

# MATERIALS SCIENCE AND ENGINEERING

## OHS COMMITTEE MEETING MINUTES NO 1/2023 (FOR CONFIRMATION)

Meeting Date: 13<sup>th</sup> April 2023  
 Meeting Time: 11.00 am  
 Meeting zoom:

### MEETING INFORMATION

#### ATTENDEES

- John Shurvinton
- Bruna Cambraria Garms
- Sebastian Thomas
- Mahesh Potdar
- Daniel Curtis
- Shulei Zhang
- Jisheng Ma

#### APOLOGIES

- **Ian Wheeler**
- **Jono Wilson**
- **Margaret Rendell**
- **Priscilla Chow**

### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 6/2022 held on 5 December 2022 were approved as a true and accurate record of the meeting.

### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<b>RESOURCE MANAGER REPORT</b>  No report.	<b>NA</b>

### DISCUSSION

TOPIC	RESPONSIBILITY
<b>SAFETY OFFICER REPORT</b>	<b>ST</b>

<p><u>Risk Management</u></p> <p><u>Workplace Safety Inspections</u></p> <p>Email has been sent to staff regarding the inspections which should all happen by end of June.</p> <p><u>Audits</u></p> <p>No audits to be carried out.</p> <p><u>Hazard and Incident Reports</u></p> <p>No Hazard to be reported. One incident related to a student working in CSIRO. Personnel working at external sites must prepare RAs, that are signed off by their host supervisor and the Monash supervisor. Also, they can make a RA in SARAH- to be signed of their Monash supervisor.</p> <p><u>Staff &amp; Student Induction</u></p> <p>FYP students' inductions and MTE3101 students' inductions are being carried out.</p> <p><u>OHS Training</u></p> <p><u>OHS Plan Review</u></p> <p><u>Building Evacuations</u></p>	
<p><b>RESOURCE MANAGER REPORT</b></p>	<p><b>NA</b></p>
<p><b>OHS CONSULTANT REPORT</b></p> <p>No report.</p>	<p>NA</p>
<p><b>BPD REP REPORT</b></p> <p>No report.</p>	<p>NA</p>
<p><b>HEALTH &amp; SAFETY REP REPORT</b></p> <p>'Cloning' of Risk Assessments is no longer permitted in SARAH.</p>	<p>Daniel</p>
<p><b>LASER SAFETY REP REPORT</b></p> <p>No report.</p>	<p><i>Jisheng</i></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>No report.</p>	<b>Brune NA</b>
<p><b>POSTGRADUATE REP REPORT</b></p>	<b>Shulei - NA</b>
<p><b>ENTERPRISE REP REPORT</b></p> <p>Nothing to report</p>	<b>Mahesh</b>
<p><b>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</b></p> <p>No report.</p>	<i>John</i>
<p><b>OTHER BUSINESS</b></p> <p>Air conditioning has not been working properly at MCAM. This has been raised with BPD. Chair suggested to escalate the issue to BPD Director, as it has become a OHS issue for MCAM staff, and is risky for MCAM equipment.</p>	
<p><b>NEXT MEETING</b></p>	<i>June 2023.</i>