are not wearing masks. According to Vicki Ashton, those with medical exemption should be encouraged to wear face shields. Seb to convey this information to MSE staff on Safety Day.</p>	<p><b>ST</b></p>
<p><b>RADIATION SAFETY REP REPORT</b></p> <p>No report.</p>	
<p><b>EARLY CAREER RESEARCHER REP REPORT</b></p> <p>There were complaints about some labs are not properly cleaned up during this lockdown. Jingying will ask the person who complained to inform Seb so that Seb can inform the relevant lab manager.</p>	<p><b>JL</b></p>
<p><b>POSTGRADUATE REP REPORT</b></p> <p>Bradyn will be submitting his thesis in the near future so the Committee needs to find a new postgrad representative.</p> <p>If anyone is seen not wearing the mask properly, please report to Seb so Seb can submit an incident report in SARAH.</p>	
<p><b>ENTERPRISE REP REPORT</b></p> <p>No report.</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> To be advised.</p>	