



Department of Materials Science and Engineering

OHS Committee Meeting

Minutes of Meeting No. 3/2018 of the Materials Eng OHS Committee, held at 11am on 30 May 2018 in New Horizons Meeting Room 239

- 1. **Present:** John Forsythe (Chair), Priscilla Chow, Daniel Curtis, James Griffith, Chris McNeill, Bradyn Parker, Mika Santos, John Shurvinton, Edna Tan, Ian Wheeler.

Apologies: Laurence Meagher, Margaret Rendell.

2. **Confirmation of previous minutes**

The minutes of the previous meeting were accepted as a true record.

3. **Matters arising from the previous minutes**

John/Ian will explore whether Evernote can assist with better management of training records.

Ian will forward the Evernote training record to the Committee for feedback.

Ian will remind staff to complete or redo their risk management course.

Email reminders have been sent.

John to find another postgrad representative to replace Caitlin.

Bradyn Parker is the new postgrad representative.

4. **Safety Officer Report**

The Committee welcomed new members, Bradyn Parker and James Griffith to the Committee.

Workplace Safety Inspections

The next Workplace Safety Inspections will be due 25 June.

It was suggested to install a direct weblink to SARAH for the tablets in the labs, rather than going through the browser. Ian will discuss with IT.

Risk Management & OHS Plan Review

No report.

Hazard and Incident Reports

ECSE submitted an incident report that MSE undergrads tested the skateboard along the corridor and nearly run into an ECSE staff. The report has been closed as the supervisor has done due diligence, the undergrads were just careless.

Action

IW

IW

Building Evacuations

The next NH building evacuation will be conducted in June. John will be training the building wardens on how to use the walkie talkies.

Staff & Student Induction

No report.

Audits

An internal audit has been completed, the mock audit will be carried out on 3 May before the external audit scheduled on 6 June. The audit panel will walk through some research labs.

5. Resource Manager report

Nothing to report.

6. OHS Consultant report

It was reported that in another department, a GDA power pack overheated and the cover flew off.

7. Laser Safety Officer report

Nothing to report.

8. Health & Safety Rep report

It was discovered that there was no paperwork to confirm Daniel as the Department's Health and Safety Rep (HSR). The Committee has acknowledged Daniel as MSE HSR.

9. Biological Rep report

Nothing to report.

10. Research Fellow Rep report

John S. advised that MCAM will be conducting an audit next week.

11. Postgraduate Rep report

Bradyn reported that some students were not wearing lab coats in PC2 lab, by justifying what they did was not hazardous. Priscilla will highlight this to Chem Eng and Laurence will speak to PC2 lab manager, Jenny Dyson, about this.

**PC
LM**

Bradyn also noticed FYP students do not have enough training to work on tissue culture, more supervision are needed.

12. Other business

Mika reported that the CO2 alarm testing will be completed soon and an update will be provided. The lifts sensors has been cleaned but a regular maintenance plan has to be set up for long term basis. Mika has also raised the problem to BPD about the leaks in the labs. Ian requested Mika to chase up on the report about the leaks as NH building is still under guarantee. Mika has requested that for any future issues, to copy him in the email so he can collect data.

MS

Edna to include two new agenda items "Radiation Rep report" and "BPD Rep report"

ET

13. Next Meeting

To be advised.

Action Items

Ian to forward the Evernote training record to the Committee for feedback.

Ian to request IT to install a direct weblink to SARA for the tablets in the labs, rather than going through the browser.

Priscilla to highlight to Chem Eng about students not complying with PPE in the PC2 lab.

Laurence to speak to Jenny Dyson about students not complying with PPE in the PC2 lab.

Mika to chase up on the report about the leaks as NH building is still under guarantee.

Edna to include two new agenda items "Radiation Rep report" and "BPD Rep report".