1 PRELIMINARY BUSINESS

1.1 Apologies

1.2 Arrangement of Agenda

1.3 Starring of Items

1.4 Confirmation of Minutes
ATTACHMENT
That the minutes of the previous meeting held on 11th December 2007 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING

2.1 OHS Policy
ATTACHMENT
Final review of the amended OHS Policy prior to being forwarded to the Administration Council for approval.

2.2 WorkCover Improvement Notice Update – Building 31
An update on the outcome of the WorkCover improvement notice regarding thermal comfort for occupants in Building 31 will be given by Darren Smith and Wayne Ireland.

2.3 OHS Committee Inspections
The biannual OHS Committee campus inspection will take place at the conclusion of the meeting.

3 GENERAL BUSINESS

3.1 WORKERS COMPENSATION SUMMARY
December 2007
The number of new workers compensation claims reported in December 2007 was 5. There were no lost time injuries.

January 2008
The number of new workers compensation claims reported in January 2008 was 6. There was 1 lost time injury which was a journey claim.

3.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS
Nil.
3.3 2007 ANNUAL OHS PERFORMANCE

The total number of claims for 2007 was 85. This compares to a slight increase from the 76 claims reported in 2006. However, as the analysis in Table 1 shows, the number of work related claims has remained constant with a significant reduction in the number of work related lost time claims.

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<td>2</td>
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<td>11</td>
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<td>1</td>
<td>1</td>
<td>3</td>
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<td>69</td>
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<tr>
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<td>3</td>
<td>12</td>
<td>5</td>
<td>4</td>
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Table 1 – Claim type comparison 2006 and 2007.

The Lost Time Injury Frequency Rate (LTIFR) rolling average decreased from 3.89 in 2006 to 0.84 in 2007. This positive result reflects the success of the University’s OHS management system in reducing the risk of significant injuries in the workplace and effective claims management practices.

The Average Time Lost Rate (ATLR) decreased from 6.58 days in 2006 to 2.33 days 2007. This is consistent with the reduction in the LTIFR.
Average Time Lost Rate
12 Month Rolling Average

ATLR measures the average time lost for all claims incurring lost time for a 12 month period. It measures severity as more severe injuries normally incurs more lost time. Eg ATLR = Days Lost / Occurrences.

The Medically Treated Injury Frequency Rate (MTIFR) rolling average increased from 11.08 for 2006 to 14.63 for 2007. However, the severity of claims was significantly reduced as is evidenced in the ATLR figure.
The number of reported hazards (including students and visitors) in 2007 was 341 compared to 344 in 2006. There has been a reduction in the number of incidents reported from 227 in 2006 to 198 in 2007.

Average attendance at OHS Committee Meetings for 2007 was 83%.

In 2007 there were 54 OHS training courses conducted which was down from 58 in 2006. The average attendance per course decreased slightly from 13 participants per course in 2006 to 12 in 2007.

3.4 TRAINING
December 2007
There were 2 OHS courses conducted in December for 42 participants.

January 2008
There was 1 OHS course conducted in January for 19 participants.

3.5 OHS DOCUMENTATION REVIEW

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<tr>
<th>Document Information</th>
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<th>Review Period Closed</th>
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</thead>
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<tr>
<td><strong>Roles &amp; Responsibilities for OHS</strong> is currently up for review. Please review the current document. Comments are welcome on this document up to the close of the review date.</td>
<td>03/01/08</td>
<td>29/02/08</td>
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<tr>
<td><strong>Overcrowding in Teaching Spaces</strong> is currently up for review. Please review the current document. Comments are welcome on this document up to the close of the review date.</td>
<td>03/01/08</td>
<td>29/02/08</td>
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<tr>
<td><strong>Radiation Safety Guidelines</strong> is currently up for review. Please review the current document. Comments are welcome on this document up to the close of the review date.</td>
<td>03/01/08</td>
<td>29/02/08</td>
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<tr>
<td><strong>OH&amp;S Committee Constitution</strong> is currently up for review. Please review the current document. Comments are welcome on this document up to the close of the review date.</td>
<td>03/01/08</td>
<td>29/02/08</td>
</tr>
<tr>
<td><strong>OHS Policy</strong> - The University's OHS Policy is up for review. Please review the current Policy and the proposed draft version. 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>
</tr>
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</table>

4 Late business

5 Next Meeting
The next meeting is scheduled to be held on Tuesday 18th March 2008 at 10:00am in Building 36 room 3.04.
CONFIRMATION OF MINUTES

AGENDA ITEM 1.3

The minutes of the 11th December 2007 meeting of the OHS Committee are attached.

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OHS COMMITTEE

ADVISE – RECOMMEND – MONITOR - INSPECT

MINUTES – Tuesday, December 11th 2007

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.

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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;
- Rewording 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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<th>Document Information</th>
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<tbody>
<tr>
<td>OHS Policy</td>
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Comments are welcome on these documents up to the close of the review date.

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.

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<td>Darren Smith</td>
<td>Ian Laird</td>
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AGENDA ITEM 2.1

The amended OHS Policy is attached.

Draft Resolution

That the OHS Committee receive the amended OHS policy as attached to this agenda paper.

ATTACHMENT:

Amended OHS policy.
Occupational Health and Safety Policy

Introduction
The University acknowledges that effective OH&S is an integral part of achieving our vision of excellence in leadership; innovation; student learning and community engagement. The University of Wollongong and its senior management are therefore committed to ensuring the health, safety and welfare of its employees, students, contractors, labour hire employees and visitors. All members of the University community have a collective and individual responsibility with regard to accident prevention and working safely.

Our commitment to eliminating work related illness and injury will be attained through:

- Implementing uniform risk management processes to adequately control risks in the workplace.
- Compliance with all applicable legislation, codes of practice and standards;
- Ensuring equipment and substances are safe and without risk to health when properly used;
- Providing, monitoring and maintaining safe systems of work for the use, handling, storage and transportation of equipment and substances;
- Providing facilities which enable the health, safety and welfare of all employees, students, contractors, labour hire employees and visitors;
- Identifying and providing appropriate OH&S training and dissemination of relevant OHS information to all employees, students, contractors, labour hire employees and visitors;
- Communicating this OHS policy through public display, on-line and through inductions at all University locations.
- The provision of appropriate supervision for all employees, students, contractors and labour hire employees;
- Consultation with all University employees, students, contractors and to enhance the effectiveness of the OH&S Management System;
- Providing adequate resources, including finances, to facilitate the fulfilment of the University’s OH&S responsibilities.
- Ensuring continual improvement toward progressing overall performance by monitoring OHS outcomes against performance indicators on an annual basis and integrating OHS into the University’s overall strategic development.

The Vice Chancellor has the ultimate responsibility for, and is committed to, the effective implementation of the University OH&S policy, and delegation of OH&S management responsibilities. As such, the Senior Executive support and enable Deans, Department Heads Managers and Supervisors to fulfil their responsibilities and accountabilities for OH&S within their area of responsibility. Further description of OHS responsibilities are defined in the UOW document ‘Roles & Responsibilities for OH&S’.

The OH&S Unit is available to provide advice regarding specific OH&S matters and assist with the development, implementation and monitoring of OH&S system.

Review
This policy will be regularly reviewed in light of legislation and organisational changes, or as a minimum, every three years.

Prof. G. R. Sutton
Vice Chancellor

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<td>OHS Committee.</td>
<td>Awaiting approval from OHS Committee and Administrative Council.</td>
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<tr>
<td>Kellie Ridges</td>
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