



## OHS Committee Meeting

Minutes of Meeting No. 2/2018 of the Materials Eng OHS Committee,  
held at 3pm on 30 April 2018 in New Horizons Meeting Room 239

### Action

1. **Present:** John Forsythe (Chair), Priscilla Chow, Daniel Curtis, , Laurence Meagher, Chris McNeill, Mika Santos, John Shurvinton Edna Tan, Ian Wheeler.

**Apologies:** Caitlin Langford, Margaret Rendell, ,

2. **Confirmation of previous minutes**

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

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

John to approach James Griffith to join the OHS Committee.

James Griffith has agreed to join the OHS Committee.

John to recommend to OHS that when people are invited on peer review, the user cannot submit before peer review is completed.

Priscilla will highlight John's recommendation to OHS for the next SARAH upgrade.

Priscilla to develop the peer review procedure and circulate to the Committee.

As per above.

Daniel to put up a sign near the lab coat hangers to remind people to clear their lab coat pockets every time.

It was suggested that Priscilla recommend this practice to be a faculty wide implementation.

4. **Safety Officer Report**

Workplace Safety Inspections

The next Workplace Safety Inspections will be due 25 June.

Risk Management & OHS Plan Review

The Department will continue to use the manual copy of the training record as SARAH cannot accommodate it. John/Ian will explore whether Evernote can assist with better management of training record.

Ian will remind staff to complete or redo their risk management course.

Hazard and Incident Reports

Nil

JF/IW

IW

### Building Evacuations

For the next NH building evacuation, to check whether the maglock is disengaged.

### Staff & Student Induction

Nil

### Audits

Priscilla advised that OHS will be conducting an external audit with MSE on 6 June. A mock audit will be carried out on 3 May.

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

Nothing to report.

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

OHS will be setting up a Committee with regards to using of drones. MSE will have to send a representative if the Department uses drones.

#### **7. Laser Safety Officer report**

Nothing to report.

#### **8. Health & Safety Rep report**

Nothing to report.

#### **9. Biological Rep report**

Nothing to report.

#### **10. Research Fellow Rep report**

MCAM will be receiving a shipping container of class 4 dangerous goods to be catalogued and stored appropriately.

#### **11. Postgraduate Rep report**

Nothing to report.

#### **12. Other business**

The members thanked Caitlin for serving in the OHS Committee. John will find another postgrad representative to replace Caitlin. **JF**

#### **13. Next Meeting**

To be advised.

### **Action Items**

John/Ian will explore whether Evernote can assist with better management of training record.

Ian will remind staff to complete or redo their risk management course.

John to find another postgrad representative to replace Caitlin.