Minutes of the OHS Committee held at 10:00am on Tuesday, 26/02/08 in 36.304.

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1. PRELIMINARY BUSINESS

1.1 ATTENDANCE AND APOLOGIES

PRESENT: Ian Laird (Chairperson)
Ellen Manning (acting Secretary)
Kellie Ridges (HBS and Science WAC representative)
Daniel Leo (Administration and Commerce WAC representative)
Wayne Ireland (B&G and Accommodation Services WAC representative)
Peter Gray (ITS and Library WAC representative)
Julie Gray (alternate for CPSU Representative)
Pieter Moerkerken (NTEU representative)
Prof. John Patterson (management representative)
Yvonne Kerr (Dean's Representative)
John Steele (management representative)
Bruce Flint (management representative)
Darren Smith (alternate management representative)
Will Price (management representative)

ABSENT: Nil

APOLOGIES: Lynne Wright (EED), Assoc. Prof. Muttucumaru Sivakumar (management representative), Joanne George (CPSU representative)

1.2 CHAIR'S WELCOME

Prior to the commencement of the official business, the Chair welcomed Yvonne Kerr to the meeting.

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on December 11th 2007 were confirmed without change

1.4 STARRING OF ITEMS

The following items were starred for discussion:

2.1 OHS Policy
2.2 WorkCover Improvement Notice Update – Building 31
3.1 Workers Compensation Summary
3.3 2007 Annual OHS Performance
3.5 OHS Documentation Review
4.0 Late Business:
- 4.1 Internal Audit Results;
- 4.2 Building Projects
- 4.3 WAC survey analysis

2.1 OHS POLICY REVIEW

The revised OHS Policy (Attachment 1) was reviewed and accepted by the Committee. The Policy is to be reviewed and approved at the next Administrative Committee.

2.2 WORKCOVER IMPROVEMENT NOTICE UPDATE – BUILDING 31

Darren Smith provided a summary of the WorkCover Improvement Notice for Building 31 in relation to thermal comfort issues. The University was able to extend the deadline of the initial improvement notice from the 2/1/2008 to 11/2/2008 to allow for thermal monitoring to occur. This monitoring was conducted for a total of 7 days by Assoc. Prof Brian Davies, Occupational Hygienist during December 2007 and January 2008. The results of the testing indicated that for the period tested there was a very low risk of heat stress.

Given this information a risk assessment was completed by Darren Smith in consultation with members of the B&G WAC representatives, staff and management. Control measures to help reduce the effects of thermal comfort issues were outlined including those recommended by the Occupational Hygienist. A copy of the risk assessment has been sent to WorkCover and the University is awaiting contact by the inspector.

3.1 WORKERS COMPENSATION CLAIMS SUMMARY

Darren Smith provided a summary of claims for December 2007 and January 2008:

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.

3.3 2007 ANNUAL OHS PERFORMANCE

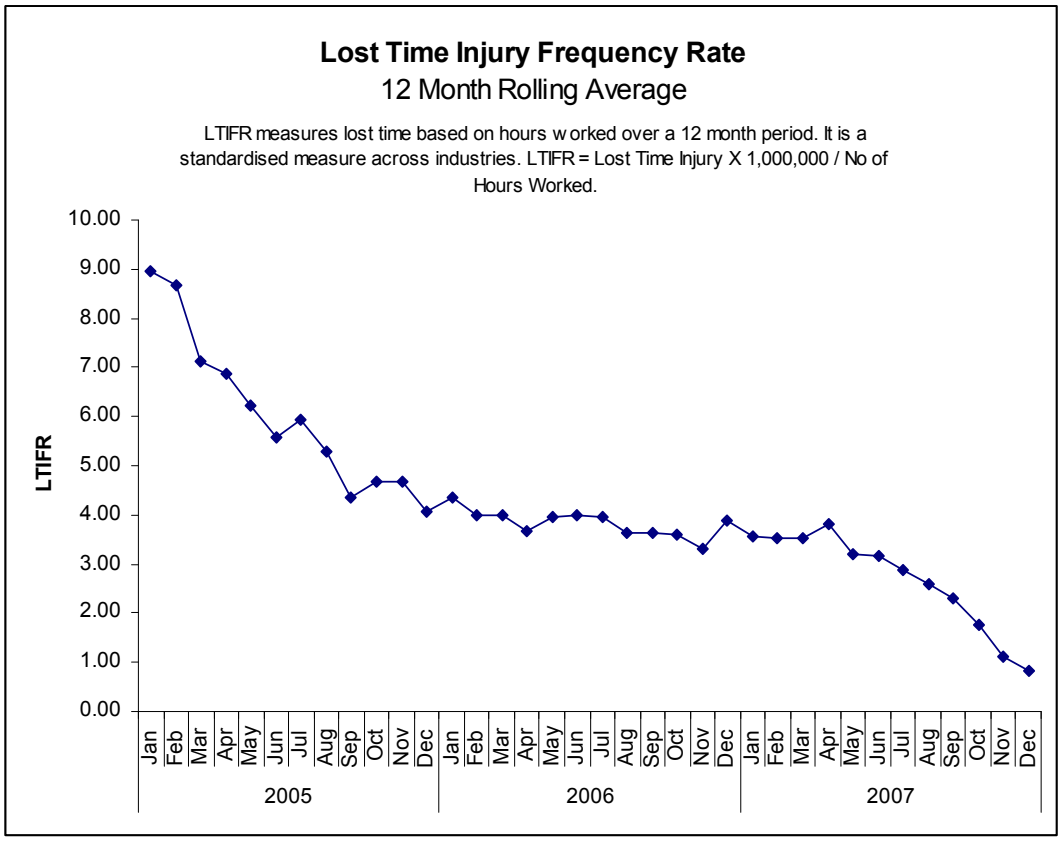
Darren Smith provided a summary of OHS Performance for 2007.

