



THE UNIVERSITY OF  
MELBOURNE

## **The University of Melbourne**

### **DEPARTMENT OF ELECTRICAL & ELECTRONIC ENGINEERING**

#### **Minutes of Departmental Environment Health and Safety Committee Meeting No. 3/2004**

**Held at 2.30 pm on Wednesday, 1 September 2004  
Board Room – 3<sup>rd</sup> Floor**

#### **Present**

##### *Members:*

Karl Cirulis  
Greg Boyle  
Manik Attygalle  
Peter Dower  
Larissa Brindle (minutes)  
Marcus Brazil  
May Ong  
Kelvin Halsey  
Iven Mareels (acting chair)  
Jan Richardson-Brown  
Bill Sheih  
Stephanie Lam (NICTA HR)  
Natalie Cooney (NICTA HR)

#### **Apologies**

Doreen Thomas  
Mark Raphael  
Nishaanthan Nadarajah

#### **Absent**

Jen Davoren  
Masud Bakaul

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#### **1. Apologies/Acceptance of Minutes from last meeting**

Iven Mareels declared the meeting open. Karl Cirulis gave the apologies. Committee accepted the minutes from the last meeting.

## **2. Incident Reports**

Karl Cirulis reported one incident in the department a slip and fall on the stairs. There were no other incidents.

## **3. Faculty Audit Report**

Karl Cirulis reported that the department did well on the recent audit however the Faculty did not fair as well. The Faculty will be externally audited during September and although Electrical and Electronic Engineering is not on the schedule there is a chance that there will need to be an external audit conducted.

He also advised of the establishment of a new risk register for the department to provide a brief overview of the different department areas risk issues.

Iven Mareels queried whether the University conducts regular eye tests. He was advised that within our department they are only required for laser safety requirements in PRL He also asked if the department has enough first aid officers and was advised that we meet the required quota.

*Action- Karl to distribute the risk register.*

## **4. SafetyMap Progress and EHS Training**

Karl showed a table of all supervisors that are required to complete the Roles and Responsibilities Training. Iven requested that all Priority 1 Supervisors must complete this by the end of the month. Peter Dower and Iven Mareels also proposed that all post graduate students complete the minimum requirement for CPR training.

*Action- Karl to send out new training schedule.*

Karl proposed that in the future training should be competency based and that all new staff members and visitors be tested as part of the induction process.

## **5. NICTA**

The committee welcomed the NICTA HR representatives, Stephanie Lam and Natalie Cooney. Karl noted that our EHS policies were similar to NICTA's and the only real difference related to the reporting of incidents. Iven Mareels enquired as to who would be the NICTA representative on the board and was advised that Bill Sheih would be available.

**6. Other Business**

None

**Meeting closed : 3.00 pm**  
**Next Meeting : T.B.A**  
**Time:**  
**Room: Board Room, Level 3**