


SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (3/2009) held on **Tuesday 28th July 2009 at 2.30pm in Blg 4.118**

Attendance Dr Long Nghiem (Chairman) Ian Laird Dr Cholachat Rujikiatkamjorn Dominic Trani	Adam Kiss Ellen Manning (OH&S Officer) Roma Hamlet (Minute Secretary)
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1. Preliminary Business

- 1.1 Apologies - Jan Nemcik, Wayne Ireland
- 1.2 Confirmation of Previous Minutes 2/2009
Confirmed.

2. Outstanding Action Items from Previous Minutes

Date	Item	Action
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
28.7.2009	Money collected by EEC for field trip. Discussion on amount of money held in offices and when banked.	Roma to discuss at AA meeting and take to WAC meeting.
9.3.2009 21.4.2009 28.7.2009	Bld 8 refurbishment Refurbishment complete.	Adam Kiss to report to next meeting Adam Kiss to be invited to next meeting Complete
9.3.2009 28.7.2009	Outstanding actions from lab inspections Discussed under OHS Officer report	Outstanding action items to be corrected for lab self-inspections Autumn Inspections complete
21.4.2009 28.7.2009	Contractor's inductions to engineering areas Ongoing	Wayne Ireland to follow up Wayne Ireland to follow up
21.4.2009 28.7.2009	SWP Non-compliance Long to obtain list from Wayne	Wayne Ireland to report to next meeting Long to give list to HOS

3. Lab Safety Inspection/Audits

Autumn Inspections completed.

4. Training

All Committee members to complete Safety Committee Training. Email to be sent to Committee Members regarding upcoming training. New postgrad representative maybe required for next meeting. Dominic Trani to ask for nominations.

5. Reports

- 5.1 Hazard and Incidents
Corrective action completed on noted report.
- 5.2 Central Committee
WAC Chairs attended last meeting. Report on efficiency of WAC's tabled. Safety items need to go to HOS. Slips, trips and falls aren't always being reported to be brought up at next School Committee Meeting.

5.3 OH&S Officer's Report

Outstanding Action Items from Previous Minutes

9.3.2009	Outstanding actions from lab inspections	Outstanding action items to be corrected for lab self-inspections [Refer point 3]
21.4.2009	Contractor's inductions to engineering areas	Wayne Ireland to follow up [ongoing]
21.4.2009	SWP Non-compliance	Wayne Ireland to report to next meeting [See OHS officers report]

Lab Safety Inspection/Audits

- Repair lighting in 4.G19, 4.G20 –**COMPLETED**
- First aid personnel signage for 4.G25 – **ONGOING**
- Hazard identification door signage for 4.G25, 4.G29, 8.G27 – **ONGOING**
- Update RACE posters across all labs – **ONGOING**
- E-tagging of electrical appliance across school – **ONGOING**
- Inspection of all listed first aid kits to ensure they are fully stocked and items within use by date– **ONGOING**

Reports

Hazard and Incidents

10/06/2009 – Personal injury -Sore back possibly a result of computer workstation set-up- **corrective actions completed**

OH&S Officer's Report

Faculty safety database list the following for CME:

30 pieces of equipment rated high risk
6 SWP listed for high risk equipment
77% of high risk equipment not covered by any risk management documentation

83 pieces of equipment rated medium risk
12 SWP listed for medium risk equipment
85% Of high medium equipment not covered by any risk management documentation

Full audit of all labs/workshops in relation to equipment and risk management documentation will be commencing shortly.

6. Other Business

Workcover Audit

Workcover will be conducting an audit next year and it is possible the CME labs will be audited. Workcover will also be on campus next week, 4th August. Noted the legislation is changing.

Students in Labs After Hours

Anyone working out of hours must have permission to be in labs. No undergraduate students to work out of hours. Log book to be used. Supervisors to be made aware of the situation and wait for procedure from the Faculty. To be brought to the attention of HOS to send an email to all students. Ellen to ask Ron Marshall to send to whole of Faculty.

Cleaning of Lab

To be brought up with academic supervisor of the area

Incident of soil

Soil brought into lab without risk assessment, and heated producing fumes throughout building.

Date of Next Meeting

Tuesday, 15th September, 2.30pm 4.118.

Dr Long Nghiem
Chairman

Outstanding Action Items

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28.7.2009	WAC Committee Member Training	Email of training courses to be sent to Comm. members.
28.7.2009	New Committee postgrad rep	Dominic Trani to request nomination of new rep.
28.7.2009	Students working after hours in labs	Ellen to request Ron Marshall to send email to all of Faculty.