SCHOOL OF CIVIL MINING & ENVIRONMENTAL ENGINEERING SAFETY COMMITTEE MEETING

Minutes of the School of Civil Mining & Environmental Engineering Safety Committee Meeting (3/2010) held on Tuesday 27th July 2010 at 2.30pm in Blg 4.118

Attendance:
- Dr Long Nghiem (Chairman)
- Dr Vinod Jayan Sylaja
- Ian Laird
- Dr Jan Nemcik
- Dr Alex Remennikov
- Dr Cholachat Rujikiatkamjorn
- Nayoma Tennakoon nct096@uow.edu.au
- Faisal Hai
- Alan Grant
- Wayne Ireland (OH&S Officer)
- Roma Hamlet (Secretary)

1. Preliminary Business
   1.1 Apologies – Ian Laird
   1.2 Confirmation of Previous Minutes 1/2010 – Confirmed.

## Outstanding Action Items from Previous Minutes

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>21.4.2009</td>
<td>SWP Non-Compliance</td>
<td>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 Long to give list to HOS</td>
</tr>
<tr>
<td>28.7.2009</td>
<td>To obtain list from Wayne</td>
<td>Long to contact Lab Supervisors of G19 &amp; G20 and 8.GS1 to do SWP for High Risk Equipment. Long contacted Jerry Ongerth but he is currently overseas. Ongoing.</td>
</tr>
<tr>
<td>8.3.2010</td>
<td>HOS would like a sticker on equipment showing SWP etc. Risk level of equipment to be identified.</td>
<td>Complete.</td>
</tr>
<tr>
<td>27.7.2010</td>
<td>Variety of sticker sizes to be used. Final approval at HOS meeting Tues. 3rd Aug. Danger tags will be placed on equipment without SWPs.</td>
<td></td>
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<td>8.3.2010</td>
<td>Staff are incorrectly assessing risk score when completing forms. Lab Keys not to be issued until Lab training is complete. Wayne is producing procedure for HOS. WAC Committee approved Out of Hours form (tabled). Noted some areas of the Faculty do not allow Out of Hours access while others have restricted access. Procedure for room access tabled. Time period for out of hours access to be determined by Supervisor.</td>
<td>Wayne to provide procedure at next CME Safety Meeting.</td>
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<td>27.7.2010</td>
<td></td>
<td>Complete.</td>
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20.4.2010  Gas monitor in lab not programmed. Gas monitors are now programmed and working. Ian Laird to do calibration of sensors every 12 months.

Ian Laird to calibrate gas monitors.

27.7.2010  Rats in room 4.142

Julie to check with Tara on status. This has been reported to Buildings and Grounds BEAMS – the room has been checked. Roma Hamlet to put in BEIMS request.

Gas monitor in lab not programmed. Gas monitors are now programmed and working. Ian Laird to do calibration of sensors every 12 months.

3. Lab Safety Inspection/Audits

Follow-up lab inspections have been held. Mine Planning Lab and CT Scanner Room were unable to be accessed, along with area at Ralph Black Drive.

Action: Wayne Ireland to carry out these inspections over the next few weeks.

4. Training

No report.

5. Reports

5.1 Hazard and Incidents

- Student sucked up methanol through a pipette using mouth. There was no injury and risk assessment and student counseling has been carried out.
- Housekeeping Hazards identified in lab inspection of 8.129.

Action: Wayne Ireland and Faisal Hai to carry out corrective actions.

5.2 Central Committee

No report.

5.3 Faculty/WAC

Last scheduled meeting did not occur due to lack of a quorum. Wayne Ireland is contacting postgraduate students to act as the postgraduate representative on the Committee.

4. OH&S Officer's Report

CME Lab Manual has been reviewed and updated.

Action: Wayne Ireland and Alan Grant to check manual and then send to Roma Hamlet for distribution to the Committee

Risk Score Re-tagging queried and discussed. Suggested SWPs to be discussed with Wayne Ireland and the highest score rate to be used.

5. Outstanding SWPs

Heads of School are requesting a full list of SWPs for next week’s Head of School meeting. Action: All school staff that have any SWPs that are not on the Faculty database or on Safety Net please send them to Wayne Ireland for inclusion in the Faculty database.

Other Business - No other business.

7. Date of Next Meeting - 14th September 2010

Dr Long Nghiem
Chairman

Outstanding Action Items

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<td>Follow-up Lab Safety Inspections</td>
<td>Wayne Ireland to carry out inspections of Mine Planning Lab, CT Scanner Room and area at Ralph Black Drive.</td>
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<td>Inspection of 8.129</td>
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