SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (2/2007) held on Tuesday 29th May 2007, 1.30pm, Room 8G08

Attendance:
Joanne George (Chair)       Ellen Manning (OH&S Officer)
Julian Fyfe                   Dr Long Nghiem
Norm Gal                     Dr Alex Remennikov
Dr Hadi Khabbaz (rep Professor Indraratna) Carmelle Scott (Secretary)

1. Preliminary Business
   1.1 Apologies – A/Professor Naj Aziz, Ian Laird, Mohammad Javdan-Mowlaei.

2. Business Arising from Previous Minutes
   2.1 WAC Module 1 – OHS Training is on 16th July – all school committee members to attend. Ellen to check training records.
   2.2 Building 8 refurbishment – ongoing

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<th>Date</th>
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<tbody>
<tr>
<td>29th May</td>
<td>Joanne George</td>
<td>Swipe cards/access to Environ lab – back/front doors – multiple keys</td>
<td>Email Paul Mourtos, Blg 8 Refurbishment Co-ordinator</td>
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<td></td>
<td>Ellen Manning</td>
<td>Floor plans, repair or replace carpet, seal floor</td>
<td>Contact Paul Mourtos, Blg 8 Refurbishment Co-ordinator</td>
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3. Lab Safety Inspection/Audits

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<tbody>
<tr>
<td>29th May</td>
<td>Joanne George</td>
<td>Lab inspection timetable</td>
<td>Construct timetable to check actions – all committee members will be asked to commit a time over the recess</td>
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<td>Carmelle Scott</td>
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5. Reports
   5.1 Hazard and Incident Report – Carried over.
   5.2 Central Committee – Documents on Drugs and Alcohol, Hazardous Substances, Smoke free workplace, to be reviewed.
   5.3 Faculty/WAC – Lab inspections – 4 inspections a year. First Aid/Building Wardens decided at Faculty level.
   5.4 OH&S Officer’s Report – Workcover Audit. Engineering not being audited.
   5.5 Bio Safety Officer’s Report – Risk register updated.

6. Other Business
   6.1 Drop Hammer – Complete
   6.2 Committee representation

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<tr>
<td>29th May</td>
<td>Joanne George</td>
<td>Mining representative on committee</td>
<td>Email A/Prof Naj Aziz to suggest Dr Jan Nemcik</td>
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6.3 New Agenda format simplified. All members agreed.
6.4 OH&S Purchasing Guidelines – MSDS is required prior to purchase.

Date of Next Meeting: Tuesday 10th July 2007, 1.30pm, Room 8G.08 or as advised.

Meeting closed at 2.10pm

Joanne George
Chair