Minutes of the OHS Committee held at 10:00am on Tuesday, 15th April 2008 in 36.304.

1. PRELIMINARY BUSINESS

1.1 ATTENDANCE AND APOLOGIES

PRESENT: Mr Ian Laird (Chairperson, Engineering and Informatics WAC representative)
Mr Dylan Smith (Secretary)
Ms Kellie Ridges (HBS and Science WAC representative)
Mr Daniel Leo (Administration and Commerce WAC representative)
Mr Wayne Ireland (B&G and Accommodation Services WAC representative)
Ms Joanne George (CPSU representative)
Mr Peter Gray (Library and ITS WAC representative),
Prof. John Patterson (Management representative)
Mr John Steele (Management representative)
Mr Darren Smith (Alternate management representative)
Ms Lynne Wright (EED)
Prof. Will Price (management representative),
Mr Tony Johnson (Alternative Management Representative)

APOLOGIES: Mr Pieter Moerkerken (NTEU representative)
Mr Bruce Flint (Management representative)

1.2 CONFIRMATION OF MINUTES
The minutes of the previous meeting held on 18th March 2008 were confirmed without change.

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

2.1 OHS Committee Inspection.
2.2 Building Projects Coordination.
3.2 Workers Compensation Summary.
3.3 WorkCover Notifiable/Significant Events.
4.0 Incident Report Review.

2.1 * OHS COMMITTEE INSPECTION

Wayne Ireland gave the committee an update on where B&G is up to on the jobs developed from the OHS Committee inspection. He informed the committee that most tasks are complete and the remainder should be finished before the May 20th meeting. Wayne advised that security would start to issue warning tickets to people who leave their bikes chained to handrails around the campus rather than using bike racks. It is envisaged this disciplinary action will encourage people who travel to the University on bikes to use the racks available to them.
2.2* BUILDING PROJECTS COORDINATION

Prof. John Patterson informed the committee of a meeting he had with Bruce Flint and Bob Slater in regards to the need for improved consultation mechanisms for building projects design. As an outcome of that meeting the Deputy Vice Chancellor (operations) will be informed of the make-up of the user group for any new building project to assist with user consultation to ensure they are adequate.

The Chair also mentioned that the Workplace Advisory Committees constitution may be used as a model to establish coverage/ membership of user groups.

3.2 WORKERS COMPENSATION CLAIMS SUMMARY

Darren Smith provided a summary of claims for March 2008:

There were 6 new workers compensation claims reported in March including:
- 2 lost time claims which included 1 work related claim which lost a total of 8 days in March and 1 journey claim which lost 2 days in March;
- 2 medically treated claims;
- 2 insignificant claims.

3.3* WORKCOVER NOTIFIABLE SIGNIFICANT INCIDENTS

Daniel Leo informed the committee of a significant injury occurring at the end of March that involved an undergraduate student cutting his hand whilst sharpening a butter knife in an ISEM lab. An investigation into the incident found that the injury could have been avoided if hazard identification strategies, risk controls, appropriate equipment for the task, safe work procedures, training and personal protective equipment been implemented.

4.0* INCIDENT REPORT REVIEW

Darren Smith gave presentation on the newly created staff performance indicator system in relation to OHS statistics. Darren was able to demonstrate the use of the system in terms of identifying trends and patterns relating to injury and risk profile. The system also allows for the reporting and tracking of hazard and incidents reported by SafetyNet.

It was discussed how WACs could best utilise this information for reviewing their risk/injury profile and outstanding incidents. It was agreed that the Performance indicator system is a useful management tool for supervisors. Designated users of the system can provide reports where required, it is envisaged that WAC’s will liaise with the OHS Unit on the development of reports that suit the WAC’s individual needs

5.0 LATE BUSINESS

5.1 Peter Gray expressed concern about the set up of fencing barriers at major Uni Bar concerts of whether these met emergency egress requirements.

Action: Darren Smith to contact the general manager of the UniCentre and Security to ensure that a risk assessment regarding emergency egress had been completed and actioned.

5.2 Wayne Ireland informed the meeting that the Licensing Act is changing in July and there are possibly Implications on the UOW Policy on Alcohol and Drugs in Employment (http://www.uow.edu.au/about/policy/documents/PolicyOnAlcohol&DrugsInEmployment.pdf) and the guidelines on the Use and Management of Alcohol
Action: OHS Unit to investigate

5.3 It was decided that Wayne Ireland and Kellie Ridges would take turns in chairing meetings whilst Ian is on leave.

The meeting closed at 11:00am.

The next meeting is scheduled to be held on Tuesday the 20th of May 2008.