Minutes of the OHS Committee held at 10:00am on Tuesday, 19th May 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); Daniel Leo (Administration and Commerce WAC representative); Dylan Smith (Secretary, Alternate Library and ITS WAC representative); Ellen Manning (Alternate B&G and Accommodation Services representative); Prof. Edward Wolfers (NTEU representative); Joanne George (CPSU representative); Assoc. Prof. Stephen Wilson (Management representative); Prof. John Patterson (Management representative); John Steele (Management representative); Bruce Flint (Management representative); Assoc. Prof. Muttucumaru Sivakumar (Management representative). Darren Smith (OHS Manager); Stephen Cooper (UniCentre representative).

APOLOGIES: Prof Elizabeth Farmer (Deans Representative); Peter Gray (Library and ITS WAC representative); Brent Michell (B&G and Accommodation Services WAC representative); Lynne Wright (EED representative).

1.2 WELCOME TO MANAGEMENT REPRESENTATIVE ASSOC PROF STEPHEN WILSON

Prior to the commencement of the official business, the Chair welcomed Assoc Prof Stephen Wilson to the meeting.

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 21st of April 2009 were confirmed with the following addition required:

- Section 2.1: The OHS Unit to consult with Joe McIver regarding options to integrate emergency alarm notifications via the impending Voice Over Internet Protocol project. Darren Smith will provide feedback at the June meeting.

1.4 STARRING OF ITEMS

The following items were starred for discussion:

2.1 Emergency Management Procedures Review
3.0 OHS Unit Report
4.1 WAC Surveys
4.2 National Review into Model Occupational Health and Safety Laws
4.3 Change to Meeting Times

2 BUSINESS ARISING
2.1 EMERGENCY MANAGEMENT PROCEDURES REVIEW *

Daniel Leo informed the committee on the recent changes to the Emergency Management Procedures. Changes have been made in accordance with recommendations from the 2008 External OHS Management System Audit Improvement Plan and include:

- Rephrasing section 5.10 “Post Trauma Counselling” to “Critical Incident Management.”
- Addition of information on support and assistance services in section 5.10 for those experiencing Critical Incident Stress including the Employee Assistance Program and Student Counselling services.
- Modification to section 6.13.2 Gas Leak procedures.
- Modification to section 6.16 Hostage Situation/Armed Intruder to include a zone formula to provide the campus community with a self-assessment tool for determining an individual’s immediate response to an armed intruder event.

Ian Laird inquired if the OHS Unit has a process in place to ensure University staff members are made aware of changes the document. Darren Smith informed that staff member awareness should be provided through committee consultation. Additionally staff members are informed on the procedure when they complete Building Warden training and participate in Evacuation Drills.

3 PRELIMINARY BUSINESS

3.1 OHS UNIT REPORT

3.1.1 WORKERS COMPENSATION CLAIMS SUMMARY*

Darren Smith provided a summary of claims for April 2009

Workers Compensation Claims - April 2009
There were 9 new workers compensation claims lodged in April which included:

- One lost time injury which had a total of three days lost. The claimant has since returned to work on normal hours.
- Seven medically treated injuries of which two were journey claims.
- One insignificant claim which was a journey to work claim.

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

Nil

3.1.3 HAZARD AND INCIDENT REPORTING

Darren Smith provided a summary of hazard reports for the month of April. The Committee agreed to continue using this format to review Extreme and High risk hazards.

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Perimeter fence for Building 6 demolition work fell over due to high wind and poor bracing.</td>
<td>1. Contractor notified and perimeter fence appropriately braced. 2. UOW Contractor Induction Guide revised to include bracing requirements for perimeter fences.</td>
</tr>
<tr>
<td>High</td>
<td>Contractors sighted dropping glass panels from height at Innovation Campus.</td>
<td>1. Work stopped and contractor instructed to complete a risk assessment prior to proceeding. 2. Appropriate barricades, clean up procedures and standby person incorporated into method of work.</td>
</tr>
<tr>
<td>High</td>
<td>Stairs leading to building 20 posing slip hazard.</td>
<td>1. Stairs cleaned to remove slip hazard.</td>
</tr>
<tr>
<td>High</td>
<td>Incident involving poor workstation ergonomic practices.</td>
<td>1. Review of workstation practices and ergonomic equipment.</td>
</tr>
</tbody>
</table>
3.1.4 SAFE WORK PROCEDURES
Total Number of Safe Work Procedures finalised in SafetyNET – April 2009:

- 188

**Action:** Daniel Leo to provide an update to June meeting on Faculty progress in updating online Safe Work Procedures.

3.1.5 TRAINING
There were 7 OHS Training Courses conducted in April with 98 participants.

3.2 OHS DOCUMENTATION REVIEW*

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management Procedures is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>13/5/2009</td>
<td>2/6/2009</td>
</tr>
<tr>
<td>Field Activity Guidelines and associated forms are currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>5/04/2009</td>
<td>2/06/2009</td>
</tr>
</tbody>
</table>

4 LATE BUSINESS

4.1 WAC SURVEYS
The WAC Surveys were tabled and opened for discussion. The committee suggested the following modifications:

- Include the Shoalhaven and Innovation Campus WAC’s in future surveys.
- Include Student Representatives in the WAC membership profile.

