

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 6/2021

Meeting date: 10th November 2021
Meeting time: 10.30am – 12pm
Meeting venue: Zoom meeting

MEETING INFORMATION

ATTENDEES

- Sebastian Thomas (Chair)
- Priscilla Chow
- Sally Hibbert
- Jingying Liu
- Laurence Meagher
- Bradyn Parker
- Richard Parsons
- Mahesh Potdar
- Jono Wilson

APOLOGIES

- Daniel Curtis
- Sudha Mokkapati
- John Shurvinton
- Edna Tan
- Ian Wheeler

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 5/2021 held on 20th September 2021 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
Mahesh to connect Maria with Seb with regards to floor warden training. Done.	
Priscilla to circulate the latest training report after this meeting. Done.	
Seb to discuss with Neil to find a replacement for Michelle as the Department Mental Health Coordinator. Kris Wirthensohn was nominated to be the Department Mental Health Coordinator and Kris has to complete some training to be qualified. For the time being, any issues can be raised with Priscilla.	

Seb to introduce Jingying as the ECR rep on Safety Day.

Done.

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

Seb has received a list of risk assessments for HF use.

Laurence, John and Sudha to complete the OHS for Safety Officers training.

In progress.

Seb and Priscilla to meet to update the OHS Plan when the new procedures for lab induction and training are implemented.

In progress.

Ian to check with security for the report of the recent real evacuation at New Horizons.

Pending

IW

Seb to mention about wearing face shields for those with medical exemption at Safety Day.

Done.

Sally will forward some wordings that can be sent to external visitors, contractors and those who are medically exempt to provide information on their vaccination status.

SH

Jingying to ask the person who complained about poor lab maintenance to contact Seb.

No one contacted Seb but the lab was cleaned up.

DISCUSSION

TOPIC

RESPONSIBILITY

SAFETY OFFICER REPORT

Risk Management

No report.

Workplace Safety Inspections

A formal workplace safety inspection will be held around end of year or early next year.

<u>Audits</u> No report. <u>Hazard and Incident Reports</u> No report. <u>Staff & Student Induction</u> Seb and Ian are working on the new procedures for lab induction and training. <u>OHS Training</u> Seb will remind staff with expired training to complete their new training before the end of year. <u>OHS Plan Review</u> Seb and Priscilla will update the OHS Plan to include the new procedures for lab induction and training. <u>Building Evacuations</u> No report.	ST ST/PC
RESOURCE MANAGER REPORT No report.	
OHS CONSULTANT REPORT Seb and Priscilla will discuss to close the outstanding action for the AS45001 audit. Ionising radiation and contractor management policies have been revised. OHS will introduce a new version of SARAH called SARAHplus. OHS plans to seek feedback on SARAH suite of programs for users.	ST/PC
BPD REP REPORT BPD will replace the damaged binds in New Horizons. A power shutdown will be planned to test a new generator. There will be a contract declaration to enforce the double vaccination requirement. BPD has developed new signages to encourage ventilation within Monash buildings.	
HEALTH & SAFETY REP REPORT No report.	

LASER SAFETY REP REPORT No report.	
BIOLOGICAL SAFETY REP REPORT Jenny Dyson is investigating an issue related to overflow of biological waste bins. The PC2 (biological) labs will be inspected soon.	
RADIATION SAFETY REP REPORT No report.	
EARLY CAREER RESEARCHER REP REPORT No report.	
POSTGRADUATE REP REPORT Seb needs to find a new postgrad rep as Bradyn is submitting his thesis soon. Bradyn is also the Faculty OHS committee post-grad representative.	ST
ENTERPRISE REP REPORT Mahesh will email Seb on the new floor woodens from Enterprise - Cody Fryar and Maria Harrison-Smith.	MP
MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT No report.	
OTHER BUSINESS No other business.	
NEXT MEETING To be advised.	