UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Minutes

Minutes for the meeting Tuesday, September 18th 2007
Building 36 Room 3.04, 10:00am – 10:40am

1. Preliminary Business

1.1. Apologies

- Joanne George (CPSU Representative)
- Luke McNamara (Dean’s Representative: Faculty of Law)
- John Patterson (Deputy Vice Chancellor (Op) & Management Representative)
- Will Price (Head of Department - Chemistry) & Management Representative
- Muttucumaru Sivakumar (A/PR Civil, Mining & Environmental Engineering and Management Representative)

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)
- 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)
- Kellie Ridges (WAC Representative Health & Behavioural Science, Science & Creative Arts)
- Darren Smith (Acting OHS Manager)
- Jenny Smith (Unicentre)
- John Steele (Director of Personnel & Management Representative)
- Richard Walsh (ITC)

1.3. Welcome to the Dean’s Representative

The Dean’s representative sends his apologies.

1.4. Confirmation of Previous Minutes

The minutes of the previous meeting were accepted without change.

1.5. Order of business and starring of items

The following items were starred for discussion:

2.1 Campus inspection hazard report
2. **Business Arising**

2.1. **Campus inspection hazard report**

The OHS Committee campus inspection report was reviewed by the members. Queries were raised in relation to items which had been labelled as “under review”. It was noted that all the hazards reported were monitored and will continue to be monitored by the OHS Unit.

It was noted that those labelled as under review were hazards which have multiple issues associated in their control, therefore leading to a more lengthy investigative process to appropriately address the problem.

Ian Laird suggested that items recorded as under review that have a high risk score need to be urgently addressed in order to mitigate the perceived risk.

2.2. **Maintenance of toilet facilities across campus**

Inappropriate maintenance of toilet facilities across campus, namely those servicing the Hope Theatre, had been raised. It was noted that toilet facilities are inspected by cleaning staff and such inspections could be included on the OHS Committee campus roster.

It was noted that B&G were reviewing options for refurbishing the Hope Theatre facilities due to their high use. It was noted that an increase in awareness was necessary to encourage people to highlight any unsafe conditions in such facilities through the appropriate channels such as B&G service centre or Safetynet.

2.3. **Building 17 SW Fire Exit**

The alternate options for the control of the inappropriate storage of bins in the building 17 SW fire exit were forwarded to the Committee. It was noted that the current plan was continuing and being monitored to assess the effectiveness. Actions taken to control the hazard thus far include:

- Users informed of appropriate storage techniques;
- Signage placed on gate explaining the alternate arrangements in place;
- Unicentre storage of cardboard changed to the Post Office loading dock.

The current risk has been assessed as minimal.

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 August was 6 with no time lost.

3.3.1. WorkCover Notifiable/Significant Incidents

Nil.

3.3.2. New Items:

Safe Work Australia Week

The Australian Safety and Compensation Commission are conducting Safe Work Australia Week from the 21-27th October 2007. The OHS Unit is using the national campaign to help raise OHS awareness at the University. Initiatives, which will be occurring during the week, include:

- Working Safely @ UOW Calendar Drawing Competition;
- Healthy Work and Living Expo;
- Daily OHS articles on the OHS Unit Website;
- First Aider Awareness Session;
- Workstation set up display.

John Steele suggested that a stop press be created on the UOW home page to promote OHS activities during Safe Work Australia Week.

Workplace Advisory Committees are encouraged to conduct OHS awareness raising activities in their local area. For advice and ideas, please contact Shibani Iyer on extension 5287.

3.3.3. Outstanding Items

Nil.

3.3.4. Training

There were 7 OHS Courses conducted in August for 74 participants.

3.3.5. OHS Management Documentation for Review

4. General Business

Nil.

5. Late Business

Next Meeting
16th October 2007, Building 36, Room 3.04