Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (4/2007) held on Tuesday 21st August 2007, 2.30pm in 1.105.

Attendance:

Julian Fyfe
Dr Jan Nemcik
Dr Long Nghiem
Dr Alex Remennikov
Dr Neaz Sheikh
Carmelle Scott (Minute Secretary)

1. Preliminary Business
   1.1 Apologies – Joanne George (Chair), Candace Gabelish, Mohammad Javad-Mowlaei, Dr Hadi Khabbaz, Ian Laird, Ellen Manning, (OH&S Officer)
   1.2 Confirmation of Previous Minutes 3/2007 (July meeting) carried over to next meeting. Although there were enough members to form a quorum, it was decided the meeting be postponed as no reports were forthcoming.

2. Business Arising from Previous Minutes
   2.1 WAC Module 1 – OHS Training on 16th July clashed with School Strategic Meeting and academic staff could not attend. Date of next WAC Module 1 OHS Training to be looked at and all school committee members to attend it.
   2.2 Building 8 refurbishment – ongoing. All staff moved to ground floor offices.

3. Lab Safety Inspection/Audits – Inspections to be carried out, supervisors to be nominated to do checks, follow-up initial inspections identifying areas needing corrective action and a list outlining what hasn’t been done. Problems arise as staff are not available and things are not getting done. This information and staff being unavailable to rectify problems to be passed to Ian Laird to present to WAC/School meeting.

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<tr>
<th>Date</th>
<th>Name</th>
<th>Item</th>
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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>May 2007</td>
<td>Carmelle Scott</td>
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5. Reports
   5.1 Hazard and Incident Report help reduce injuries. Reports to be sent to Supervisor. Nil report.
   5.2 Central Committee – Documents on Drugs and Alcohol, Hazardous Substances, Smoke free workplace reviewed – carried over
   5.3 Faculty/WAC – Report from Ian Laird
   5.4 OH&S Officer’s Report – carried over
   5.5 Bio Safety Officer’s Report – Nil

6. Other Business
   6.1 Committee representation – New members are Dr Long Nghiem representing Environmental and Dr Jan Nemcik - Mining.
   6.2 Vote of thanks extended to Norm Gal Norm who is retiring, in appreciation for his contribution as a long term committee member.

Date of Next Meeting: Tuesday 18th September 2007

Meeting closed at 2.50pm

Joanne George
Chair