

## MATERIALS SCIENCE AND ENGINEERING

### OHS COMMITTEE MEETING MINUTES NO 3/2023 (FOR CONFIRMATION)

Meeting Date: 24<sup>th</sup> August 2023

Meeting Time: 12.00pm

Zoom: <https://monash.zoom.us/j/84470038982?pwd=NXVwajdXcXAzMV0cFBsdC8ydjBzdz09>

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| <ul style="list-style-type: none"> <li>• Sebastian Thomas (Chair)</li> <li>• Bruna Cambraia Garms</li> <li>• Daniel Curtis</li> <li>• Priscilla Chow</li> <li>• Tracy Warner</li> </ul> | <ul style="list-style-type: none"> <li>• John Shurvinton</li> <li>• Jono Wilson</li> <li>• Margaret Rendell</li> <li>• Mahesh Potdar</li> </ul> |
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#### APOLOGIES

- Shulei Zhang
- Jennifer Dyson

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#### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 2/2023 held on 20<sup>th</sup> June 2023 were approved as a true and accurate record of the meeting.

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#### DISCUSSION

TOPIC	RESPONSIBILITY
<p><b>SAFETY OFFICER REPORT</b></p> <p><u>Risk Management:</u> Welcome Tracy Warner as our new Safety Officer who will be sharing the role between ECSE, and MSE.</p> <p><u>Workplace Safety Inspections</u></p> <p>Daniel Curtis to collate list of labs for which safety inspections were not completed for S1, and to reach out to lab managers.</p> <p><u>Audits</u></p> <p>MSE will have no audits this year.</p> <p><u>Hazard and Incident Reports</u></p> <p>Incident in lab 1.67, with user getting cut from broken glass. Priscilla to share findings with the broader group soon.</p>	<p><b>ST</b></p>

<p><u>Staff &amp; 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 organised a building evacuation for NH. This has been documented in SARAH.</p>	
<p><b>RESOURCE MANAGER REPORT</b></p> <p>Gas Alarm system to be upgraded in NH by the end of this year.</p> <p>Electrical issues in NH – Meeting with electricians to solve the constant electrical problems in the building. They have agreed to reinstate their 3-monthly walk through the building, to check for various electrical issues.</p> <p>Also, they are looking to upgrade the building to all LED's.</p>	<p><b>IW</b></p>
<p><b>OHS CONSULTANT REPORT - Attached</b></p> <p>Health and Wellbeing seminar for all staff and students to be held on 5<sup>th</sup> September 2023.</p> <p>Safety Day and Mock up court to be held on 25<sup>th</sup> September. Lab clean-up to be held in the morning, and Mock court in the afternoon.</p>	<p><b>PC</b></p>
<p><b>BPD REP REPORT</b></p> <p>No report</p>	
<p><b>HEALTH &amp; SAFETY REP REPORT</b></p> <p>No report</p>	<p><b>DC</b></p>
<p><b>LASER SAFETY REP REPORT</b></p> <p>No report</p>	<p><b>LM</b></p>
<p><b>BIOLOGICAL SAFETY REP REPORT</b></p> <p>No report</p>	
	<p><b>JM</b></p>

<b>RADIATION SAFETY REP REPORT</b>  No report	
<b>EARLY CAREER RESEARCHER REP REPORT</b>  No report	
<b>POSTGRADUATE REP REPORT</b>  No report	
<b>ENTERPRISE REP REPORT</b>  No report	
<b>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</b>  No report	
<b>OTHER BUSINESS</b> <ul style="list-style-type: none"> <li>• Quick discussion with users of 1.67, to identify potential issues related to the incident.</li> <li>• Follow up on Workplace Inspections: DC &amp; ST</li> <li>• iLab: A review of the entries in iLab needs to be performed, to check whether there is any duplication.</li> <li>• Completion of activities Form: To be discussed in the department meeting: Students/Staff leaving MSE must complete a form that needs to be signed of by their supervisor. However, its being reported that past users of various labs still leave a lot of 'waste' material (samples, equipment, consumables etc) behind which is becoming difficult to manage in shared labs. A Dept. procedure needs to be implemented to address this issue.</li> </ul>	<b>ST &amp; IW</b>  <b>ST &amp; DC</b>  <b>ST &amp; DC</b>
<b>NEXT MEETING</b>  <b>November 2023</b>	