UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Agenda

Agenda for the meeting Tuesday, August 21st 2007
Building 36 Room 3.04, 10:00am – 12:00pm

1. Preliminary Business
   i. Apologies:
   ii. Attendance
   iii. Welcome to the Dean’s Representative: Professor Andrew Wells
   iv. Confirmation of Previous Minutes.
   v. Order of business and starring of items.

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.

   2.2. Building 17 SE Fire Exit

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

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](chart)

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

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<th>Document Information</th>
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| Contractor Safety Guidelines and Appendices - The Contractor
  Safety Guidelines and Appendices are currently up for review. To
  review the current documents click [here](#). | 15/08/07           | 29/08/07            |
| Comments are welcome on these documents up to the close of the
  review date.                                              |                    |                      |

4. General Business

Nil.

5. Late Business

Next Meeting

18th September 2007, Building 36, Room 3.04