

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 3/2022

Meeting date: 6 June 2022
Meeting time: 10am – 11am
Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- Sebastian Thomas (Chair)
- Priscilla Chow
- Daniel Curtis
- Jisheng Ma
- Arpita Poddar
- Mahesh Potdar
- John Shurvinton
- Edna Tan
- Ian Wheeler
- Jono Wilson
- Shulei Zhang

APOLOGIES

- Laurence Meagher
- Sally Hibbert

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 2/2022 held on 4th April 2022 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<i>Seb to find a new postgrad rep to replace Bradyn.</i>	
Shulei Zhang was nominated to be the new postgrad rep.	
<i>Seb to follow up with Cody Fryar and Maria Harrison-Smith that they have completed their floor warden training.</i>	
Sebastian will catch up with Cody and Maria at the next evacuation drill.	
<i>Seb to inform lab managers to complete the 2022 workplace inspections by June 2022.</i>	
Sebastian, Ian and Daniel have met to arrange the workplace inspections schedule.	

Priscilla to communicate to BPD about the next evacuation for New Horizons scheduled for 22 April.

The evacuation planned on 22 April did not happen as most people were away during the Easter week.

Seb to send email to remind lab managers to update their respective lab's user list.

Sebastian will remind lab managers about this prior to next workplace inspections.

Seb to request a new nomination for HSR by the end of April.

Lynne Peterson has sent out an email requesting nominations to fill two HSR vacancies. Priscilla advised that MSE does not need to fill two vacancies, just one HSR rep is acceptable.

Seb to raise issues related to risk assessments in the next Department meeting.

Seb has raised issues related to risk assessment at the last Department meeting

Seb to find a new ECR rep to replace Jingying.

Arpita Poddar was nominated to be the new ECR rep.

DISCUSSION

TOPIC	RESPONSIBILITY
SAFETY OFFICER REPORT	
<u>Risk Management</u>	
There is nothing to report.	
<u>Workplace Safety Inspections</u>	
Seb will send out the next workplace safety inspections schedule to the lab manager-together with important items that need to be considered while performing work place inspections.	ST
<u>Audits</u>	
There will be an internal audit planned for Semester 2.	
<u>Hazard and Incident Reports</u>	
There is a pending report about some visitors using laser so Priscilla will revisit the report and close it.	PC

<u>Staff & Student Induction</u> There is nothing to report. <u>OHS Training</u> The Committee was informed that Jono is now a qualified Safety Officer. <u>OHS Plan Review</u> Priscilla has met up with Raman, Chair of the Faculty OHS Committee, to finalise the OHS plan. <u>Building Evacuations</u> Seb will arrange the next evacuation drill for New Horizons in June.	ST
RESOURCE MANAGER REPORT Ian requested to send out a message that if any mains powered electronic equipment is brought into the campus, it has to be checked out by MSE Tech Officers before using it. Seb will send out this message. With regards to the new compliance code for lead (Pb), Ian informed that based on procurement submissions, there are quite a number of Pb related activities in MSE. Priscilla will forward more details of the new compliance procedures to Seb and Seb will request Pb users to provide their activity details to Priscilla so the OHS working committee can assess if any activity has potential to breach the new compliance code.	ST PC
OHS CONSULTANT REPORT A Civil student received a mild electric shock when he touched a custom-built equipment that arrived from overseas. BPD is reviewing the University electrical safety procedure and will it put through for consultation.	
BPD REP REPORT There is no report.	
HEALTH & SAFETY REP REPORT There was a concern about sharing of PPE and low quality of PPE being used. Seb will inform people to raise this issue with their supervisor or department as necessary.	ST
LASER SAFETY REP REPORT	

Sudha has stepped down as the Laser Safety rep to take on another role in the Department so a new Laser Safety rep will be nominated by the Department.	
BIOLOGICAL SAFETY REP REPORT There is no report.	
RADIATION SAFETY REP REPORT Jisheng reported that everything is going well in the XRD platform.	
EARLY CAREER RESEARCHER REP REPORT Seb welcomed Arpita to the Committee and Seb will inform the Department about the change in ECR rep.	ST
POSTGRADUATE REP REPORT Seb welcomed Shulei to the Committee and Seb will inform the Department about the change in Postgrad rep.	ST
ENTERPRISE REP REPORT Mahesh reported that power trip has been happening in Enterprise offices 141 and 144 even after fixing it a few times. Eventually the contractor had to replace the faulty circuit breaker.	
MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT John will remind MCAM staff about testing and tagging of new equipment before using them.	JS
OTHER BUSINESS Priscilla thanked Daniel for assisting Civil Eng with the new to service tag procedure. Priscilla also thanked Ian for providing valuable feedback in improving OHS practises surrounding electrical items	
NEXT MEETING To be advised.	