UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Minutes

Minutes for the meeting Tuesday, August 21st 2007
Building 36 Room 3.04, 10:00am – 10:30am

1. Preliminary Business

1.1. Apologies

- Joanne George (CPSU Representative)
- Darren Smith (Acting OHS Manager)
- Jenny Smith (Unicentre)
- Lynne Wright (Director of EEO)

1.2. Attendance

- Bruce Flint (Director of B&G and Management Representative)
- Julie Gray (Alternate for Joanne George)
- Peter Gray (WAC Representative for Library & ITS)
- Wayne Ireland (WAC Representative for Buildings & Grounds & Accommodation Services)
- 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)
- John Steele (Director of Personnel & Management Representative)
- Richard Walsh (ITC)

1.3. Welcome to the Dean’s Representative

The Committee welcomes the Deans representative for this meeting, Professor Andrew Wells (Dean of Arts).

1.4. Confirmation of Previous Minutes

Kellie Ridges clarified her statement regarding bullying by academic staff to read that occasionally academic staff can be misinterpreted in their dealings with general staff which may appear to be a form of bullying.

1.5. Order of business and starring of items

The following items were starred for discussion:

2.1 Collation of Campus Inspection Reports
2.2 Building 17 SE Fire Exit
2. Business Arising

2.1. Collation of Campus Inspection Hazards

There were 25 hazards reported from the campus inspections conducted by the Committee. Corrective actions have been assigned to the relevant parties.

Julie Gray enquired about the campus inspection report following the inspection last meeting. It was noted that a preliminary report had been prepared and would be circulated among the members.

Peter Gray commented on the excellent condition of the external areas and wished to commend the work of the Buildings and Grounds department on their efforts.

**ACTION:**

1. OHS Unit to circulate campus inspection report and to table report as an agenda item for the September meeting.

2.2. Building 17 SE Fire Exit

Issues relating to the storage of bins in fire exit to be discussed.

Pieter Moekerken raised the issue of continuing storage of waste bins in the SE fire exit of Building 17. Michael Negendahl noted that a meeting had been held between the OHS Unit, Environmental Services and Unicentre to address the issue. Actions resulting from the meeting were:

1. Remove storage of cardboard from enclosed area, enclosure to be used for general waste bins only;
2. Erect signage informing users that this area is no longer for recycling;
3. Environmental Services to set up recycling bin enclosure off Building 19 for cardboard waste.

John Patterson noted the proposed solutions and asked Pieter Moekerken and Peter Gray to develop alternative solutions to the problem should the proposed solutions fail to rectify the issue.

3. Reports

3.1. Chairperson’s Report (Ian Laird)

Nil.

3.2. OH&S Unit Report

3.3. OHS Performance
Workers Compensation Summary

The number of new workers compensation claims reported in July was 7, with one journey claim incurring lost time.

3.3.1. WorkCover Notifiable/Significant Incidents

Nil.

3.3.2. New Items:

Contractor Safety Guidelines

The Contractor Safety Guidelines are due for review. Feedback on system improvements have been called from Buildings and Grounds and ITS. It is anticipated that the new draft of the guidelines will be available in mid-September.

Sick Leave Review

A summary of sick leave taken as a percentage of available work hours is shown in the graph below. On analysis, the figures indicate that the percentage of sick leave taken is currently at a rate less than recorded for 2006.

![UOW Percentage sick leave per net hours available 2005- July 2007](image)

Pieter Moekerken questioned whether the graph required more detail. John Steele noted that sick leave statistics were monitored and recorded regularly and that any fluctuation cannot be attributed to a single illness but rather long term.
illnesses. John also noted that the results were benchmarked against other Universities and that UOW was performing well for sick leave.

Julie Gray clarified that the Faculty statistics were for general staff only as academic staff sick leave were not recorded. John Patterson noted that should any abnormalities be identified that they be highlighted for review.

3.3.3. Outstanding Items

Nil.

3.3.4. Training

There were 3 OHS Courses conducted in July for 34 participants.

3.3.5. OHS Management Documentation for Review

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
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</thead>
<tbody>
<tr>
<td>Contractor Safety Guidelines and Appendices - The Contractor Safety Guidelines and Appendices are currently up for review. To review the current documents click <a href="#">here</a>. Comments are welcome on these documents up to the close of the review date.</td>
<td>15/08/07</td>
<td>29/08/07</td>
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4. General Business

Nil.

5. Late Business

Next Meeting

18th September 2007, Building 36, Room 3.04