



## SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (1/2008) held on Tuesday 26<sup>th</sup> February 1.30pm in 4.118.

### Attendance:

Candace Gabelish  
Ilan Laird  
Dr Jan Nemcik

Dr Long Nghiem)  
Ellen Manning (OH&S Officer)  
Carmelle Scott (Minute Secretary)

### 1. Preliminary Business

- 1.1 Apologies – Dr Alex Remennikov, Joanne George.
- 1.2 Confirmation of Previous Minutes 7/2007. Moved Candace Gabelish, seconded Dr Long Nghiem.

### 2. Business Arising from Previous Minutes

- 2.1 WAC Module 1 – OHS Training. Date of next WAC Module 1 Training is Wednesday 7<sup>th</sup> May 9-12.30pm, OH&S Unit, Bldg 36. Dr Long, Candace Gabelish, Carmelle Scott and HOS representative to attend. Nomination form available from [https://wss.uow.edu.au/owa/wss/WK8003\\$.Startup](https://wss.uow.edu.au/owa/wss/WK8003$.Startup)

Date	Name	Item	Action
26 <sup>th</sup> February 2008	Joanne George	Appointment of postgrad representative to committee	Email HOS requesting he appoint a postgrad rep.

3. **Lab Safety Inspection/Audits** – All self-inspections have been done but not followed up. Staff not available. Lab inspections and audit dates to be advised for 2008 – possibly in May.

### 4. Training

Date	Name	Item	Action
20 <sup>th</sup> November 2007	Ellen Manning	On line Safety Quiz	Ellen to develop with input and assistance from Eng students and Tech staff dealing with apparatus.

Date	Name	Item	Action
20 <sup>th</sup> November 2007	Joanne George	Environmental lab induction – single morning induction for post grads, honours and new staff to be done in Week 1.	Joanne to talk to HOS as a recommendation. Also how to resource it, venue, specific trainers
	Joanne George and Ian Laird	Lab inductions	Joanne and Ian to talk to Faculty WAC – also speak to Lorelle Pollard Fac Manager.

Exit signs in Soil Lab 4 still not working – ongoing.

### 5. Reports

- 5.1 Hazard and Incident Report. 5 incidents reported by Ellen Manning OH&S Officer.

Date	Name	Item	Action
26 <sup>th</sup> February 2008	Joanne George	Overcrowding in lab classes. Group numbers too big.	Email HOS to address problem and raise at next School meeting. Email all School staff – recommend running more classes of smaller groups

- 5.2 Central Committee meeting this morning. OH&S visits. Performance – 3 lost time injuries this year. Down to .85, much better compared with Industry – on par. Pushing pro-active approach to injury. Training still to be done.
- 5.3 Faculty/WAC – No meeting.
- 5.4 OH&S Officer's Report.
- 5.5 Bio Safety Officer's Report - Carried over.

## 6. Other Business

- 6.1 Building 8 refurbishment. People concerned they are being left out of the consultative process. Decisions are made without committee input and recommendations being ignored or overlooked. Some things still to be done. Extra benches in Radiation Lab. Wireless connection.
- 6.2 Meeting dates for 2008. An extra meeting between September and December to be decided. Ian Laird and Joanne to discuss and come up with an agreeable date.

Date	Name	Item	Action
20 <sup>th</sup> November 2007	Joanne George and Ian Laird	Inspections, follow up dates	Ian and Joanne to look at this.
	Ellen Manning	Inspections, follow up dates	Ellen to provide.

- 6.3 Radiation Safety Working Party - Dr Long Nghiem asked to be involved.

Date	Name	Item	Action
20 <sup>th</sup> November 2007	Joanne George	Terms of Reference – Committee membership	Joanne to follow this up.

**Date of Next Meeting: Tuesday 22<sup>nd</sup> July, 2008 in 4.118 at 1.30pm**

Meeting closed at 2.50pm

Joanne George  
**Chair**