

# MATERIALS SCIENCE AND ENGINEERING

## OHS COMMITTEE MEETING MINUTES NO 5/2020

Meeting date: Tuesday, 13 October 2020  
 Meeting time: 3pm – 4.30pm  
 Meeting venue: Zoom meeting

### MEETING INFORMATION

#### ATTENDEES

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| <ul style="list-style-type: none"> <li>• Sebastian Thomas (Chair)</li> <li>• Kathryn Botherway</li> <li>• Priscilla Chow</li> <li>• Daniel Curtis</li> <li>• James Griffith</li> <li>• Trina Majumdar</li> </ul> | <ul style="list-style-type: none"> <li>• Laurence Meagher</li> <li>• Sudha Mokkalpati</li> <li>• Bradyn Parker</li> <li>• Mahesh Potdar</li> <li>• Edna Tan (Secretary)</li> <li>• Ian Wheeler</li> </ul> |
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#### APOLOGIES

- Monica Barlag
- John Shurvinton

### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 4/2020 held on 1<sup>st</sup> September 2020 were approved as a true and accurate record of the meeting.

### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
<p><i>Priscilla to check with the Solicitor Office, on the definition of “business unit” and “officer” in in the context of the new workplace manslaughter legislation.</i></p> <p>This item is outstanding.</p>	<i>Priscilla</i>
<p><i>Seb/Ian/Neil will complete self-audit questionnaire by the year end.</i></p> <p>The self-audit questionnaire has been renamed as Monash University OHS Management System (OHSMS) Self-Assessment Tool. Seb/Ian/Neil will complete the Self-Assessment Tool by the year end.</p> <p>This item is outstanding</p>	<i>Seb/Ian</i>
<p><i>Edna will provide a list of new staff and PhD students who started in January to Priscilla for the internal audit.</i></p> <p>This item is completed.</p>	



<p><u>OHS Plan Review</u></p> <p>There is nothing to report.</p> <p><u>Building Evacuations</u></p> <p>There is nothing to report.</p>	
<p><b>RESOURCE MANAGER REPORT</b></p> <p>There is nothing to report.</p>	
<p><b>OHS CONSULTANT REPORT</b></p> <p>The month of October is Victoria Worksafe's Health and Safety Month and there are free webinars and online sessions related to COVID19 available for people to attend.</p> <p>The next topic for the Safety Awareness program will be on tips and tricks in SARAH to be held on 28 Oct.</p> <p>There is a new regulation for employers to notify WorkSafe immediately if an employee or contractor has received a confirmed positive COVID19 diagnosis. Departments having contractors working in Monash must submit a COVID19 plan to Priscilla for approval.</p>	
<p><b>BPD REPRESENTATIVE REPORT</b></p> <p>BPD will send out a notice to announce that BPD will be replacing tap wares in labs.</p>	
<p><b>HEALTH &amp; SAFETY REPRESENTATIVE REPORT</b></p> <p>The Tech Officers have suggested that it would be good for one of the Tech Officers to attend the research group meetings at least once a year to know the research groups better and to bring up any safety issues.</p> <p>As the Department's HSR, Daniel would also need to have contact with these groups. Daniel will ask Neil whether he can attend the research group meetings as the HSR and if he can also attend the Department meeting on behalf of the Tech Officers.</p>	<p><i>Daniel</i></p>
<p><b>LASER SAFETY OFFICER REPORT</b></p> <p>There is nothing to report.</p>	
<p><b>BIOLOGICAL REPRESENTATIVE REPORT</b></p> <p>There is nothing to report.</p>	
<p><b>RADIATION REPRESENTATIVE REPORT</b></p> <p>The Fe-55 sealed isotope calibration source for the small angle X-Ray scattering instrument is now not being used and thus its license as a radioactive material should be cancelled. DHHS has been notified. The Monash Radiation Protection Officer will organise to cancel its license and once this has done the calibration source will be disposed of appropriately.</p>	
<p><b>RESEARCH FELLOW REPRESENTATIVE REPORT</b></p> <p>There is nothing to report.</p>	

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<p><b>POSTGRADUATE REPRESENTATIVE REPORT</b></p> <p>An alarm went off in the PC2 labs, and could not be put off due to ice built up in the freezers. Ian will look into getting a secondary portable freezer to be used for maintenance of the freezers.</p> <p>Laurence will talk to Jess about setting up a maintenance roster for freezers in the PC2 labs. Bradyn will check with Jenny Dyson on resuming PC2 user meetings.</p>	<p><i>Ian</i></p> <p><i>Laurence</i> <i>Bradyn</i></p>

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### **OTHER BUSINESS**

Mahesh Potdar will join the Committee on behalf of Enterprise.

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### **NEXT MEETING**

To be advised.

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