OHS COMMITTEE
AGENDA – Tuesday 21 July 2009
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the July meeting of the OHS Committee to be held at 10:30am on the 21 July 2009 in 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN'S REPRESENTATIVE: PROF JOHN GLYNN

1.3 CONFIRMATION OF MINUTES

That the minutes of the previous meeting held on the 16th June 2009 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING

2.1 BUILDING 41 THERMAL COMFORT SURVEY

Darren Smith to provide a summary of discussions from a meeting between Darren Smith, Peter Spakowski, Brian Davies, Paul Else and Dylan Smith, regarding the implementation of options to improve thermal conditions in parts of Building 41.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 11 new workers compensation claims lodged in June which included:

- No lost time injuries;
- Seven medically treated injuries of which one was declined;
- Four insignificant injuries which following initial assessment by a general practitioner did not necessitate any further medical treatment. Two of these injuries were journey to work claims.

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 June was 70. None of these were assessed as high or extreme risk:
3.1.4 SAFE WORK PROCEDURES
Total Number of Safe Work Procedures finalised in SafetyNET – June 2009:
- 231, previously 201 in May.

3.1.5 TRAINING
There were 4 OHS Training Courses conducted in June with 29 participants.

3.2 OHS DOCUMENTATION REVIEW
There are currently no documents up for review in the month of July.

3.3 WAC SURVEY RESULTS
Darren Smith will present a summary report from the July 2009 WAC Surveys.

4 LATE BUSINESS

4.1 CAMPUS INSPECTIONS
OHS Committee to undertake Campus Inspections.

5 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 18th of August 2009 at 10:30 am in Building 36.304.
WAC Survey Analysis – July 2009

1. WAC Profile

<table>
<thead>
<tr>
<th>Average No. of Members</th>
<th>Average Attendance</th>
<th>Average No. of meetings since November 2007</th>
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<tr>
<td>10.2</td>
<td>75%</td>
<td>1.8</td>
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The chart below shows the profile (Academic, General or Student) of the current WAC members:

![WAC Membership Profile](chart1.png)

The profile composition of Faculty WACs only is as follows:

![WAC Membership Profile (Faculties Only)](chart2.png)

Compared to the previous survey academic staff sitting on Faculty WACs has decreased from 38% to 32% in 2009.
2. **Training**

WAC members are required to complete 2 modules of OHS Training:

- **Module 1: OHS Principles for Workplace Advisory Committee members**;
- **Module 2: Addressing Hazards and Risks in the Workplace**.

**Compared to the November 2009 WAC Survey Analysis:**

- The percentage of WAC members who have completed training in Module One has increased from 64% to 68%.
- The percentage of WAC members who have completed training in Module Two has increased from 53% to 58%.

3. **Risk Profile**

The table below shows the percentage of WAC’s which have identified the particular hazard as medium or high risk for their area. i.e. manual handling and office ergonomics was chosen by 83% of WAC’s as a medium or high risk in their respective areas.

![Medium & High Risks Graph](image)

4. **WAC Meeting Agenda**

The table over the page represents the topics that are covered in WAC meetings and minutes. The percentage represents the amount of WAC’s that have the particular topic as a standing item on their agenda. i.e. hazard/incident reports were chosen by 100% of WAC’s as a standing item on their respective agendas.
5. Workplace Inspections

100% of WACs had a schedule of inspections for their area which is an improvement from 92% which was recorded in the November 2008 survey.

The following graph represents the percentage of WAC’s that involve non-WAC members in their workplace inspection. The amount of WACs who do involve non-WAC members has remained at 67%, consistent with the November 2008 survey.

The graph on the following page represents the amount of WAC’s that are reporting hazards identified from workplace inspections into SafetyNET.

Compared to the November 2008 WAC Survey Analysis: The percentage of WACs that do report hazards into SafetyNET that are identified from workplace inspections has increased from 67% to 92%. The WAC in question will be encouraged to report these hazards into SafetyNET.
Are hazard and associated corrective actions identified during the WAC inspection recorded in Safetynet?

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<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
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<tr>
<td>8%</td>
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<td></td>
</tr>
<tr>
<td>92%</td>
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The following table outlines who receives a copy of the workplace inspection reports. The percentage represents the amount of WACs that give copies of workplace inspections to a particular member of their faculty i.e. Head of Units (HOU) are given copies of workplace inspections by 58% of the WAC groups. Deans/Directors are given a copy by 50% of WAC groups.

<table>
<thead>
<tr>
<th>Distribution of WAC inspection reports</th>
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<tbody>
<tr>
<td>100%</td>
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<td>90%</td>
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<td>80%</td>
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<td>70%</td>
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<td>0%</td>
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WAC: Dean/Director: HOU: Local managers: Other

No: Yes

The OHS unit will inform all WAC’s that summary inspection reports must be forwarded to Faculty Deans/Directors and Heads of Units. It is important to note that only one WAC did not forward a summary report to either a HOU or Dean/Director.
6. **Emergency Preparedness**

The following tables present the perceived emergency preparedness of the respective WACs. Each WAC was to answer if the first aid personnel and building wardens were, trained and listed on the OHS Unit’s contact list. 100% of the WACs answered that First Aiders are trained and known to staff. 92% of the WACs answered that Building Wardens are trained and known to staff which is a decrease from 100% which was recorded in the November 2008 WAC survey results. The OHS Unit will follow up with the WAC to find out the reason behind this.

### Are First Aiders in your area identified, trained and known to staff?

- **Y**: 100%
- **N**: 0%

### Are Building Wardens in your area identified, trained and known to staff?

- **Y**: 92%
- **N**: 8%
7. **WAC Effectiveness**

The following graph represents the overall effectiveness of each WAC. Each WAC had to answer if there were any outstanding issues that had not been dealt with adequately within a six month time period. 92% percent of the WACs believed that all agenda items have been adequately covered in the past 6 months. This figure is up from the November 2008 75% of WACs believed that all agenda items were adequately covered.

![Pie chart showing 92% and 8%]

Details of some agenda items that had not been suitably addressed in the past 6 months:

Creative Arts WAC – Maintenance/Renovation to outdoor stage in building 25 is yet to be resolved. There has been discussion between the Dean and B&G regarding the issue however the WAC is yet to be informed on any progress or resolution to the problem.