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

Attendance:
Ellen Manning (OH&S Officer)  
Dr Jan Nemčík  
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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Person</th>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>Carmelle Scott</td>
<td>Re-inspection audit</td>
<td>To ask Roma for an up to date copy to give to Joanne</td>
</tr>
<tr>
<td>22nd July</td>
<td>Dr Cholachat Rujikiatkamjorn</td>
<td>Audit report from re-inspection</td>
<td>Joanne to email Buddhima to discuss and committee to get a copy</td>
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</tbody>
</table>

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


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 update 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

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<tr>
<td>2008</td>
<td>Dr Cholachat</td>
<td>Safety Manuals for Civil and Mining</td>
<td>All to review.</td>
</tr>
<tr>
<td>22nd July</td>
<td>Dr Long Nghiem</td>
<td>Safety Manuals for Environmental</td>
<td></td>
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</table>
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.

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<tr>
<td>2008</td>
<td>Joanne George, and Dr Cholachat Rukikiatkamjorn</td>
<td>Safe Work Procedures</td>
<td>Joanne and Cholachat to discuss with Buddhima</td>
</tr>
</tbody>
</table>

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

Meeting closed at 2.50pm

Chair