

UNIVERSITY OF WOLLONGONG**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE****Agenda**

Agenda for the meeting Tuesday, November 20th 2007
Building 36 Room 3.04, 10:00am – 12:00pm

1. Preliminary Business

- i. Apologies
- ii. Attendance
- iii. Welcome to the Dean's Representative
- iv. Confirmation of Previous Minutes
- v. Order of business and starring of items

2. Business Arising**2.1. WAC Surveys to be distributed**

WAC surveys are to be distributed following the review of the survey content.

3. Reports**3.1. OH&S Unit Report****3.2. OHS Performance****Workers Compensation Summary**

The number of new workers compensation claims reported in October was 10. One worker's compensation claim received, which incurred lost time, is pending liability.

Of the reported claims 4 were for slips, trips and falls and 3 were muscular stress/overuse injuries.

3.2.1. WorkCover Notifiable/Significant Incidents

Asbestos was identified in the ceiling space in the Building 15, PABX room on the 19th October. The area was cordoned off and sampling was conducted by an independent specialist for airborne asbestos, which returned a negative result (no airborne asbestos detected). Removal and encapsulation of the asbestos in the ceiling and internal cavity is occurring by a contracted licensed asbestos removalist on the 23rd November. The access to the ceiling space will not be authorised until a clearance certificate is obtained from the contractor.

Building 31 – Thermal Discomfort

WorkCover received a complaint in relation to the thermal comfort of Buildings and Grounds employees in Building 31 (administration block). Two WorkCover inspectors met with Bruce Flint, Wayne Ireland and Darren Smith on the 13th November to

review the basis of the complaint and measures taken by the University to reduce the effects of thermal discomfort.

WorkCover issued an improvement notice to the University with the following measures to be taken in accordance with the OHS Act, Regulation and associated guidelines:

Develop, implement and maintain measures to control risks associated with the effect of heat and cold on employees/persons while working in building 31.

On WorkCover's recommendation the University has engaged the services of Assoc. Prof Brian Davies, occupational hygienist, to determine the risk associated with thermal discomfort of the employees in the building.

With information from the hygienist's report, the OHS Unit will conduct a risk assessment in consultation with the B&G WAC to determine recommendations for measures to be taken to improve the thermal comfort of employees in Building 31. The risk assessment will be provided to WorkCover by 24th December and a copy will be tabled at the February OHS Committee Meeting and the Buildings and Grounds WAC.

3.2.2. 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 is to be released for campus use in December 2007. 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 meeting.

3.2.3. Outstanding Items

Nil.

3.2.4. Training

There were 3 OHS Courses conducted in October for 28 participants.

3.2.5. OHS Management Documentation for Review

Nil.

Advise

Recommend

Monitor

Inspect

4. General Business

Nil.

5. Late Business

Next Meeting

4th December 2007, Unicentre Function Room