



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

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (2/2009) held on **Tuesday 21<sup>st</sup> April 2009 at 2.30pm**

<b>Committee Membership</b> Dr Vinod Jayan Sylaja Ian Laird Dr Jan Nemcik (Acting Chairman) Dr Alex Remennikov	Dr Cholachat Rujikiatkamjorn Dominic Trani Roma Hamlet (Minute Secretary)
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### 1. Preliminary Business

#### 1.1 Apologies

Wayne Ireland (attending Phys. Safety Meeting), Ellen Manning (attending MMM Safety Meeting), Long Nghiem

#### 1.2 Confirmation of Previous Minutes 1/2009

Confirmed

### 2. Outstanding Action Items from Previous Minutes

Date	Item	Action
9.3.2009 21.4.2009	Heat in Bld 4 offices Internal door to Bld 1 to be left open to assist with air circulation. Incident reports to be submitted.	Ellen to discuss with Bld's & Gnds Complete
9.3.2009 21.4.2009	Money being kept in EEC EEC has a safe. Faculty has policy of no money to be collected.	Ellen to discuss at next WAC To be discussed with Ellen
9.3.2009 21.4.2009	Bld 8 refurbishment	Adam Kiss to report to next meeting Adam Kiss to be invited to next meeting
9.3.2009	Outstanding actions from lab inspections	Outstanding action items to be corrected for lab self-inspections

### 3. Lab Safety Inspection/Audits

- 18 Inspection checklist distributed 09/04/2009
- 2 returned as of 12.00pm 21/04/2009
- Due Friday 1 May.

Contractor's induction to be followed up with Wayne Ireland. Access to High Bay discussed. Wayne Ireland to be asked about SWP non-compliance found, as noted in minutes of last meeting.

### 4. Training

Nothing to report.

### 5. Reports

#### 5.1 Hazard and Incidents

- No new Hazards/incidents reported under CME since last meeting.
- One report with outstanding corrective actions [Wayne Ireland and Alan Grant working through]

#### 5.2 Central Committee

Incident Report numbers are dropping due to controls that are being put into place with on-line SWPs, and also lack of awareness of incident reporting. The severity of incidents has dropped, partially due to training and risk assessments. There have been more Workers Compensation Claims but the incidents have been low. There will be a Workcover audit in 2010. Safety documents are being reviewed.

#### 5.3 Faculty/WAC

IPRI and ISEM have their own WAC Committee.

#### 5.4 OH&S Officer's Report

- 2 safe work procedures listed under CME on SafetyNet, both under review
- Having difficulty in locating listed risk management documentation for equipment.
- Working through listed CME labs, updating equipment register.

#### 5.5 Bio Safety Officer's Report

Faculty does not have a Bio Safety Officer.

**6. Other Business**

## 6.1 Equipment Maintenance Register

Wayne Ireland is looking into this.

## 6.2 Lab Class Sizes

Noted that lab class sizes are becoming larger and student numbers are reaching a stage where it is an OHS issue.

Dr Jan Nemcik

**Acting Chairman**

**Outstanding Action Items 21st April 2009**

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9.3.2009	Outstanding actions from lab inspections	Outstanding action items to be corrected for lab self-inspections
21.4.2009	Contractor's inductions to engineering areas	Wayne Ireland to follow up
21.4.2009	SWP Non-compliance	Wayne Ireland to report to next meeting