

## MATERIALS SCIENCE AND ENGINEERING

### OHS COMMITTEE MEETING MINUTES NO 5/2022

Meeting date: 10 October 2022  
Meeting time: 10.30am – 12nn  
Meeting venue: Zoom meeting

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#### MEETING INFORMATION

##### ATTENDEES

- |                            |                 |
|----------------------------|-----------------|
| • Sebastian Thomas (Chair) | • Mahesh Potdar |
| • Bruna Cambraia Garms     | • Edna Tan      |
| • Priscilla Chow           | • Ian Wheeler   |
| • Daniel Curtis            | • Jono Wilson   |
| • Laurence Meagher         | • Shulei Zhang  |
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##### APOLOGIES

- Sally Hibbert
- Jisheng Ma
- John Shurvinton

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#### MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting 4/2022 held on 6 June 2022 were approved as a true and accurate record of the meeting.

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#### ACTION ITEMS OF PREVIOUS MEETING

TOPIC	RESPONSIBILITY
Seb to send an email to request lab inspections to be completed by 4th Aug before the Faculty OHS Committee meeting.	
Done.	
Seb to send the 2nd workplace inspection notification in mid-Oct as to request all inspections to be completed by end of Nov.	
Seb will send out an email by the end of Oct to request for the 2 <sup>nd</sup> workplace inspection. Moving forward, 1 <sup>st</sup> inspection will be requested at the beginning of the year and 2 <sup>nd</sup> inspection will be requested at the beginning of July so all labs will have 6 months to complete for each inspection.	ST
Seb will check with Jisheng whether he has completed the Safety Officer training to assist with the workplace inspection.	ST
Priscilla to close the incident report- related to unauthorized entry into laser labs.	
The report was closed.	

Seb to arrange the next evacuation drill for New Horizons.

The evacuation happened on 16 Sep and the building was cleared within 9 minutes.

Seb to inform the Department that Shulei is the new Postgrad rep.

Done.

Seb to discuss with Neil to find a new Laser Safety Officer to replace Sudha.

Done.

Sebastian has announced at the MSE Safety Day that Jisheng is the new Laser Safety Officer Rep in the OHS Committee.

Seb to inform lab managers to invite Daniel, as HSR, for future workplace inspections.

Seb will include this in the next email on workplace inspections.

Edna to update the first aiders list by removing Shane Kilcullen and adding Debbie Shaw from the Enterprise Office.

Done.

Seb to check with Neil about arranging the next MSE Safety Day.

Done.

## DISCUSSION

TOPIC	RESPONSIBILITY
<b>SAFETY OFFICER REPORT</b>	
<u>Risk Management</u>	
No report.	
<u>Workplace Safety Inspections</u>	
All labs have completed inspections for the 1 <sup>st</sup> round, except one or two labs where the lab supervisors were on leave. Lab 270 has had a change of lab supervisor and the lab is also being refurbished.	
<u>Audits</u>	
No report.	
<u>Hazard and Incident Reports</u>	
No report.	

<p><u>Staff &amp; Student Induction</u></p> <p>All undergrads or Master students planning to use MSE labs for internship or CPD must complete the MSE Department OHS induction with Kris/Edna.</p> <p><u>OHS Training</u></p> <p>The zoom recording of the MSE Safety Day event was forwarded to all academics.</p> <p><u>OHS Plan Review</u></p> <p>No report.</p> <p><u>Building Evacuations</u></p> <p>Two issues from the New Horizons Evacuation on 16th Sep</p> <ul style="list-style-type: none"> <li>• A Chem Eng person was using the restroom, during the evacuation drill.</li> <li>• The maglocks doors were not released and the lifts did not descend to the ground floor. Seb needs to submit a SCOUT request to get the evacuation mode checked by Fire Systems. Alternatively, Seb can include this in his building evacuation report and add a new item in SCOUT and indicate BPD to review the item and to close it out.</li> </ul> <p>There was a need for more floor wardens so Priscilla will write to Kim Pho (Chem Eng), Bill Belbin (Mech Eng) and Rob Seefeld (Physics) to request volunteers from their departments.</p>	<p><b>ST</b></p> <p><b>PC</b></p>
<p><b>RESOURCE MANAGER REPORT</b></p> <p>The Committee was informed that there were several unreported incidents of people entrapped in the New Horizons lifts in the past six months. It was discovered those entrapped were unable to follow the instructions correctly as described on the emergency phone operation signage found in the lifts. The Committee discussed on how to encourage those who were previously entrapped to submit a report and to educate people about SARAH hazards/incidents reporting and the severity of not reporting an incident.</p> <p>Seb will emphasize the importance of reporting of hazards/incidents in SARAH at the next MSE Departmental meeting so supervisors can pass this on to their respective groups.</p> <p>Seb will get the Mech Eng student who was entrapped a few months ago to submit a SARAH incident report.</p> <p>Ian will send out an email to request those who were previously entrapped in the lifts to submit a SARAH hazards/incidents report.</p> <p>Priscilla will send across some training videos on how to use SARAH for reporting hazards/incidents.</p> <p>Priscilla will highlight to OHS Central about educating people on how to use the hazards/incidents reporting tool in SARAH.</p>	<p><b>ST</b></p> <p><b>ST</b></p> <p><b>IW</b></p> <p><b>PC</b></p> <p><b>PC</b></p>

<b>OHS CONSULTANT REPORT</b>  <p>There is a new online HSW training requirements matrix in OHS BI to identify training required for staff/HDR students.</p> <p>SARAH+ for hazards/incidents report will be launched later in the month.</p> <p>The OHS Training Needs Analysis Checklist has been updated on Oct 2022. The intention of this process is to identify training required, and not to track its completion. Supervisor can communicate to new people on what mandatory trainings are required to be completed. This document will be requested during an audit and this needs to be communicated to supervisors.</p>	
<b>BPD REP REPORT</b>  <p>No report.</p>	
<b>HEALTH &amp; SAFETY REP REPORT</b>  <p>Daniel has attended SARAH+ training and has volunteered to help people who needs assistance with submitting hazards/incidents report in SARAH+.</p>	
<b>LASER SAFETY REP REPORT</b>  <p>No report.</p>	
<b>BIOLOGICAL SAFETY REP REPORT</b>  <p>No report.</p>	
<b>RADIATION SAFETY REP REPORT</b>  <p>No report.</p>	
<b>EARLY CAREER RESEARCHER REP REPORT</b>  <p>No report.</p>	
<b>POSTGRADUATE REP REPORT</b>  <p>No report.</p>	
<b>ENTERPRISE REP REPORT</b>  <p>Mahesh will request for more floor wardens from the Enterprise Department.</p>	<b>MP</b>

<p><b>MONASH CENTRE FOR ADDITIVE MANUFACTURING REP REPORT</b></p> <p>MCAM had an incident in September, where one of the smoke detectors failed overnight. The fire brigade attended but security was not notified due to ADT having an incorrect number in their system. ADT now has correct numbers in their system and the fire panel at MCAM now directly contacts security in the case of a fire rather than relying on a third party ie ADT.</p>	
<p><b>OTHER BUSINESS</b></p> <p>Priscilla mentioned about under-desk cable trays in New Horizons that could have slipped and dropped to the ground and there is a risk of electrocution. Ian reported that BPD would not handle it as it was a design problem</p> <p>Ian will be in discussion with Neil to get a new role set up to manage the Chemwatch administrator role and chemicals management as Kate will not be able to continue in the current role.</p>	
<p><b>NEXT MEETING</b></p> <p>Early Dec.</p>	