OHS COMMITTEE
AGENDA – Tuesday 16th June 2009
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the June meeting of the OHS Committee to be held at 10:30 am on the 16th of June 2009 in the UniCentre Function Room 3.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF SIMON VILLE

1.3 WELCOME TO WAC CHAIRS

1.4 CONFIRMATION OF MINUTES

   That the minutes of the previous meeting held on the 19th May 2009 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING

2.1 EMERGENCY ALARM DEVICES

   Darren Smith to provide a feedback on meeting between ITS and the OHS Unit regarding options to integrate emergency alarm notifications via the impending Voice Over Internet Protocol project.

2.2 NATIONAL REVIEW INTO MODEL OHS LAWS

   Darren Smith to provide the Committee with a summary of the status of the proposed Model National OHS Laws. The summary will include information on the Commonwealth Self Insurance System and any likely impact to UOW.

2.3 SAFE WORK PROCEDURE REVIEW

   Daniel Leo to provide an update on Faculty progress in updating online Safe Work Procedures.

2.4 BUILDING 41 THERMAL COMFORT SURVEY

   Paul Else the Health & Behavioural Science WAC Chair will address the Committee regarding the results of a Thermal Comfort Survey he conducted in February 2009.
3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 9 new workers compensation claims lodged in May which included:
 One lost time injury which had a total of 8 days lost.
 Three medically treated injuries of which one occurred away from the normal place of work;
 Five insignificant injuries which following initial assessment by a general practitioner did not necessitate any further medical treatment.

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

Nil

3.1.3 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in May was 43. One of these were assessed as high risk:

<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>Ceiling panel containing fire detection equipment dislodged and landed heavily on the ground in Building 18 during working hours.</td>
<td>1. Contractor instructed to ensure ceiling panels are appropriately maintained. 1. Inspection of other possibly affected ceiling panels to confirm they are securely fastened.</td>
</tr>
</tbody>
</table>

3.1.4 SAFE WORK PROCEDURES

Total Number of Safe Work Procedures finalised in SafetyNET – May 2009:
 201

3.1.5 TRAINING

There were 4 OHS Training Courses conducted in May with 48 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>Injury Management Plan is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>5/6/2009</td>
<td>5/07/2009</td>
</tr>
<tr>
<td>Legislative Compliance Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>5/6/2009</td>
<td>5/07/2009</td>
</tr>
<tr>
<td>Document Control and Records Handling Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>5/6/2009</td>
<td>5/07/2009</td>
</tr>
</tbody>
</table>

3.3 WAC COMMITTEE CHAIR REPORTS

Interim status reports to be provided by attending WAC Chairs.

4 LATE BUSINESS

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 21st of July 2009 at 10:30 am in Building 36.304.