Minutes of the OHS Committee held at 10:00am on Tuesday, 20th May 2008 in 36.304.

1. PRELIMINARY BUSINESS

1.1 ATTENDANCE AND APOLOGIES

PRESENT: Mr Wayne Ireland (Acting Chairperson, B&G and Accommodation Services WAC representative)
Mr Dylan Smith (Secretary)
Ms Kellie Ridges (HBS and Science WAC representative)
Mr Daniel Leo (Administration and Commerce WAC representative)
Mr Pieter Moerkerken (NTEU representative)
Ms Joanne George (CPSU representative)
Mr Peter Gray (Library and ITS WAC representative),
Assoc. Prof. Bill Zealey (Engineering and Informatics WAC representative)
Prof. John Patterson (Management representative)
Ms Irene Burgess (Alternative Management representative)
Prof. Will Price (management representative),
Mr Bruce Flint (Management representative)
Assoc. Prof. Muttucumaru Sivakumar (Management representative)
Prof. Chris Cook (Deans Representative)
Mr Darren Smith
Ms Ellen Manning

APOLOGIES: Mr Ian Laird (Chairperson, Engineering and Informatics WAC representative)
Mrs Lynne Wright (EED)
Mr John Steele (Management Representative)

1.2 CHAIR’S WELCOME

Prior to the commencement of the official business, the Chair welcomed Chris Cook to the meeting.

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 15th April 2008 were confirmed without change.

1.4 STARRING OF ITEMS

The following items were starred for discussion:

2.1 Uni Bar Emergency Egress Procedure
3.1 Workers Compensation Summary.
3.2 Work Cover Notifiable/Significant Events.
4.0 Late Business
5.0 Other Business
2.1 * UNI CENTRE EMERGENCY EGRESS PROCEDURE AT UNI BAR

UniCentre management have informed Darren Smith that the set up of fencing barriers used at the Uni Bar during major events does not present a risk to emergency egress requirements. The fencing has the ability to be easily released from its fixed position and provide a number of openings for patrons to exit the premises in the case of an emergency and as a result does not hinder emergency egress. The UniCentre has since amended their emergency procedures to include this information.

It was argued that the set up of barriers is still of risk as fencing could be too heavy to manoeuvre, particularly for female staff. This point was contested as a result that there will be ample security guards manning the perimeter during major events who can easily dismantle sections of the fencing from its fixed position.

The following actions were endorsed by the committee:

1) Darren Smith to confirm UniCentre’s compliance with requirements for emergency preparedness and response and that appropriate trial evacuations are conducted.
2) Darren Smith to liaise with UniCentre on ensuring the emergency evacuation procedures covers appropriate risks.

3.1* 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.

3.2 WORKCOVER NOTIFIABLE/ SIGNIFICANT EVENTS

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.

The committee discussed the idea of observational audits and it was noted that while some other organisations have had success with this procedure; the University will need to ensure that it was tailored for our environment and culture.

4.0 LATE BUSINESS

4.1 Assoc. Prof. Muttucumaru Sivakumar informed the Committee that the links for the documents open for review listed on the Agenda were incorrect.

Action: Dylan Smith to ensure correct links are included in the minutes and extend period of review.

5.0 Other Business

The meeting closed at 10:45pm.

The next meeting is scheduled to be held on Tuesday the 17th of June 2008 in Building 36 room 3.04.