

MATERIALS SCIENCE AND ENGINEERING

OHS COMMITTEE MEETING MINUTES NO 2/2023

Meeting Date: 20th June 2023
Meeting Time: 11.00 am
Meeting Venue: Ian Polmear Room and via Zoom.

MEETING INFORMATION

ATTENDEES

- John Shurvinton
- Bruna Cambraria Garms
- Sebastian Thomas
- Mahesh Potdar
- Daniel Curtis
- Shulei Zhang
- Margaret Rendell
- Priscilla Chow
- Jennifer Dyson
- Laurence Meagher

APOLOGIES

- Ian Wheeler
- Jisheng Ma

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 1/2023 held on 13th April 2023 were approved as a true and accurate record of the meeting.

ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
Workplace inspections - Seb to remind the Department that any mains powered electronic equipment brought into the campus, has to be checked by MSE Tech Officers.	
Planning for MSE Safety Day 2023. Tentative plan to conduct internal mock audit during Safety Day 2023.	
Seb is moving from OHS Chair Role to Educational Role and it would be ideal to get the mock internal audit done before the New Chair takes over.	

DISCUSSION

TOPIC	RESPONSIBILITY
<p>SAFETY OFFICER REPORT</p> <p><u>Risk Management</u></p> <p>No report.</p> <p><u>Workplace Safety Inspections</u></p> <p>Inspection will be completed by end of June. No major issues were reported so far. Testing and tagging being done for all labs.</p> <p><u>Audits</u></p> <p><u>Hazard and Incident Reports</u></p> <p>No report.</p> <p><u>Staff & Student Induction</u></p> <p>No report.</p> <p><u>OHS Training</u></p> <p>No report.</p> <p><u>OHS Plan Review</u></p> <p>No report.</p> <p><u>Building Evacuations</u></p> <p>John Forsythe will organise the fire drill for S1, 2023.</p>	<p>ST</p>
<p>RESOURCE MANAGER REPORT</p> <p>No report</p>	<p>IW</p>
<p>OHS CONSULTANT REPORT</p> <p>New floor and building wardens can now receive on-line training under My Development.</p> <p>FYP projects: Several OHS training related issues need to be addressed. -Priscilla to discuss with Kathy Petkoff. -A working group is currently looking at OHS induction procedures.</p> <p>Audits: MSE will not be audited in 2024. Safety Day: The Faculty is organising Safety Day for all Departments on 25th October.</p>	<p>PC</p>

<p>Faculty Committee has a working group for OHS inductions – The group is working towards preparing a common general induction- which will be followed by Dept. led inductions.</p> <p>Safety Awareness Programmes have now recommenced. Three faculties are now involved in this programme. They are Medicine, Science and Engineering.</p> <p>FYP Students: OHS training to be made available via Moodle</p>	
<p>BPD REP REPORT</p> <p>No report. Priscilla has advised that this role has been transferred to the Faculty OHS Consultant.</p>	NA
<p>HEALTH & SAFETY REP REPORT</p> <p>No report</p>	Daniel
<p>LASER SAFETY REP REPORT</p> <p>No report.</p>	<i>Jisheng</i>
<p>BIOLOGICAL SAFETY REP REPORT</p> <p>A Department policy needs to be put in place, to deal with OHS breaches. Different Departments have different policies, and this is leading to confusion especially in common areas such as PC2 labs.</p>	LM/PC
<p>RADIATION SAFETY REP REPORT</p> <p>No report.</p>	
<p>EARLY CAREER RESEARCHER REP REPORT</p> <p>No report.</p>	Brune
<p>POSTGRADUATE REP REPORT</p> <p>After-hours access policies for FYP students to be brought up/discussed in the Faculty OHS meeting.</p>	Shulei
<p>ENTERPRISE REP REPORT</p> <p>Enterprise will be audited this year. The audit will focus on office spaces.</p>	Mahesh
<p>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</p> <p>Work place inspections were completed successfully.</p>	<i>John</i>

OTHER BUSINESS No other business	
NEXT MEETING In August 2023.	