UNIVERSITY OF WOLLONGONG

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Minutes

Minutes for the meeting Tuesday, October 23rd 2007
Building 36 Room 3.04, 2:00pm – 2:30pm

1. Preliminary Business

1.1. Apologies

- Daniel Leo (OHS Coordinator & Representative for Administration, Arts, Student Services, Commerce, Law, Education)
- John Patterson (Deputy Vice Chancellor (Op) & Management Representative)
- Andrew Schultz (Dean’s Representative: Faculty of Creative Arts)

1.2. Attendance

- Bruce Flint (Director of B&G and Management Representative)
- Joanne George (CPSU Representative)
- 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)
- Pieter Moerkerken (NTEU Representative)
- Michael Negendahl (OHS Officer & Committee Secretary)
- Will Price (Head of Department - Chemistry & Management Representative)
- Kellie Ridges (WAC Representative Health & Behavioural Science, Science & Creative Arts)
- Muttucumaru Sivakumar (A/PR Civil, Mining & Environmental Engineering and Management Representative)
- Darren Smith (Acting OHS Manager)
- John Steele (Director of Personnel & Management Representative)
- Richard Walsh (ITC)
- Lynne Wright (Director of EEO)

1.3. Welcome to the Dean’s Representative

The Dean’s representative sends his apologies.

1.4. Confirmation of Previous Minutes

- Section 2.2 of the September minutes was altered to replace ‘Inappropriate maintenance’ with ‘Inadequate reporting of maintenance issues’ in the first sentence of the opening paragraph.
- Section 2.3 of the September minutes was altered to read the following:
  o Peter Moerkerken and Peter Gray tabled a report as requested by the OHS Committee which included recommendations and options (the alternate options) for the control of the inappropriate storage of bins in the Building 17 SE fire exit. 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. It was noted that paper and cardboard recycling facilities planned for the Library would be utilised to alleviate waste storage adjacent to Building 17 SE fire exit.

1.5. Order of business and starring of items

The following items were starred for discussion:

2.1 OHS policy Working Party
3.3 OHS Performance
3.3.2 Online Safe Work Procedures and Risk Assessment forms
4 General Business

2. Business Arising

2.1. OHS Policy Working Party

Darren Smith noted that the OHS Policy was due for review this month. Darren also noted that the review period for the Policy may be extended to 5 years from 2 years due to the Policy requiring less review than previously. Members in the working party include:

- Kellie Ridges
- Joanne George
- Darren Smith
- Will Price

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 September was 6. There were no lost time injuries.

Darren Smith noted informed the Committee that from the 6 workers compensation claims for September 2 were for the same person and 1 was a recess claim.
3.3.1. WorkCover Notifiable/Significant Incidents

Nil.

3.3.2. New Items:

Online Safe Work Procedures and Risk Assessment Forms

After a period of design and consultation, development of the online safe work procedure and risk assessment modules will be released for campus use in January 2008. This will follow a pilot program to ensure user acceptance testing and minor adjustments if required. It is envisaged that the new online system will provide the following benefits:

- Increased use of risk assessment and safe work procedures;
- The ability to share information on common risks;
- Tracking of implementation;
- Timely authorisation and review of risk management practices;
- Monitoring of corrective actions.

A demonstration of the online system will occur at the November OHS Committee Meeting.

3.3.3. Outstanding Items

Nil.

3.3.4. Training

There were 4 OHS Courses conducted in September for 43 participants.

3.3.5. OHS Management Documentation for Review

Nil.

4. General Business

4.1. Workforce Survey

John Steele noted the successful completion of the Workforce survey recently. John informed the Committee that an overall completion rate of 83% was achieved. This is the highest completion rate for any University which has conducted the survey and above average across all organisations that have used the survey.

John noted that the survey contained several OHS related questions, the preliminary results of which should be available for the December OHS Committee meeting. John Steele commended the work of PODS in successfully conducting the survey.

4.2. Ring Road Footpath and Pedestrian Crossing

Pieter Moerkerken requested an update on the progress of this issue. Bruce Flint noted that efforts to control this hazard will be discussed at a campus review meeting later in the year. Bruce requested feedback from Pieter in relation to the location of potential pedestrian crossings linking the car park to the ovals.
5. Late Business

Next Meeting
20th November 2007, Building 36, Room 3.04