



SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (1/2009) held on Tuesday 9th March 2.30pm in 4.118.

Attendance:

Dr Jan Nemcik (Acting Chairman)
Ellen Manning (OH&S Officer)
Wayne Ireland (OH&S Officer)
Dr Vinod Jayan Sylaja

Dr Cholachat Rujikiatkamjorn
Dominic Trani
Tara McIntyre (Minute Secretary)

1. Preliminary Business

1.1 Apologies – Adam Kiss, Dr Long Nghiem (on leave), Dr Alex Remennikov, Ian Laird.

1.2 Confirmation of Previous Minutes 4/2008. Minutes confirmed.

2. Business Arising from Previous Minutes

No previous action items were discussed.

3. Lab Safety Inspection/Audits – It was noted that lab self-inspection forms would be distributed during the week beginning the 6th April 09.

4. Training

4.1 Bio Safety training will be conducted on the 16th and 17th April, which will cover sealed and unsealed sources. A senior first aid course will also be conducted, anyone interested will need to see Ellen Manning regarding times and dates.

5. Reports

5.1 Hazard and Incident Report. Continued issue of offices in building 4, top floor, overheating. Ellen Manning has discussed the problem with Buildings and Grounds and suggested installing external shades on the windows. Request was denied as it was too expensive. Another suggestion is installing ceiling fans in the offices affected. Ellen Manning will talk to Buildings and Grounds.

5.2 Central Committee. External audit of the University OHS System will be done in 2010 by Work cover. It was also noted that Radiation waste need to be disposed of at the waste store.

5.3 Faculty/WAC. Ellen to discuss at the next Faculty WAC meeting the issue's with security of money being kept in the Engineering Enquiry Centre. Noted at the last WAC meeting that ISEM and IPRI have created their own safety committee.

5.4 OH&S Officer's Report. Introduction of the new Safety Officer, Wayne Ireland. Wayne's first actions as the new safety officer consist of learning the Faculty's safety database, update the Faculty's lab supervisors and lab locations, update the equipment register and move Safe Work Procedures onto Safety Net. Wayne also noted that staff need MSDS's in a hard copy form if there is no access to soft copy. MSDS's must be up to date and less than 5 years old.

5.5 Wayne reported he is currently looking into the Faculty Safety Database and trying to update equipment registers. He has begun transferring SWP's onto Safety Net. He has noticed a non compliance.

5.6 Bio Safety Officer's Report. No new issues. Annual Bio Safety self assessment is due. There is no representative for Engineering.

6. Other Business

6.1 Building 8 refurbishment. Adam Kiss needs to report at next meeting.

6.2 Outstanding actions on last inspections. Wayne to liaise with Tara in order to get outstanding actions corrected during next lab inspections.

- 6.3 Discussion regarding lab supervisors. Lab supervisors list has been updated and due to the building 6 demolition, all labs have been moved to Coniston.
- 6.4 Change of meeting time. Discussion regarding suitable time to move the meeting to, however times were not suitable for all. Need to discuss change of meeting time with all committee members.
- 6.5 Postgraduate Matters. No student can be working in labs after hours alone. They need to be accompanied by another student. There is no after hours access with high risk equipment.

Date of Next Meeting: 21st April 2009

Meeting closed at 3:25pm

Jan Nemcik
Chair