The WAC Survey including amendments has been attached to the minutes.

4.2 NATIONAL REVIEW INTO MODEL OCCUPATIONAL HEALTH & SAFETY LAWS
Darren Smith noted that the Federal Government’s Review Panel on a model OHS law is still in the very early planning stages. The committee would like Darren to provide an update of the status of the panel’s recommendations at the next meeting.

**Action:** Darren Smith to provide a summary of the status of the proposed Model OHS Law at the next committee meeting. The summary to include information on the Commonwealth self insurance system and how changes to the NSW OHS system are likely to impact on UOW.

4.3 CHANGE TO MEETING TIME
Future meetings will commence at 10:30 am to allow members with conflicting meetings to attend.

4.4 STUDENT BEHAVIOUR AND STUDENT ABILITY TO CONTINUE STUDY POLICY
John Patterson informed the Committee on the University’s plans to develop a new policy relating to student behaviour particularly the suitability/ability of students to continue studying at UOW. It is anticipated the new policy will be presented at the next University Council meeting.

5 OTHER BUSINESS
The next meeting is scheduled to be held on 16th of June 2009 in UniCentre Function Centre 3 at 10:30am.
WORKPLACE ADVISORY COMMITTEE FOR OHS SURVEY
2009

Instructions:
The following survey is to be completed by the WAC chair or secretary in consultation with the WAC committee. The information provided will be used to evaluate how well each WAC is performing and whether assistance or monitoring by the OH&S Unit or Committee is required.

1. **Name of the WAC?**
   - Engineering
   - Library
   - ITS
   - Administration
   - Science
   - Buildings & Grounds
   - Informatics
   - Accommodation Services
   - Student Services
   - Creative Arts
   - Law
   - Arts
   - Commerce
   - Education
   - Health and Behavioural Sciences/Graduate School of Medicine
   - Shoalhaven Campus
   - Innovation Campus

2. **WAC Membership (Please provide the names of the WAC representatives)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Profile (Academic/General/Student)</th>
<th>WAC Meeting Attendance (January 2009 to current)</th>
<th>WAC Training OHS Unit to verify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Meeting Date:</td>
<td>Meeting Date:</td>
</tr>
<tr>
<td>Chair:</td>
<td>☐ A ☐ G ☐ S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sec:</td>
<td>☐ A ☐ G ☐ S</td>
<td>☐ A ☐ G ☐ S</td>
<td>☐ A ☐ G ☐ S</td>
</tr>
<tr>
<td></td>
<td>☐ A ☐ G ☐ S</td>
<td>☐ A ☐ G ☐ S</td>
<td>☐ A ☐ G ☐ S</td>
</tr>
</tbody>
</table>

3. **(a) In your area which of the following risks are considered prominent?**
   - Manual Handling
   - Office Ergonomics
   - Electricity
   - Psychological Injury
   - Plant and Equipment
   - Chemicals
   - Design
   - Other (please specify) ________________________________

   **(b) How are these risks being eliminated or minimised to a safe level?**
4. **Do the WAC meetings and minutes include the following?:**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Business arising from previous meeting (to ensure unfinished business remains on the agenda for corrective action).</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(b) Hazard and incident reports.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(c) Workplace inspections/audits</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(d) OH&amp;S training - attendance, identified training needs and course dates</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(e) First Aid/Building Wardens - check for adequate coverage.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(f) Central OH&amp;S Committee minutes tabled and relevant items discussed</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

5. **Workplace Inspections:**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Does the WAC have an inspection schedule covering all of the WAC areas of responsibility? If the answer to (a) was No : Does the workplace have an inspection schedule?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(b) Does the schedule prioritise areas based on risk or injury profile?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(c) Are workplace inspections carried out as scheduled? (either by WAC or other means).</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(d) Do workplace inspections involve staff other than WAC representatives?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(e) Are workplace inspection summaries and schedules monitored by the WAC?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(f) Are hazard and associated corrective actions identified during the WAC inspection recorded in SafetyNET?</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

6. **Who receives a copy of the workplace inspections?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) WAC</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(b) Dean/Director</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(c) Head of Unit</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(d) Local Manager/Supervisor</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>(e) Other - please define:</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

7. **Emergency preparedness:**
8. **WAC Effectiveness**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Are all building wardens in your area, trained and listed on the OHS Units Building Warden contact list?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(b) Are RACE signs updated with building warden information.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(c) Are all first aiders, trained and listed on the OHS Units First Aid contact list?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If Yes please provide detail:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

9. **Do you require any assistance to improve the functioning of the WAC?**

- ☐ No
- ☐ Yes (please specify) ________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10. **Is there any other feedback you would like to provide on the WAC performance or any other OH&S issues?**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________