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.

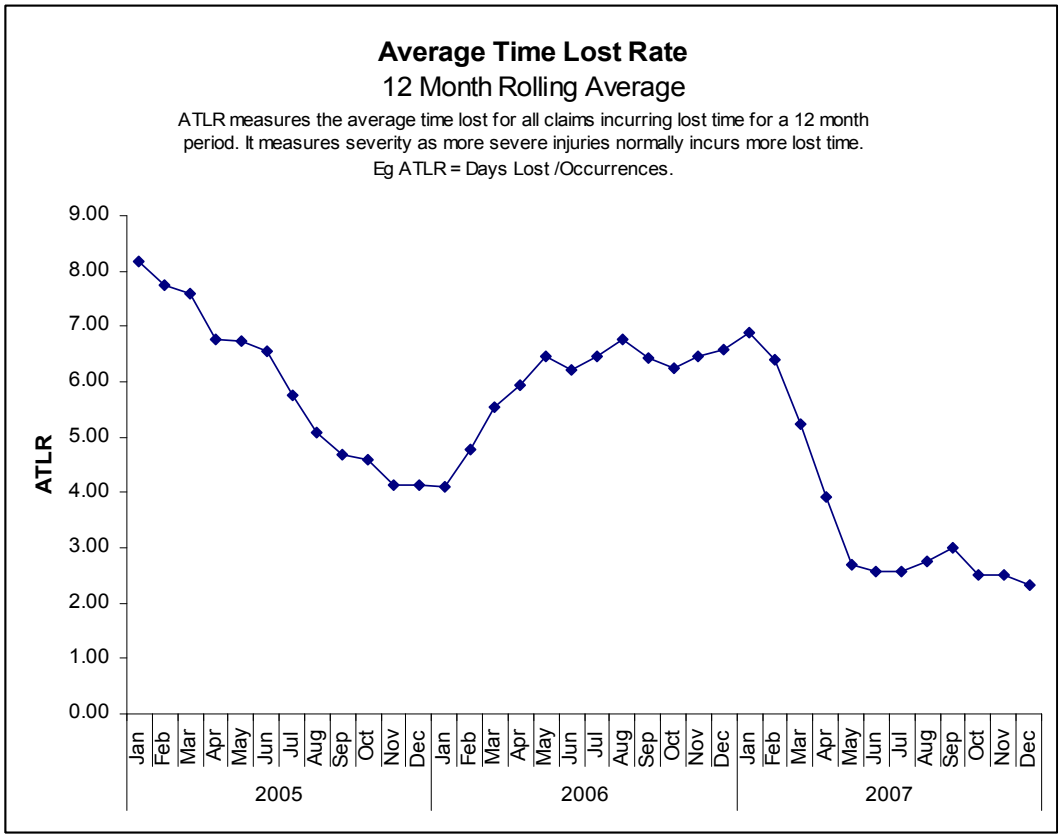
Claim Type	2006				2007			
	All Reported	Journey/ Recess	Liability Declined	Work Related	All Reported	Journey/ Recess	Liability Declined	Work Related
Insignificant	13	1	2	10	16	1	1	14
Medical	51	1	3	47	58	4	2	52
Lost Time	12	1	0	11	11	7	1	3
Total	**76**	**3**	**5**	**68**	**85**	**12**	**4**	**69**

Table 1 – Claim type comparison 2006 and 2007.

