

**UNIVERSITY OF WOLLONGONG**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**Agenda**

Agenda for the meeting Tuesday, March 20th 2007  
Building 67 Room 101, 10:00am – 12:00pm

1. **Preliminary Business**
  - i. **Apologies:**
  - ii. **Attendance**
  - iii. **Welcome to the Deans' Representative, Ms Yvonne Kerr (Students)**
  - iv. **Confirmation of Previous Minutes.**
  - v. **Order of business and starring of items.**

2. **Business Arising**

Nil.

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 February was 2, with no time lost.

- 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 will be conducted as per self-insurance requirements starting the 18<sup>th</sup> June 2007. A pre-audit meeting will occur on the 18<sup>th</sup> April 2007 which will determine the elements to be audited against as well as the areas to be audited.

In the meantime, the OHS Unit will continue to refine the OHS management system in line with self-insurance requirements and assist and monitor in the implementation of the system.

**3.2.4. Outstanding Items****Training Guidelines**

The OHS Training Guidelines are continuing to be developed with roll out expected prior to the Workcover audit in June.

**Purchasing Guidelines**

The Purchasing Guidelines are continuing to be developed with implementation of the changes expected to be released after testing has been completed and in time for the Workcover audit in June.

**3.2.5. Training**

There were 6 OHS Courses conducted in February for 71 participants. The focus of these training courses included first aid, addressing hazards and risks and radiation safety.

**3.2.6. OHS Management Documentation for Review**

There are currently no OHS documents for review.

**4. General Business****4.1. OHS Committee Chair Nominations**

Discussion of the process for Committee Chair nominations.

**4.2. Contractor Parking**

Discussion of contractor parking on campus.

**4.3. Health Surveillance**

Discussion of health surveillance requirements.

**5. Late Business****Next Meeting**

17<sup>th</sup> April 2007, Administration Building, Room 305