Minutes of the OHS Committee held at 10:00am on Tuesday, 21st April 2009 in 36.304.

1 PRELIMINARY BUSINESS

1.1 ATTENDANCE AND APOLOGIES

PRESENT: Ian Laird (Chairperson, Engineering and Informatics WAC representative);
Kellie Ridges (HBS and Science WAC representative);
Peter Gray (Library and ITS WAC representative);
Daniel Leo (Administration and Commerce WAC representative);
Brent Michell (B&G and Accommodation Services WAC representative);
Prof. Edward Wolfers (NTEU representative);
Joanne George (CPSU representative);
Prof. John Patterson (Management representative);
John Steele (Management representative);
Tony Johnson (Alternate Management representative);
Nigel Pennington (Alternate Management representative);
Assoc. Prof. Stephen Ralph (Alternate management representative);
Yvonne Kerr (Deans Representative);
Dylan Smith (Secretary);
Ellen Manning (Science & Engineering OHS Coordinator);
Darren Smith (OHS Manager);
Lynne Wright (EED representative);
Stephen Cooper (UniCentre representative).

APOLOGIES: Assoc. Prof. Stephen Wilson (Management representative);
Bruce Flint (Management representative);
Assoc. Prof. Muttucumaru Sivakumar (Management representative).

1.2 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 17th of March 2008 were confirmed without change.

1.3 WELCOME TO THE DEAN'S REPRESENTATIVE YVONNE KERR

Prior to the commencement of the official business, the Chair welcomed Yvonne Kerr to the meeting.

1.4 WELCOME TO THE UNICENTRE REPRESENTATIVE STEVE COOPER

Prior to the commencement of the official business, the Chair welcomed Steve Cooper to the meeting.

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

2.1 Emergency Alarm Devices
2.2 Hazard and Incident Reporting
2.0 OHS Improvement Plan
3.1 OHS Unit Report
3.2 OHS Document Review

2 BUSINESS ARISING

2.1 EMERGENCY ALARM DEVICES*

Darren Smith reported back to the Committee on analysis of critical incidents reported to OHS, EED and Security over the last 3 years. It was found that EED and Security had no formal reports of incidents of this nature. A review of the OHS Hazard and Incident Register identified 4 critical incident reports including:

- Alleged assault on an employee in a toilet;
- Assault to a staff member on the way to work;
- Alleged assault between two colleagues;
- Alleged verbal threat between two students.

A review of current emergency alarms on campus identified that there are three areas where these are currently installed:

- Northfields Clinic;
- Student Services;
- Animal House.

Information from Security included that it is rare for these alarms to be used, however there are procedures in place for response and testing.

After discussion, the Committee formed the opinion that given the relatively low prevalence of critical incidents reported the widespread need for emergency duress alarms was not required. However, should the need for an emergency duress alarm be identified a risk assessment should be conducted by OHS and Security to determine appropriate risk control measures.

In addition, Darren Smith provided the Committee with a summary of proposed amendments to the University’s Emergency Management Procedures to include critical incident response. The draft Procedure will be tabled at the May meeting.

The Committee was reminded that any incident involving the health and safety of employees or students should be formally reported via SafetyNet. This will ensure a risk assessment is conducted and will assist with review of the University’s risk profile.

2.2 HAZARD AND INCIDENT REPORTING*

Daniel Leo presented two graphs reviewing the performance of Hazard and Incident Reporting (HIR) for 2008.

The graph below illustrates that 460 Hazard and Incident Reports were submitted in 2008 which is a reduction from 577 that were reported in 2007.
The graph below confirms:

- A slight increase in Medium Risk HIR from 266 in 2007 to 279 in 2008.
- A slight decrease in Low Risk HIR from 88 in 2007 to 70 in 2008.

Peter Gray requested that the OHS Unit should review all high and extreme risk reports to ensure appropriate corrective action is put in place. Darren informed the Committee that the OHS Officer reviews each hazard and incident report to ensure the risk assessment is completed appropriately this includes assessment and control.

John Steele informed the Committee that University Council has asked for a report of all Extreme and High risk hazards and incidents reported on a monthly basis. It was agreed that the OHS Committee would also review this information.

**Action:** Hazard and Incident Reports rated with an Extreme or High risk to be included in the OHS Unit report for future meetings.
2.3 OHS IMPROVEMENT PLAN*

Daniel Leo updated the committee on the status of actions developed in the OHS Management System Improvement Plan.

The following documents have been created or amended:

- OHS Communication Guidelines;
- Legislative Compliance Guidelines;
- OHS Committee Constitution;
- WAC Terms of Reference.

The following documents are still under review:

- Hazard and Incident Reporting Guidelines;
- OHS Auditing Guidelines;
- OHS Training Guidelines;
- OHS Risk Management Guidelines;
- OHS Strategic Planning Guidelines;
- First Aid Guidelines;
- Emergency Management Procedures;
- Management System Guidelines;
- Document Control and Records Handling Guidelines.

There is a possibility of changes being made to the National Audit Tool for Self-Insurers and Daniel will update the Committee if this occurs. The OHS Unit will continue to focus on assisting Faculties and Divisions to maintain records keeping and implement the OH&S Management System.

Additionally, members of the OHS Unit met with representatives from BlueScope Steel who were recently audited by WorkCover against the National Audit Tool for Self Insurers. The meeting helped to further understand what the auditors will be targeting in the audit and ensure the University is prepared for the upcoming audit in 2010.

3 PRELIMINARY BUSINESS

3.1 OHS UNIT REPORT

3.1.1 WORKERS COMPENSATION CLAIMS SUMMARY*

Darren Smith provided a summary of claims for March 2009

Workers Compensation Claims - March 2009

- There were 11 new workers compensation claims lodged in March which included:
  - Five medically treated injuries of which one was a journey to work claim.
  - Three insignificant claims.
  - Three claims that were denied/excused.

Darren Smith commented that the University’s LTIFR was around 1.00 for March which is a positive performance indicator.

Total Number of Safe Work Procedures finalised in SafetyNET – March 2009:

- 105 (a further 100 SWP’s are yet to be finalised). John Steele suggested that a progress check by faculties and units be presented to the June meeting.

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

Nil
3.1.3 TRAINING
There were 11 OHS Training Courses conducted in March with 76 participants.

3.2 OHS DOCUMENTATION REVIEW*

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<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
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<td>Laboratory Safety Guidelines</td>
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<td>SafetyNET Guide</td>
<td>1/04/2009</td>
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4 LATE BUSINESS

4.1 AUSTRALASIAN UNIVERSITY SAFETY ASSOCIATION CONFERENCE
Darren Smith informed the Committee that several members of the OHS Unit will be attending the 2009 AUSA Conference at the University of Sydney from the 7th to the 10th of July this year. Committee members were encouraged to attend the Conference. More information on the conference can be viewed on the following web site:

5 OTHER BUSINESS
The next meeting is scheduled to be held on 19 May 2009 in 36.304 at 10am.

The meeting closed at 10:45m.