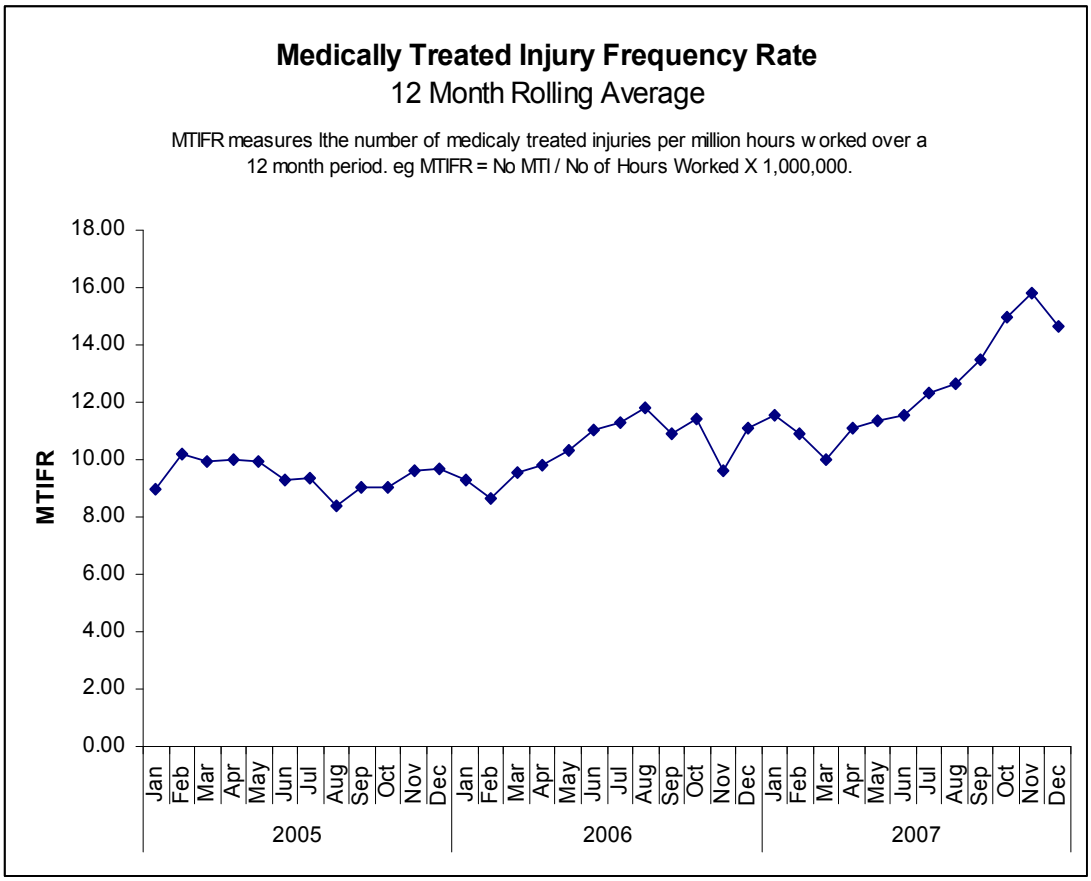
The Lost Time Injury Frequency Rate (LTIFR) rolling average decreased from 3.89 in 2006 to 0.84 in 2007. This positive result reflects the success of the University's OHS management system in reducing the risk of significant injuries in the workplace and effective claims management practices.



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.



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.

Darren Smith provided commented that while the number of claims was slightly higher in 2007 then 2006 this was mainly caused by the increased number of journey to work claims. Also, while the MTIFR has increased over the past few years this is a result of improving injury reporting practices which helps reduce the significance of injuries as demonstrated by the ATLR and LTIFR figures.

The OHS Unit is currently embarking on a benchmarking program with other NSW Universities to compare OHS performance across the sector.

3.5 OHS DOCUMENTATION REVIEW

A query was raised with regards to the closing of the review period for documents which are under review. Darren Smith outlined that as agreed previously the closing date for documents is 2 weeks after the OHS Committee meeting. Due to February's meeting being delayed by a week after the Agenda was released this was an oversight by the OHS Unit.

The Committee was also reminded that any document can be raised at any time with the OHS Unit or OHS Committee for review or modification to improve the OHS management system.

4. Late business

4.1 Internal Audit Results

The Internal OHS audit results for School of Biological Sciences and School of Chemistry are included as attachments 2 and 3.

4.2 Building Projects Consultation

An item was raised for discussion by Julie Gray with regards to consultation of campus building projects, specifically the new IHMRI building. It was commented that there may be opportunities to improve the current user-group mechanism in relation to OHS requirements.

Action: John Patterson to meet with Bruce Flint to identify improvement opportunities for faculty consultation mechanisms and report progress at next meeting.

4.3 WAC Survey

The WAC Survey results (appendix 2) were reviewed by the Committee. From the discussion it was agreed to review the percentage of non-academic/academic percentages for Faculty WACs.

Action: Darren Smith to provide percentages of WAC membership for faculty WACs.

5 Other Business

Campus inspections were conducted at the conclusion of the meeting.

The next meeting is scheduled to be held on 18th March 2008

The meeting closed at 11:00am.

Attachment 1 – Draft OHS Policy

Attachment 2 - OHS Verification Audit Report, School of Chemistry

Attachment 3 - OHS Verification Audit Report, School of Biological Sciences

Attachment 4 - WAC Survey Analysis.