

## MATERIALS SCIENCE AND ENGINEERING

### OHS COMMITTEE MEETING MINUTES NO 4/2023 (FOR CONFIRMATION)

Meeting Date: 16<sup>th</sup> November 2023  
Meeting Time: 1.00pm

Zoom: : <https://monash.zoom.us/join> and enter meeting ID: 831 8181 0829 and passcode: 374592

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| <ul style="list-style-type: none"> <li>• Bruna Cambraia Garms</li> <li>• Daniel Curtis</li> <li>• Tracy Warner</li> <li>• Jennifer Dyson</li> <li>• Kerry Mcmanus</li> </ul> | <ul style="list-style-type: none"> <li>• Jono Wilson</li> <li>• Margaret Rendell</li> <li>• Mahesh Potdar</li> <li>• Laurence Meagher</li> </ul> |
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#### APOLOGIES

- Sebastain Thomas
- Jisheng Ma
- Jono Wilson
- Priscilla Chow
- John Shurvinton

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#### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 3/2023 held on 24<sup>th</sup> August 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> - No Report.</p> <p><u>Workplace Safety Inspections</u></p> <p>Work place inspection starting next week. This will be on-going inspection to cover all labs.</p> <p><u>Audits</u></p> <p>No audits this year.</p> <p><u>Hazard and Incident Reports</u></p> <p>Lighting issues – BPD will be looking into this.</p>	<p><b>TW</b></p>

<p><u>Staff &amp; Student Induction</u></p> <p>No report.</p> <p><u>OHS Training</u></p> <p>Ergonomic training is made compulsory. All staff to complete this on-line training for both Work from Home and one for the Office.</p> <p><u>OHS Plan Review</u></p> <p>PC will include the Faculty onboarding on the review.</p> <p><u>Building Evacuations</u></p> <p>Evacuation was carried last Thursday. DC will be doing a Building Warden Training to fill the gaps for this role.</p>	
<p><b>RESOURCE MANAGER REPORT</b></p> <p>No report</p>	<p><b>IW</b></p>
<p><b>OHS CONSULTANT REPORT - Attached</b></p> <p>Various procedures for Ergonomic Fitting are in place.</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 – Jisheng has completed the laser training.</p>	<p><b>LM</b></p>
<p><b>BIOLOGICAL SAFETY REP REPORT</b></p> <p>One incident reported in Sarah – stem cell containers. Resolution to open the glass appropriately.</p>	<p><b>LM</b></p>
<p><b>RADIATION SAFETY REP REPORT</b></p> <p>No report</p>	<p><b>JM</b></p>
<p><b>EARLY CAREER RESEARCHER REP REPORT</b></p> <p>No report</p>	<p><b>BC</b></p>

<p><b>POSTGRADUATE REP REPORT</b></p> <p>No report – Need to replace this role for the coming year as Shulei has left.</p>	
<p><b>ENTERPRISE REP REPORT</b></p> <p>No report</p>	
<p><b>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</b></p> <p>No report</p>	
<p><b>OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference for this committee is drawn and will be finalised by TW and will be emailed to the members.</li> <li>• Email to be distributed to department before the OHS meeting advising the dates in order to bring any issues which needs to be addressed in the meeting by any staff member.</li> <li>• At Faculty OHS meeting it was requested that Near Misses, as well as Hazards and Incidents are reported in SARAH. Faculty are particularly interested in identifying Near Misses to prevent Incidents.</li> <li>• Faculty OHS meeting confirmed that the responsibility for risk assessments lies with the Supervisor and HoD. Suggested there is strict implementation of safety by HoD and Supervisors knowing they have the backing of the Faculty. Supervisors must be vigilant.</li> </ul>	<p><b>TW</b></p>
<p><b>NEXT MEETING</b></p> <p><b>March 2024</b></p>	