



SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (4/2009) held on Tuesday 15th September 2009, 2.30pm in 4.118.

<p>Attendance: Dr Long Nehalem Dr Vinod Jayan Sylaja</p> <p>Ian Laird Dr Jan Nemcik Dr Alex Remennikov</p>	<p>Dr Cholochat Ruijikiatkamjorn Nayoma Tennakoon Adam Kiss Ellen Manning/Wayne Ireland (OH&S Officers)</p> <p>Samantha Constantinou (Minute Secretary)</p>
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1. Preliminary Business

- 1.1 Apologies – Alex Remennikov, Dr Jan Nemcik, Adam Kiss, Nayoma Tennakoon.
- 1.2 Confirmation of Previous Minutes 3/2009. Moved Dr Long Nghiem, seconded Ian Laird.

2. Outstanding Action from Previous Minutes

Date	Item	Action
9.3.2009	Money being kept in EEC	Take off agenda
21.4.2009	EEC has a safe. Faculty has policy of no money to be collected.	Refer to WAC to clarify nature of problem
28.7.2009	Money collected by EEC for field trip. Discussion on amount of money held in offices and when banked.	
21.4.2009	Contractors inductions to engineering areas	Wayne following up on ongoing process of inductions (localized and general) for contractors. Liaising with B/G on compilation of list highlighting high risk areas. Form will eventually be distributed to faculty academics.
28.7.2009	Ongoing	
21.4.2009	SWP Non-Compliance	Work in progress with a new equipment audit being compiled. Liaise with Heads of school and Dean on who will write SWP's . Wayne to follow up
28.7.2009	Long to obtain list from Wayne	Long to give list to HOS

28.7.2009	WAC Committee Member Training	Wayne to confirm with PODS and email members. Radiation training to be discussed with Bill Zealey. Wayne to follow up
28.7.2009	New Committee postgrad rep	Nayoma Tennakoon Email: smkt319@uow.edu.au
28.7.2009	Students working after hours in labs	After hours form a work in progress. Wayne putting together.

3. Lab Safety Inspection

Mostly completed and mostly addressed. Spring Inspections due in two weeks

4. Training

Members to check web kiosk site for upcoming training and next date of WAC Module 1-OHS training. Ian Laird looking into next WAC module.

5. Reports

5.1 Hazard and Incident

Two incidents. . High bay incident will be discussed at a meeting with Chris. Wayne to attend. Clutter and access/thoroughfare with G.28 issues to be raised.

5.2 Central Committee – policy changes and reviews to be referred to on web before inspection. Students to refer to materials handling policy.

5.3 Faculty/WAC – Wayne dealing with ongoing issues and investigating new policies to put in place regarding electric shock monitoring and medical care associated with.

5.4 OH&S Officer's Report – electric shocks always to be reported to OH&S. Recent change in policy. Equipment audit now a main priority.

6. Other Business

6.1 Next CME meeting to be confirmed by Roma and members notified. Samantha following up.

Date of Next Meeting: TBA

Meeting closed at 3.20pm

Dr Long Nghiem
Chairman

Outstanding Action Items

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