



THE UNIVERSITY OF
MELBOURNE

The University of Melbourne

DEPARTMENT OF ELECTRICAL & ELECTRONIC ENGINEERING

Minutes of Departmental Environment Health and Safety Committee Meeting No. 2/2004

Held at 3.00 pm on Thursday, 6 May 2004
In the Board Room – 3rd Floor

Present

Members:

Karl Cirulis
Greg Boyle
Manik Attygalle
Doreen Thomas
Peter Dower
Mark Raphael (chairman)
Larissa Brindle
Marcus Brazil (minutes)
May Ong
Kelvin Halsey
Masud Bakaul
Nishaanthan Nadarajah

Apologies

Iven Mareels
Jan Richardson-Brown
Bill Sheih

Absent

Jen Davoren

1. Welcome/Committee Structure

Karl Cirulis declared the meeting open. He noted that the committee meets the membership requirements of the Health and Safety Committee Procedures, but that that document will need updating.

2. Appoint a Chairperson

Mark Raphael was elected as chairperson of the committee (proposed by Doreen Thomas, seconded by Mark Raphael).

Doreen Thomas was elected as vice chairperson (proposed by Mark Raphael, seconded by Doreen Thomas).

It was agreed that the committee should meet about every 3 months.

3. Incident Reports

Karl Cirulis reported on two recent injuries in the department, an RSI injury and a cut (resulting in a day's absence). May Ong noted that there have only been about 5 reportable incidents in the last year. Karl Cirulis presented some statistics demonstrating that Engineering has a very good safety record when compared to other faculties in the University.

4. Report From Faculty EHS meeting

Karl Cirulis reported that the main topic of the meeting was the upcoming audits: - internal Safety Map audits and an external Work Safe audit. The latter audit would focus on chemical safety following a serious chemical explosion at Monash last year. This would not be a major concern for the department as only a very small number of chemicals are used here, and their use is very carefully regulated.

The Safety Map audit was discussed as the next item.

Action- Proposed that specific training programs be included in staff development and training resource. Currently most training advertised as run on a Dept needs basis.

5. Audit Schedules – Safety Map

Karl Cirulis discussed the upcoming internal Safety Map audit which will take place on 26 May. He highlighted a couple of the areas to be audited which need some action taken before that date:

- 3.2.1 Top management need to be able to demonstrate an awareness of Health and Safety legislation; and
- 3.3.2 Training of staff in their H&S obligations (such as their duty of care towards students) needs some attention

Action- Karl and May will check the EHS training matrix against staff records and make all staff without recent training aware of the appropriate courses they should take from the Risk Management Office.

Peter Dower discussed the fact that many staff, even those recently inducted, are not familiar with departmental safety procedures. Doreen Thomas suggested that Karl Cirulis highlight some of the most important aspects of the EEE Safety Manual (which is now online) at the next Departmental Meeting.

Action- Karl will raise all these matter with staff at the upcoming Departmental Meeting.

6. Safety Objectives – Safety Map 4

Karl Cirulis discussed the main changes in Safety Map 4 in relation to the department: there should be defined, measurable safety objectives as part of the department's operational plan; and document control should be improved.

Action- These are both on Mark Raphael's list of things to do.

<p>Meeting closed : 4.15 pm Next Meeting : T.B.A Time: Room: Board Room, Level 3</p>
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