1. Preliminary Business
   i. Apologies:
   ii. Attendance
   iii. Confirmation of Previous Minutes.
   iv. Order of business and starring of items.

2. Business Arising

2.1. Progress of the Smoke Free Workplace Policy and the Policy on Alcohol and Drugs in Employment

Both policies have been reviewed and modified by the working parties. Please find both amended documents attached.

2.2. WAC Surveys Distributed

The Biannual WAC Survey has been distributed to the WAC Chairs for completion.

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 April was 9, with two resulting in lost time – one of which was a journey claim.

3.2.2. WorkCover Notifiable/Significant Incidents

Nil

3.2.3. New Items:

WorkCover Self Insurance OHS Audit - 18-22 June

The University met with WorkCover on 18th April to determine the scope of the upcoming audit. WorkCover and the University selected the following elements for review:
WorkCover determined the following representative sites to verify implementation of the University’s OHS management system in relation to the four elements above:

- The Graduate School of Medicine;
- Buildings and Grounds;
- Library.

The OHS Unit is providing assistance for these areas in their preparation for the audit.

3.2.4. Outstanding Items

Nil.

3.2.5. Training

There were 4 OHS Courses conducted in April for 47 participants.

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>Hazardous substances guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- A revised guideline for working with hazardous substances has been produced. The object of these guidelines is to minimise risks to health due to exposure to hazardous substances. To review the draft guidelines click <a href="#">here</a>.</td>
<td>09/05/07</td>
<td>22/05/07</td>
</tr>
<tr>
<td>- This document is available for comment until the review period closure date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency management procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Revised procedures for emergency management have been produced. This document details procedures to manage emergency situations that could adversely affect the campus community or property, until the arrival of appropriate emergency services. To review the draft guidelines click <a href="#">here</a>.</td>
<td>09/05/07</td>
<td>22/05/07</td>
</tr>
<tr>
<td>- This document is available for comment until the review period closure date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. General Business

Nil.

5. Late Business

Next Meeting

26th June 2007, Building 22, Room G22