Minutes of the OHS Committee held at 10:00am on Tuesday, 18th March 2008 in 36.304.

1. PRELIMINARY BUSINESS

1.1 ATTENDANCE AND APOLOGIES

PRESENT:
- Ian Laird (Chairperson, Engineering and Informatics WAC representative)
- Ellen Manning (acting Secretary)
- Kellie Ridges (HBS and Science WAC representative)
- Daniel Leo (Administration and Commerce WAC representative)
- Aaron McGrath (Alternate B&G and Accommodation Services WAC representative)
- Joanne George (CPSU representative)
- Pieter Moerkerken (NTEU representative)
- Prof. John Patterson (Management representative)
- John Steele (Management representative)
- Bruce Flint (Management representative)
- Assoc. Prof. Muttucumaru Sivakumar (Management representative)
- Darren Smith (Alternate management representative)
- Lynne Wright (EED)

APOLOGIES:
- Prof. Will Price (management representative)
- Mr Peter Gray (Library and ITS WAC representative)
- Patrick Crookes (Deans Representative)
- Wayne Ireland (B&G and Accommodation Services WAC representative)

1.2 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 26th February 2008 were confirmed without change.

1.4 STARRING OF ITEMS

The following items were starred for discussion:

2.1 OHS Policy
2.2 Internal OHS Verification Audits: Schools of Biological Sciences and Chemistry
2.3 OHS Committee Inspection
2.4 Building Projects Consultation
3.2 Workers Compensation Summary
3.3 WorkCover Notifiable/Significant Events
4.0 Voice 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* **INTERNAL OHS VERIFICATION AUDITS: SCHOOLS OF BIOLOGICAL SCIENCES AND CHEMISTRY**

Daniel Leo spoke to the tabled reports from last meeting about the process of internal audits. Of particular note were the corrective actions required for the element of OHS training. This is a result of new guidelines introduced mid 2007. Ellen Manning will be assisting these areas implement a corrective action plan to resolve any deficiencies.

Darren Smith commented that a desktop audit by a consultant auditor will be conducted in June to ensure the University’s OHS system is compliant to the new audit tool trialled by WorkCover from January 2008.

A question was raised regarding the consistency of the reports generated by the auditors. Darren Smith advised that all upcoming audits will use the same template providing an executive summary, findings and a corrective action plan for implementation. A link to the Audit Schedule for 2008 can be found on the OHS Unit Website: http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016968.pdf

2.4 **Building Projects Consultation**

With the absence of Prof. Patterson, Bruce Flint provided a summary of the NHMRI building project. The Project Control Group was formed in late 2007 and includes Lee Astheimer, Don Iverson, Wilf Yeo and Bruce Flint. A user consultation group was formed including key researchers and technical support staff. Over 25 people to date have been consulted on a broad range of issues including members of the OHS Unit.

A comprehensive design team is also in place which includes 17 various consultants in the areas of but not limited to:

- Laboratory design;
- Dangerous goods storage;
- Radiation safety;
- Biosafety;
- Building Code of Australia;
- Acoustics;
- Access and Egress.

The building is being designed according to various legislative requirements and standards including:

- Building Code of Australia;
- Laboratory Construction Code
- Safety in Laboratories Standards 1-10
- AQIS requirements;
- OGTR requirements;
- EPA regulations;
- OHS Regulation and Dangerous Goods Code of Practice;
- US National Institute of Health for Clinical Trials;
- Australian New Zealand Clinical Trials Registry

Bruce reiterated that the consultation to date has been extensive and the design aspects thoroughly reviewed and this phase is anticipated to be completed in July 2008.

3.1* **OHS UNIT REPORT**

3.2* **WORKERS COMPENSATION CLAIMS SUMMARY**

Darren Smith provided a summary of claims for February 2008:

There were 9 new workers compensation claims reported in February including:

- 1 lost time claim which incurred one full shift lost;
- 7 medically treated claims of which 1 was a journey to work claim;
- 1 insignificant claim.

The lost time injury was a manual handling injury which upon investigation found that it could have been prevented by use of lifting aids.

3.3* WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS
On 13th March 2008 an incident occurred involving a technical officer in the Faculty of Engineering. The NSW Police have been notified and are investigating the matter. The University is treating this incident as most serious and has taken a number of actions as a matter of urgency including the review of security and OHS procedures with senior faculty staff.

John Steele acknowledged that the University is also conducting a separate enquiry into the incident.

4.0* VOICE SURVEY
Darren Smith discussed and tabled the recent Voice survey results for safety related questions. Overall the results were quite positive across all Faculties and Divisions. Of particular interest were the below average results for the Faculties of Arts and Engineering with respect to demonstrated safety leadership by supervisors. The OHS Unit will speak with the respective Deans and WACs to implement strategies to improve in this area.

John Steele suggested that a copy of the analysis be sent to all Deans and Directors and Heads of School to improve OHS awareness. This will be coordinated by the OHS Unit.

5 OTHER BUSINESS
The next meeting is scheduled to be held on 15th April 2008

The meeting closed at 11:00am.

*Attachment 1: Draft OHS Policy
Attachment 2: Voice Survey Analysis - OHS Questions
Attachment 1 : Occupational Health and Safety Policy (Draft)

The University acknowledges that effective OHS 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 the prevention of workplace injuries 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 adequate facilities for the health, safety and welfare of all employees, students, contractors, labour hire employees and visitors;
- Identifying and providing appropriate OHS training and disseminating relevant OHS information to all employees, students, contractors, labour hire employees and visitors;
- Provision of appropriate supervision for all employees, students, contractors and labour hire employees;
- Consultation with all University employees, students, contractors to enhance the effectiveness of the OHS Management System;
- Providing adequate resources, including finances, to facilitate the fulfilment of the University’s OHS 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;
- Communicating this OHS policy through public display and training throughout the University.

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

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

Review
This policy will be regularly reviewed following legislative and organisational changes, or as a minimum, every three years.

Prof. G. R. Sutton
Vice Chancellor
## Attachment 2: Voice Survey Analysis – OHS Questions

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