Minutes of the December meeting of the OHS Committee held at 3:00pm on Tuesday, December 11th 2007 in the UniCentre Function Room 3, Building 11.

1 PRELIMINARY BUSINESS

1.1 ATTENDANCE AND APOLOGIES

Present: Mr Ian Laird (Chair) (Engineering and Informatics WAC representative)  
Mr Darren Smith (Acting Secretary, Alternate Management Representative)  
Mr Pieter Moerkerken (NTEU representative)  
Ms Joanne George (CPSU representative)  
Ms Kellie Ridges (HBS and Science WAC representative)  
Mr Peter Gray (ITS and Library WAC representative)  
Mr Daniel Leo (Administration and Commerce WAC representative)  
Mr Wayne Ireland (B&G and Accommodation Services WAC representative)  
Mr Tony Johnson (Alternate management representative)  
Ms Irene Burgess (Alternate management representative)

In attendance: Mr Trevor Gollan (ITS WAC Chair)  
Mr Michael Manning (Library WAC Chair)  
Ms Penny Harris (Creative Arts WAC Chair)  
Mr Greg Kerr (Commerce WAC Chair)  
Dr Guy Davidson (Art/Student Services WAC Chair)

Apologies: Prof. John Patterson (management representative)  
Prof. Will Price (management representative)  
Prof. Paul Chandler (Dean's representative)  
Assoc. Prof. Muttucumaru Sivakumar (management representative)  
Mr Bruce Flint (management representative)  
Mr John Steele (management representative)  
Richard Walsh (ITC)  
Jenny Smith (UniCentre)  
Lynne Wright (EED)  
Michael Negendahl (OHS Unit)

1.2 CHAIR’S WELCOME

Prior to the commencement of official business, the Chair welcomed WAC Chair representatives to the December meeting.
1.3 CONFIRMATION OF MINUTES
The minutes of the previous meeting held on Tuesday, November 20th 2007 were confirmed without change.

1.4 STARRING OF ITEMS
The following items were starred for discussion:

- 2.1 OHS Committee Annual Calendar
- 2.2 OHS Policy
- 2.3 Building 15 Asbestos Reporting
- 3 OHS Report
- 4.1 WAC Chair Reports

2 BUSINESS ARISING FROM THE MINUTES

2.1 OHS COMMITTEE ANNUAL CALENDAR
A brief discussion reviewed the OHS Committee Calendar of activities for 2007 to see if any changes were required for 2008. Darren Smith suggested the following changes be made for the 2008 Calendar:

- WAC surveys to be issued in May and November;
- WAC survey results be reviewed in February and July;
- Campus inspection to occur after the February and June meetings prior to session commencing;
- Campus inspection review to occur in March and July;
- Reports to Council regarding attendance be presented in August and February;

An amended Calendar for 2008 has been attached to the minutes.

2.2 OHS POLICY
The OHS Policy Working Party consisting of Daniel Leo, Kellie Ridges and Joanne George provided a summary of the key amendments to the policy which included:

- Revised introductory paragraph to link to UOW Vision, Mission & Strategic Plan;
- Alignment to National Audit Tool for Self Insurers requirements for OHS Policy;
- Duties of managers, supervisors and employees have removed as these are included in the link to the Roles and Responsibilities document;
- Reworking to reflect collective ownership of OHS responsibilities.

The amended policy requires a final review for grammar and consistency and tabled at the February OHS Committee Meeting. Any amendments or suggestions can be forwarded to Daniel Leo.

2.3 BUILDING 15 ASBESTOS REPORTING
Following from a query raised by Pieter Moerkerken at the previous meeting, Darren Smith reported on the reporting timeline of the Building 15 asbestos removal. Darren confirmed that the identification of asbestos occurred on the afternoon of Friday 19th October and reported to the OHS Officer on that day who conducted an initial assessment. After the initial assessment, instruction was given to the Senior Manager Networks and Facilities that access to the ceiling space be restricted. Instruction was then given to the Communications Technical Officer to ensure any contractor or persons requiring entry to the ceiling space were informed of the restriction. An email was also sent to the ITS Executive informing of the situation and restrictions with regards to the ceiling space.
Arrangements were made on the 19th to have appropriate testing arranged to confirm the presence of asbestos (carried out on 22nd) and subsequent removal and encapsulation which occurred on the 23rd November. Email to all ITS staff on 25th November.

3 GENERAL BUSINESS

3.1 WORKERS COMPENSATION SUMMARY

The number of new workers compensation claims reported in November was 9. There was no lost time.

