UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Agenda

Agenda for the meeting Tuesday, February 13\textsuperscript{th}
Building 22, G22 10:00am – 12:00pm

1. Preliminary Business
   i. Apologies:
   ii. Attendance
   iii. Welcome to the Deans’ Representative, Professor Patrick Crookes (H&BS)
   iv. Confirmation of Previous Minutes.
   v. Order of business and starring of items.

2. Business Arising

2.1. OH&S Committee Membership Terms

Discussion of OH&S Committee terms of membership.

2.2. Documents for Review

See 3.2.6

Darren Smith/Daniel Leo

3. Reports

3.1. Chairperson’s Report – (Julie Gray)

Nil.

3.2. OH&S Unit Report

3.2.1. OHS Performance

Workers Compensation Summary

The number of new workers compensation claims reported in January was 6 which included 2 journey claims. One of the journey claims included lost time.

3.2.2. WorkCover Notifiable/Significant Incidents

Nil.

3.2.3. New Items:

WorkCover Audit 2007

WorkCover has confirmed with the University that an OHS management system audit is to be conducted as per self insurance requirements during 2007. WorkCover will notify the University 8-6 weeks prior to the date of the audit. In the meantime, the OHS Unit continues
to refine the OHS management system in line with self insurance requirements and assist and monitor in the implementation of the system.

**Internal OHS Verification Audit Schedule**

The OHS unit has revised the internal OHS verification schedule for 2007. The following units will be audited to verify implementation of the OHS management system:

- Civil Mining and Engineering
- Buildings and Grounds
- Chemistry/IPRI
- Biological Sciences
- Engineering Physics

**3.2.4. Outstanding Items**

**Training Guidelines**

Feedback on the pilot of the OHS Training Guidelines is to be conducted in early February 2007 via a meeting with area representatives. Improvements are to be made to the OHS training system following this meeting with roll out expected mid year.

**Purchasing Guidelines**

Feedback was sought from purchasing officer representatives on the implementation of OHS improvements in eProcurement. Implementations of the changes are expected to be released after testing has been completed.

**3.2.5. Training**

There were 3 OHS Courses conducted in January for 23 participants. The focus of these training courses included OH&S competency training, Chem Alert and building warden training.

**3.2.6. OHS Management Documentation for Review**

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents available for comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electrical Safety Guidelines</strong> - A revised guideline for electrical testing and tagging has been produced. This document reflects the recent changes in the electrical testing guidelines in the OHS Regulations. This document is now available for comment. To review the draft guidelines click <a href="#">here</a>.</td>
<td>1/02/07</td>
<td>28/02/07</td>
</tr>
<tr>
<td>Comments are welcome on this document up to the close of the review period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resolving an OHS Hazard or Issue</strong> - A revised process for resolving an OHS hazard or issue has been produced. This document reflects the process including SafetyNet. This document is now available for comment. To review the draft guidelines click <a href="#">here</a>.</td>
<td>30/01/07</td>
<td>28/02/07</td>
</tr>
<tr>
<td>Comments are welcome on this document up to the close of the review period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dangerous Goods Storage and Handling Guidelines</strong> - A revised guideline for the storage and handling of dangerous goods has been produced. This</td>
<td>23/01/07</td>
<td>28/02/07</td>
</tr>
</tbody>
</table>
document reflects the recent changes in the management of dangerous goods. This document is now available for comment. To review the draft guidelines click here.

Comments are welcome on this document up to the close of the review period.

**Purchasing Guidelines** - The University's Purchasing Guidelines are currently under review by a working party formed from the OHS Central Committee. To review the current guidelines click [here](#). As this document is still in progress no comment closure date has been assigned.

| 2006 | 28/2/07 |

4. **General Business**

4.1. **2006 Annual Summary of OH&S Performance**

Please see attached summary.

Darren Smith

4.2. **WAC Survey Results**

Please see attached summary.

5. **Late Business**

**Next Meeting**

*20th March 2007, Administration Building, Room 304*