1. Preliminary Business

1.1. Apologies
- John Steele (Director of Personnel & Management Representative)
- Lynne Wright (Director of EEO)

1.2. Attendance
- Bruce Flint (Director of B&G and Management Representative)
- Julie Gray (CPSU Rep & Committee Chair)
- Peter Gray (WAC Representative for Library & ITS)
- Wayne Ireland (WAC Representative for Buildings & Grounds & Accommodation Services)
- Ian Laird (WAC Representative for Engineering & Informatics)
- Daniel Leo (OHS Coordinator & Representative for Administration, Arts, Student Services, Commerce, Law, Education)
- Pieter Moerkerken (NTEU Representative)
- John Patterson (Deputy Vice Chancellor (Op) & Management Representative)
- Will Price (Head of Department (Chemistry) & Management Representative)
- Kellie Ridges (WAC Representative Health & Behavioural Science, Science & Creative Arts)
- Muttucumaru Sivakumar (A/PR Civil, Mining & Environmental Engineering and Management Representative)
- Darren Smith (Acting OHS Manager)

Alternates
Nil

Other
- Michael Negendahl (OHS Officer & Committee Secretary)
- Richard Walsh (ITC)
- Jenny Smith (Unicentre)

1.3. Special welcome to guests
The Committee welcomes the Deans representative for this meeting, Professor Patrick Crookes along with the new members of the Committee, Peter Gray, Kellie Ridges and Muttucumaru Sivakumar.

1.4. Confirmation of Previous Minutes
The previous minutes were accepted without change.
1.5. **Starred items**  
The following items were starred for discussion:

- 2.1 OH&S Committee Membership Terms  
- 3.2.6 Documents for Review  
- 4.1 2006 Annual Summary of OH&S Performance  
- 4.2 WAC Survey Results  
- 4.3 Policy Review

2. **Business Arising**

2.1. **OH&S Committee Membership Terms**  
Darren Smith and Julie Gray informed the Committee of the recent turnover in the Committee membership. As a result of this turnover, Darren requested that if any additional members were currently considering stepping down from their positions on the Committee if they could do so at a later date to ensure continuity within the Committee.

Darren Smith noted that with the review of the Committee’s Constitution later in the year, the inclusion of a stated 2 year term for members will be considered.

2.2. **Documents for Review**  
See 3.2.6

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

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<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
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<tr>
<td>Documents available for comment</td>
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<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 here.</td>
<td>1/02/07</td>
<td>28/02/07</td>
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<td>Comments are welcome on this document up to the close of the review period.</td>
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<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 here.</td>
<td>30/01/07</td>
<td>28/02/07</td>
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<td>Comments are welcome on this document up to the close of the review period.</td>
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<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>
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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

Discussions were held on each document for review.

- **Electrical Testing and Tagging Guidelines** – Suggestion to include responsibilities to re-test equipment.
- **Resolving an OHS Hazard or Issue** – Suggestion to include a step for escalation in the event the hazard is not controlled appropriately through the current process.
- **Dangerous Goods Storage and Handling** – Daniel Leo informed the Committee that the document was being held pending the National Code being released to incorporate this into the document. It was also raised that the document focused on the storage of hazardous substances as opposed to the actual use of the substance.
- **Purchasing Guidelines** – It was raised that the document read more like recommendations than guidelines on purchasing. Darren Smith informed the Committee that the document is awaiting finalised direction from the eProcurement Manager before setting out definitive guidelines for purchasing from an OHS perspective.

**ACTION**

1. OHS Unit to review draft documents and make appropriate changes prior to finalisation.

4. **General Business**

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

The increase in the number of Workers Compensation claims was discussed. Darren Smith noted that early reporting of injuries had caused this number to increase, however noted that the injuries that actually caused lost time had decreased through early reporting and prompt and appropriate medical treatment. Darren Smith noted the positive increase in hazard reporting.

4.2. **WAC Survey Results**

Suggestions were made to collate WAC minutes and have them centrally located on the OH&S Unit Website or provide links to local WAC minutes storage areas. It was also suggested that a report be compiled to communicate to the Committee and WAC’s how each WAC is performing.
1. OH&S Unit to investigate options of storing WAC minutes centrally on the intranet.

2. OHS Unit to communicate to WACs the results of the recent survey.

4.3. Policy Review

Calls for nominations to be present on working parties for the Alcohol Policy and the Smoke Free Workplace Policy. Nominations were as follows:

Alcohol Policy – Peter Gray, Will Price, Darren Smith to be present on working party. It was suggested a representative from the EED Committee be present. John Patterson to follow up with EED representative.

Smoke Free Workplace Policy – Julie Gray, Ian Laird, Darren Smith & Kellie Ridges to be present on working party.

5. Late Business

Next Meeting

20th March 2007, Administration Building, Room 304