3.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

Nil.

3.3 NEW ITEMS

OHS management system verification audits were undertaken in Chemistry Department and School of Biological Sciences in November. The audits were conducted by Daniel Leo, Michael Negendahl and Ellen Manning to verify the implementation of the University's OHS management system utilising the new WorkCover audit tool. Audit reports including any recommendations for improvement will be issued to the Science WAC, Heads of School/Department and Dean of Science in December as well as being tabled at the February OHS Committee Meeting.

3.4 TRAINING

There were 4 OHS Courses conducted in October for 30 participants.

3.5 Voice Survey

The preliminary findings from the Voice Survey reported OHS rating at 81%. Once Faculty/Divisional results are available each WAC should review and identify areas of opportunities where their result is less than 81%.

3.6 OHS MANAGEMENT DOCUMENTATION FOR REVIEW

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<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
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</thead>
<tbody>
<tr>
<td>OHS Policy - The University's OHS Policy is up for review. To review the current Policy please click <a href="#">here</a>. Comments are welcome on these documents up to the close of the review date.</td>
<td>23/11/07</td>
<td>21/12/07</td>
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4 WAC CHAIR REPORTS

Below is a summary of the points raised by attending WAC chairs.

4.1 HEALTH AND BEHAVIOURAL SCIENCES WAC

- New WAC Chair to be elected.
- WAC membership turnover has occurred, special mention to Sheena McGhee for her assistance in establishing the HBS WAC. New WAC membership has a balanced composition of academic and general staff.
- More participation is occurring at a faculty level with regards to inspections which has produced good results.

4.2 ADMINISTRATION WAC

- New Chair to be elected due to Chris Hadley’s secondment to informatics.
- Inspections occurred in Building 36. Further inspections to occur in 2008 dependent upon risk profile including the Printery and Distribution centre.
- The WAC had not met regularly in 2007 in line with the nomination of a new chair person.

4.3 LIBRARY WAC

- The Library participated in the WorkCover Self Insurance Audit on June 2007 which was a gruelling but positive experience.
- With the Library extensions occurring throughout 2007, there was a focus on being able to provide normal services in a safe manner whilst construction activities occurring.
- Focus of WAC was predominantly emergency procedures as a result of continuing changes caused by the construction activity as well as manual handling and workstation ergonomics.
- 4 meetings were held during the year with 50% turnover of membership.

4.4 ITS WAC

- Stable membership continued throughout 2007.
- Vigilance of WAC membership was commended in terms of addressing hazards including fire safety, evacuation drills, electrical safety and asbestos.
- Envisaged that new membership will be encouraged in 2008.
- Each “larger” unit to fill inspection and warden roles

4.5 CREATIVE ARTS WAC

- Dust extraction units were installed into the Sculpture Room due to a risk assessment conducted by the WAC and OHS Unit.
- New membership is hoped to be identified for 2008 as well as training for inspections.

4.6 COMMERCE WAC

- 4 meetings conducted throughout 2007 with regular inspections completed.
- Process of identifying new wardens and first aiders to occur following the creation of Commerce Central.
- Specific areas of Building 40 such as 40.131 and the Hope Theatre require upgrade to ensure safety of occupants and visitors.
- After hours and weekend use of building 40 needs to be reviewed in terms of emergency procedures and security.

4.7 ARTS WAC

- Full representation of WAC membership including Arts, Student Services and adjunct members including Commerce and Environmental science staff.
- Planning and brainstorming session to occur in early 2008 with input from the Dean to review risk profile and initiatives to maintain safety – i.e. working from home, dealing with abusive, disruptive students in class, office inspection program.

4.8 BUILDINGS AND GROUNDS WAC
- 6 meetings conducted during the year with 1 extraordinary meeting held due to discuss the WorkCover improvement notice regarding thermal comfort in November.
- WorkCover Self Insurance audit was undertaken in June 2007.
- Focus of inspections to include other key areas which B7G control through contractors during 2008.
- 2 B&G representatives participating in the Safety Net 2 pilot.

4.9 ENGINEERING WAC
- Serious near misses were reported in a research institute which re-emphasised the need for training and risk assessments to occur when operations change.
- Verification audits conducted for ISEM, School of Mechanical, Materials & Mechatronic Engineering.
- Training programs specific to Engineering have occurred including forklift safety and lab safety.

5 LATE BUSINESS
There was no late business.

6 NEXT MEETING
The next meeting will be held on the 26th February 2008 in Room 3.04, Building 36.