Minutes of the OHS Committee held at 10:00am on Tuesday, 17\textsuperscript{th} June 2008 in UniCentre Function Room 3.

1. **PRELIMINARY BUSINESS**

1.1 **ATTENDANCE AND APOLOGIES**

**PRESENT:**
- Ms Kellie Ridges (HBS and Science WAC representative, Acting Chairperson)
- Mr Dylan Smith (Secretary)
- Mr Daniel Leo (Administration and Commerce WAC representative)
- Mr Peter Gray (Library and ITS WAC representative), Assoc. Prof. Bill Zealey (Alternate Engineering and Informatics WAC representative)
- Mr Pieter Moerkerken (NTEU representative)
- Ms Joanne George (CPSU representative)
- Mr John Steele (Management representative)
- Prof. Will Price (Management representative & Science WAC Representative)
- Mr Bruce Flint (Management representative)
- Mr Darren Smith (Alternate management representative)
- Prof. Trevor Spedding (Deans Representative)
- Ms Ellen Manning

**IN ATTENDANCE:**
- Mr Brent Michell (Accommodation Services WAC Representative)
- Mr Ron Marshall (Engineering WAC Representative)
- Mr Gary Piggott (Administration WAC Representative)
- Dr Kankesu Jayanthakumaran (Commerce WAC Representative)

**APOLOGIES:**
- Mr Ian Laird (Chairperson, Engineering and Informatics WAC representative)
- Prof John Patterson (Management representative)
- Assoc. Prof. Muttucumaru Sivakumar (Management representative)
- Mr Wayne Ireland (B&G and Accommodation Services WAC representative)

1.2 **DEANS WELCOME**

Prior to the commencement of the official business, the Chair welcomed Prof Trevor Spedding to the meeting.

The Chair also welcomed invited WAC representatives.

1.3 **CONFIRMATION OF MINUTES**

The minutes of the previous meeting held on 20\textsuperscript{th} May 2008 were confirmed without change.
1.4 STARRING OF ITEMS
The following items were starred for discussion:

2.1 Uni Bar Emergency Egress Procedure
2.2 Ring Road Footpath and Pedestrian Crossing
3.1 Workers Compensation Summary.
3.1.3 OHS Verification Audit Audits.
3.3 Work Life Balance Website Launch
3.4 WAC Committee Chair Reports
4.0 Late Business
5.0 Other Business

2.1 * UNI CENTRE EMERGENCY EGRESS PROCEDURE AT UNI BAR
Darren Smith met with UniCentre management to review the UniBar’s emergency procedures specifically in relation to emergency egress with the erection of temporary fencing for major events. The outcome included the introduction of two extra exit points in the temporary fencing which will be signposted. Emergency evacuation procedures and responsibilities have also been documented to communicate to UniCentre staff and contractors.

The committee along with Darren agreed that the extra points are an improvement on the previous setup. Daniel Leo has planned to review the emergency egress measures at the next available opportunity.

2.2 * RING ROAD FOOTPATH AND PEDESTRIAN CROSSING
Bruce Flint gave a summary of the University’s position on the suggested changes to the campus ring road including the implementation of a foot path and modifications to the URAC pedestrian crossing.

It was explained that although signage aims to encourage pedestrians to travel through the campus to access Northfields Avenue, some still opt to walk along the ring road. In light of this, B&G are investigating options to construct a formalised path around the north-east corner of Building 39 to reduce this risk.

Bruce also mentioned that optimising pedestrian safety was a major consideration in choosing not to put in an additional crossing on the ring road. The current crossing out the front of URAC is in the most appropriate position to provide safe access to Building 13.

3.1* WORKERS COMPENSATION SUMMARY

May 2008

There were 5 new workers compensation claims reported in April including:
- 2 lost time claims of which the liability for one claim has been disputed;
- 2 medically treated claims of which the liability for one claim has been disputed;
- 1 insignificant claim.

3.1.3* OHS Verification Audits

The School of Engineering Physics and BlueScope Metallurgy Institute will be audited by the OHS Unit in June. The audit findings will be presented to management and the Engineering WAC and OHS Committee in July.
Darren informed the committee that the OHS Verification Audits are being completed as per the triennial audit schedule. The audits target key elements of the Self Insurer OHS Audit Tool including but not limited to management responsibility, risk management, training, process control and inspection and testing.

The aim of the audits are twofold, firstly to ensure that the OHS management system is being implemented where appropriate, and secondly to provide a forum for continuous improvement.

3.3 WORK LIFE BALANCE WEBSITE LAUNCH

Lynne Wright gave a presentation on the University's new Work/Life Balance Web Page. Lynne explained that the web page is designed to give advice and information to staff and managers on work/life balance topics.

Lynne encouraged feedback from university staff that aims at improving the components of the site. An all-all email will be sent out in regards to the web site launch.

3.4 WAC COMMITTEE CHAIR REPORTS

Administration
- Meetings have included a rotating chairperson;
- Workplace inspections organised for Student Central and CEDIR which will be completed in the next 3 months.

Science
- First round lab inspections in progress.
- Safe Working procedures have been completed on SafetyNet for a number of tasks.
- Preparation of a Science Contractor Induction checklist is in progress.
- Dr Ron Sluyter has been appointed WAC chair from July 2008.

Engineering
- Lab self inspections were completed mid session and follow up inspections have just been completed; results will be passed onto Heads and staff.
- E-tagging completed for approximately 20 % of equipment in all engineering labs.
- Progressing on developing an action plan for the implementation of a Building 6 disability ramp.
- Ron Marshall and Chris Cook have recently attended a safety audit at Blue Scope Steel Research Centre.

Commerce
- Two meetings completed this year and have appointed a new chair in Dr Kankesu Jayanthakumaran.
- Plan to complete a number of workplace inspections during the Winter break.
- Are in the process of updating recent changes made to their WAC on the commerce intranet site.

Health & Behavioural Science
- Have completed an audit on emergency evacuation procedures in which they identified a number of opportunities for improvement. Corrective actions and training are being implemented to help raise awareness of correct procedures.
- Online faculty inductions are currently being developed.
- Lab audits to be conducted during mid-year break.

Buildings & Grounds
• Have currently not held any conventional WAC meetings this year, although have had several meetings pertaining to WorkCover Notice regarding:
  - On thermal comfort issues relating to 31A,
  - Penalty and Improvement Notice on The Wood Chipper which has been extensively covered at the OHS Committee.

4.0 LATE BUSINESS

4.1 Daniel Leo informed the committee that a Safe Working Procedure for the testing and tagging of electrical appliances is now available on safety net under the reference number UOW00024

4.2 Kellie Ridges - congratulated Darren Smith on his recent appointment as the OHS Manager.

5.0 Other Business

The meeting closed at 11:45pm.

The next meeting is scheduled to be held on Tuesday, 15th of July 2008 in Building 36 room 3.04.