



SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (3/2008) held on Tuesday 22nd July, 1.30pm in 4.118.

Attendance:

Joanne George (Chair)
Ellen Manning (OH&S Officer)
Dr Jan Nemcik
Dr Long Nghiem

Dr Alex Remennikov
Dr Cholachat Rujikiatkamjorn
Dominic Trani
Carmelle Scott (Minute Secretary)

1. Preliminary Business

- 1.1 Apologies – Ian Laird
- 1.2 Confirmation of Previous Minutes 3/2008. Moved Dr Alex Remennikov. Seconded Dr Cholachat Rujikiatkamjorn.

2. Business Arising from Previous Minutes

- 2.1 Welcome to new committee members Dr Cholachat Rujikiatkamjorn and Dominic Trani.

3. Lab Safety Inspections/Audits

Date	Name	Item	Action
2008 22 nd July	Carmelle Scott	Re-inspection audit	To ask Roma for an up to date copy to give to Joanne
	Joanne George	Audit report from re-inspection	Joanne to email Buddhima to discuss and committee to get a copy

Laboratory self-inspection dates will take place on:	Follow up inspections will take place on:
Tuesday 30 th September 2008	Tuesday 28 th October, 2008

4. **Training** - WAC Module 1 – OHS Training. Date of next WAC Module 1 Training is Wednesday 9th October 9am - 12.30pm, OH&S Unit, Bldg 36. Dr Long, 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)
Radiation training on 8th August 2008 – Dr Long Nghiem to attend.

5. Reports

- 5.1 Hazard and Incident Report. Nothing to report.
- 5.2 Central Committee. Code of Conduct discussed. Policy document to be finalized (up for review).
- 5.3 Faculty/WAC. No report.
- 5.4 OH&S Officer's Report. 2 incidents across faculty. Security issues relating to restricted access – people need to lock doors. Gas transport. Minimal spill in Chemistry. Changes to self-inspection form. Faculty has agreed to pay someone 50 hours to up date Chem Alert.
- 5.5 Bio Safety Officer's Report – no meeting so nothing to report.

6. Other Business

- 6.1 Building 8 refurbishment. Wireless connection needed, hands-free tap. radiation room lock.
- 6.2 Review of CME Laboratory safety manuals

Date	Name	Item	Action
2008 22 nd July	Dr Cholachat Rujikiatkamjorn	Safety Manuals for Civil and Mining	All to review.
	Joanne George and Dr Long Nghiem	Safety Manuals for Environmental	

- 6.3 Safe Work Procedures. Not up to standard. Needs reviewing. Equipment not to be used until a Safe Work Procedure has been developed and approved. Standard signage to this effect to be placed on equipment not being used.

Date	Name	Item	Action
2008 22 nd July	Joanne George, and Dr Cholachat Rukikiatkamjorn	Safe Work Procedures	Joanne and Cholachat to discuss with Buddhima

Date of Next Meeting (Extraordinary) Wednesday 17th December 2008.

Meeting closed at 2.50pm

Joanne George
Chair