UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Minutes

Minutes for the meeting Tuesday, April 17th 2007
Building 36, 3.05 10:00am – 10:40am

1. Preliminary Business

1.1. Apologies
- Lynne Wright (Director of EEO)
- Richard Walsh (ITC)

1.2. Attendance
- Bruce Flint (Director of B&G and Management Representative)
- Joanne George (CPSU Representative)
- Peter Gray (WAC Representative for Library & ITS)
- Wayne Ireland (WAC Representative for Buildings & Grounds & Accommodation Services)
- Ian Laird (WAC Representative for Engineering & Informatics & Committee Chair)
- Daniel Leo (OHS Coordinator & Representative for Administration, Arts, Student Services, Commerce, Law, Education)
- Pieter Moerkerken (NTEU Representative)
- Michael Negendahl (OHS Officer & Committee Secretary)
- 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)
- Jenny Smith (Unicentre)
- John Steele (Director of Personnel & Management Representative)

Alternates
Nil

1.3. Special welcome to guests
The Committee welcomes the Deans representative for this meeting, Professor Joe Chicharo

1.4. Confirmation of Previous Minutes
The previous minutes were altered to include the initial reporting date (1999) relating to the inappropriate storage of bins in the ITS fire exit. John Steele’s comments on the ITS issue were clarified.
1.5. **Starred items**
The following items were starred for discussion:

- 3.2.1 OHS Performance
- 3.2.2 WorkCover Notifiable/Significant Incidents
- 3.2.6 OHS Management Documentation for Review
- 5 Late Business – ITS Fire Exit, WorkCover Audit update

2. **Business Arising**

2.1. **Progress of the Alcohol and Smoke Free Workplace Policy Working Parties**
The working parties are currently reviewing the policies and are in the process of updating any relevant information.

2.2. **Progress of Documents for Review**

Update on the progress of previous documents for review to be discussed under section 3.2.6.

3. **Reports**

3.1. **Chairperson’s Report – (Ian Laird)**
Nil.

3.2. **OH&S Unit Report**

3.2.1. **OHS Performance**

**Workers Compensation Summary**
The number of new workers compensation claims reported in March was 8, with two resulting in lost time – one of which was a journey claim.

Darren Smith provided a breakdown of the workers compensation claims for the month of March. Darren noted that although the claim incidence was high the resultant lost time was relatively low at 2 with one being a journey claim.

3.2.2. **WorkCover Notifiable/Significant Incidents**

WorkCover inspected the Building 16 Library extension construction site following up a report of contractors working at height unsafely. Upon inspection, WorkCover submitted fines to individuals for failing to follow safe work method statements and unauthorised use of elevated work platforms.

Also, fines were issued to the Principal Contractor for not providing adequate perimeter hoarding and lack of supervision on site. The University has met with the
Principal Contractor to ensure corrective actions required have been implemented in the areas of supervision and hoarding protection.

Darren Smith provided a summary of the issues reported to WorkCover. Darren outlined the fines that were issued to both individuals on site and the Principal Contractor.

3.2.3. **New Items:**

EProcurement

OHS requirements and specifications have been introduced to the eProcurement system and related faculty purchase requisition forms. The amended purchasing guidelines are available on the OHS website for comment in April.

3.2.4. **Outstanding Items**

Training Guidelines

Feedback on the pilot of the OHS Training Guidelines is to be conducted in early March 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.

3.2.5. **Training**

There were 7 OHS Courses conducted in March for 112 participants.

3.2.6. **OHS Management Documentation for Review**

Discussion on progress of previous documents for review.

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<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
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<td>Documents available for comment</td>
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<td>Purchasing Guidelines - A revised guideline for purchasing items has been produced. This document details the process of risk assessments, eProcurement and OHS specification for items purchased. This document is now available for comment. To review the draft guidelines click <a href="#">here</a>.</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>Resolving an OHS Hazard or Issue - This document has been revised following review by the OHS Committee. This document has been updated to include steps for escalation of an issue to external authorities if warranted. This document is now available for comment. To review the draft click <a href="#">here</a>.</td>
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Resolving an OHS Hazard or Issue - Pieter Moerkerken questioned the need for the option to contact WorkCover before an issue has been taken to the OHS Committee. John Steele noted that it is the right of an employee to notify WorkCover at any stage in the resolution process if they feel it is necessary as outlined in the WorkCover Consultation Code of Practice.

4. **General Business**
   
   Nil.

5. **Late Business**
   
   **ITS Fire Escape**
   Pieter Moerkerken wished to highlight that the issue of the inappropriate storage of bins in the ITS fire exit path has re-occurred albeit improving. It was noted that the issue should be coordinated and dealt with at the local level.

   **Workcover Audit Update**
   Darren Smith provided an outline of the pre-audit meeting with WorkCover scheduled for tomorrow. Darren noted that this meeting will determine which elements of the Self Insurance model are to be audited as well as the areas within the University that will be audited.

   Darren noted that the University will be nominating OHS Performance and Risk Management as the elements chosen to be audited. WorkCover will also choose two elements. Darren noted that the OHS performance was improving with the incidence of hazard reporting increasing from 184 reported hazards in 2005 to 391 reported hazards in 2006.

   The Lost Time Injury Frequency Rate also improved greatly, reducing from 6.27 to 3.69.

**Next Meeting**

**15th May 2007, Administration Building, Room 3.04**