



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

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (4/2008) held on Tuesday 9<sup>th</sup> September, 1.30pm in 4.118.

### Attendance:

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 and Dr Long Nghiem
- 1.2 Confirmation of Previous Minutes 4/2008. Moved. Seconded

### 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 <sup>nd</sup>	Carmelle Scott	Re-inspection audit	To ask Roma for an up to date copy to give to Joanne
July	Joanne George	Audit report from re-inspection	Joanne to email Buddhima to discuss and committee to get a copy

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

4. **Training** - WAC Module 1 – OHS Training. Date of next WAC Module 1 Training is Wednesday 9<sup>th</sup> 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 8<sup>th</sup> 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 <sup>nd</sup>	Dr Cholachat Rujikiatkamjorn	Safety Manuals for Civil and Mining	All to review.
July	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.

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

**Date of Next Meeting (Extraordinary) Wednesday 17<sup>th</sup> December 2008.**

Meeting closed at 2.50pm

**Chair**