Minutes of the School of Civil Mining & Environmental Engineering Safety Committee (1/2006) held on Tuesday, 14th March at 2.30pm in 4.118

Attendance: Professor Brian Uy, (Chair) Julian Fyfe
Dr Alexandra Golab Dr Alex Remennikov
Mohammad Javdan-Mowlaei Joanne George
Ellen Manning (OH&S Officer) Norm Gal
Ian Laird Carmelle Scott (Secretary)

1. Preliminary Business
1.1 Apologies – Dr Mohammed Shahin
1.2 Confirmation of Minutes 3/2005, 4/2005
Confirmed as a true record. Moved Norm Gal, seconded Ellen Manning.
1.4 Action from Previous Meeting – progress reports
Students working alone unsupervised - buddy system working and lab attendance book is being filled in.
Equipment Register - Roles and Responsibilities of academic and technical staff. Document checked and circulated by Brian Uy.
1.5 Chair of Committee – Brian Uy suggested an independent person for the role rather than HOS. Joanne George was recommended and has accepted as the new Chair. Brian will nominate a person when he is unable to attend. Finance limit to be set that Joanne can authorise.
1.6 Suitable dates/times for 2006 Meetings – Time change:
2.30pm for 2nd May
2.00pm for 25th July
2.00pm for 19th September

2. Reports
2.1 Hazard and Incident Reporting – Trialled first then slowly released to UOW Community - now on line with idea that urgent jobs are acted on immediately and corrective action taken or they will get a reminder email. Forms link on 5 websites soon to be available.
2.2 OH&S Safety Initiatives and Roles and Responsibilities document to be brought to the next CME School meeting. OH&S Co-ordinator Ellen Manning to have a meeting with CME School and Technical Staff to discuss.

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<th>Date</th>
<th>Name</th>
<th>Item</th>
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<tbody>
<tr>
<td>14th March 2006</td>
<td>Ellen Manning</td>
<td>OH&amp;S Initiatives (doc)</td>
<td>Document to be circulated</td>
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<td>Roles and responsibilities for Labs and Personnel (draft doc)</td>
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<tr>
<td>14th March 2006</td>
<td>Brian Uy</td>
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Norm Gal had concerns that when an academic in charge of a lab is overseas, he should nominate someone to replace him in his absence. He also had safety concerns regarding the Radiation lab and students being unsupervised and working alone. It was suggested that Long Nghiem be approached for supervision of the Environmental Labs and Will Price from Chemistry be contacted for information?

2.3 Lab Safety Inspections not done in November. Try during recess. Separate Environmental from Civil and Mining between semesters. Need to be done before meeting 3/2006 on 25th July. Choose a couple of timeframes for self inspection. Academic and person working in that area to be present. Follow up and inspection reports to be chased up.

3. Other Business
3.1 Carol Graham has put together documentation and a kit available to students with the idea of organising a trouble free social event or BBQ etc. The guidelines cover alcohol responsibility and safety measures that must be met, approved and signed off by the Sub-Dean before the event can be proceed.
3.2 Chem Alert – last done in August 05. Inventory to be organised and discussed. Suggested Jade Kennedy could do the data entry. He will need to do training re chemicals purchased etc and be responsible for that area. Inventory database to be updated every six months.

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<td>14th March 2006</td>
<td>Ellen Manning</td>
<td>Chem Alert training, chemical inventory database entry/update</td>
<td>Discuss and organise training for Jade Kennedy</td>
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3.3 Work Cover audit of the CME School to be done later in the year.

3.4 Drop hammer equipment installed. Inspection and the commissioning of high risk equipment training and safety be discussed?

3.5 WAC Report
- Lab inspections and follow ups
- Risk assessments - supervisor signing off
- Safety manuals – Environmental lab manual on the web but Civil and Mining not yet.
- Equipment register

3.6 OH&S principles for manual handling issues - Cathy Andrew running a course.

3.7 Technical Staff not receiving information and need to be put on the email list.

3.8 Security swipe card access to the Environmental labs

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<td>14th March 2006</td>
<td>Ellen Manning</td>
<td>Security swipe card access to the Environmental labs - processing</td>
<td>Ellen to follow this up with Roma Hamlet</td>
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3.9 Biosafety to be discussed (Item for Agenda of Meeting 2/2006).

**Next Meeting:** Tuesday 2nd May, 2006, 2.30pm, Room 4.118.

**Meeting closed at 4.30pm**

Brian Uy  
Head of School of CME  
Chair of Safety Committee