1 PRELIMINARY BUSINESS

1.1 Welcome and Apologies

1.2 Starring of Items

1.3 Welcome to the Dean's Representative Prof Chris Cook (Engineering).

1.4 Confirmation of Minutes

ATTACHMENT

That the minutes of the previous meeting held on the 15th April 2008 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING

2.1 UniCentre Emergency Egress Procedures at Uni Bar

Darren Smith followed up with UniCentre the Committee’s concerns regarding emergency egress of the UniBar when enclosed by temporary fencing. In discussion with Seamus O’Brien (Operations Manager), the fencing is fixed in place. However, it is easily dismantled by unlocking a clamp at the top of the fence and access is permitted within seconds. The UniBar has evacuation procedures which have been amended to outline this procedure.

3 GENERAL BUSINESS

3.1 OHS Unit Report

3.1.1 Workers Compensation Summary

April 2008

There were 5 new workers compensation claims reported in April including:

- 3 medically treated claims; which included 1 journey claim
- 1 insignificant claim.
- 1 claim that was reasonably excused.

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

On Saturday 12 April 2008 a WorkCover inspector who was on campus attending a lecture issued the University with two improvement notices and a penalty notice of $1000 after observing the use of a wood chipper and assessing it as unsafe. Whilst a risk assessment was in place it did not in the inspector's view, treat the risk of an unguarded power take-off unit appropriately. Considering the risk of a foreseeable injury, the inspector issued improvement notices to ensure the unit was adequately guarded and operators were trained in the safe use of the equipment.
A detailed incident analysis was completed by the OHS Unit with assistance of Buildings and Grounds and several corrective actions have been implemented to WorkCover’s satisfaction including:

- Secure guarding of the PTO shaft and the power input connection;
- Development of a risk assessment and safe work procedure for use of the wood chipper and tractor;
- Competency based training of the employees/persons in relation to using the wood chipper and tractor;
- Implementation of a guarding inspection system for all maintenance equipment within B&G;
- Toolbox discussion meeting maintenance staff with regards to risk assessments, safe guarding of equipment and safe work procedures;

Buildings and Grounds with assistance from the OHS Unit are investigating the implementation of “on the job” observational audits of staff undertaking high risk tasks to ensure safe work procedures are implemented and adhered to.

3.1.3 TRAINING
There were 4 OHS courses conducted in April for 51 participants.

3.2 OHS DOCUMENTATION REVIEW

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
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<tbody>
<tr>
<td>PC2 Laboratory Decommissioning Form</td>
<td>11/4/08</td>
<td>13/5/08</td>
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<tr>
<td>Field Activity Guidelines &amp; Procedures</td>
<td>11/4/08</td>
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<tr>
<td>Field Activity Plan</td>
<td>11/4/08</td>
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<td>Field Activity Risk Assessment Form</td>
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<tr>
<td>Field Activity Participant Acknowledgement</td>
<td>11/4/08</td>
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4 LATE BUSINESS

5 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 17th June 2008 at 10:00am in Building 36 room 3.04.