1. Preliminary Business

1.1. Apologies
- Bruce Flint (Director of B&G and Management Representative)
- Joanne George (CPSU Representative)

1.2. Attendance
- 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)
- Darren Smith (Acting OHS Manager)
- Muttucumaru Sivakumar (A/PR Civil, Mining & Environmental Engineering and Management Representative)
- Jenny Smith (Unicentre)
- John Steele (Director of Personnel & Management Representative)
- Richard Walsh (ITC)

Alternates
- Tony Johnson (Assistant Director of B&G)

1.3. Special welcome to guests

1.4. Confirmation of Previous Minutes

Pieter Moerkerken noted the information provided to the Committee at the last meeting regarding the NTEU survey was not included in the minutes.

1.5. Starred items

The following items were starred for discussion:

2.1 WAC Survey Results
3.2 OHS Unit Report
2. Business Arising

2.1. WAC Survey Results

Ian Laird noted the results of the WAC survey. It was raised that only 12 out of the 13 WAC’s had completed and returned the survey. It was suggested that the survey questions be clarified to gauge the function of the WAC’s better.

John Patterson suggested that the OHS Unit representative on each of the WAC’s complete the survey to ensure the pertinent information was being received and collated.

John Steele noted the issue of distribution and availability of WAC inspection reports and meeting minutes. It was suggested that the WAC chairs receive feedback on the results with an update on the Committee’s expectations of the WAC’s.

ACTION:

1. The OHS Unit in liaison with the OHS Committee Chair to review the WAC survey format and questions prior to the next survey release.
2. OHS Unit to forward the results of the survey to the relevant WAC Chairs with suggestions for improvement where necessary.

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 June was 10, with 3 resulting in lost time, 2 of which were journey claims.

Darren Smith noted the high number of claims and explained the main causes being journey claims, muscular stress and slips, trips and falls. Darren noted that the OHS Unit had a planning day scheduled to develop initiative to address these issues across the University.

3.2.2. WorkCover Notifiable/Significant Incidents

Nil.
3.2.3. New Items:

WorkCover Self Insurance Audit Corrective Action Plan:
A corrective action plan (document attached) was prepared and submitted to WorkCover as required by the completion of the Self Insurance Audit. The OHS Unit will undertake the implementation of the corrective action plan to improve the University’s OHS Management System in line with WorkCover requirements.

National Audit Tool
WorkCover NSW has collaborated with the other state OHS regulators to develop a National Audit Tool for Self Insurers. This new tool will outline the OHS management system requirements for self-insured organisations as well as outlining the audit methodology for future self insurance audits.

The OHS Unit will conduct a desktop audit using the new audit tool to ensure that elements of the University’s OHS Management system comply with any new requirements. It is envisaged that this will be completed by the end of 2007.

Darren Smith explained the new National Audit Tool for Self Insurers and its implementation at the University. It was noted that the new tool provides some objectivity for OHS Management Systems and was set out in a clearer format than the previous tool.

It was noted that the tool was due to commence on the 1st January 2008 for all existing self insurers. It was also noted that the OHS unit will conduct a desktop audit to ensure compliance with the new tool.

3.2.4. Outstanding Items

Nil.

3.2.5. Training

There were 5 OHS Courses conducted in June for 67 participants.

3.2.6. OHS Management Documentation for Review

Nil.

4. General Business

4.1. Report on Committee Attendance

Review of OHS Committee attendance year to date. (See Appendix 1 attached)

Ian Laird noted the absence of alternates when members could not attend the meeting. It was noted that should a member be unable to attend, they have an alternate attend on their behalf.
4.2. Issues raised by Pieter Moerkerken

- Question sheet circulated by the NTEU

  Pieter Moerkerken noted that the OHS survey circulated by the NTEU was still open for completion.

- WA Code of Practice: Violence, Aggression and Bullying at Work


  Pieter Moerkerken informed the Committee of the W.A. Code of Practice. Kellie Ridges noted that bullying by academics could appear to be more prevalent than it would appear and awareness of the issue should be increased.

- National Standard for licensing persons performing high risk work

  Darren Smith noted that the University ensures compliance with the Workcover NSW requirements which are based off the National Standard.

4.3. Campus Inspections

The biannual campus inspections will commence at the close of today’s meeting. Checklists are to be provided.

**ACTION:**

1. OHS Unit to collate the hazards identified and liaise with the relevant parties to address and control them appropriately.

5. Late Business

Next Meeting

21st August 2007, Building 36, Room 3.04