Minutes of the July meeting of the OHS Committee held at 10:30am July 21, 2009 in 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT: Ian Laird (Chairperson, Engineering and Informatics WAC representative); Dylan Smith (Secretary); Kellie Ridges (HBS and Science WAC representative); Peter Gray (Library and ITS WAC representative); Brent Michell (B&G and Accommodation Services WAC representative); Prof. Edward Wolfers (NTEU representative); Julie Gray (Alternate CPSU representative); Prof. John Patterson (Management representative); John Steele (Management representative); Bruce Flint (Management representative); Assoc. Prof. Stephen Wilson (Management representative); Assoc. Prof. Muttucumaru Sivakumar (Management representative); Ellen Manning (alt. Administration and Commerce WAC representative); Darren Smith (Manager OHS); Lynne Wright (Director EED);

APOLOGIES: Daniel Leo (Administration and Commerce WAC representative); Stephen Cooper (UniCentre representative); Prof. John Glynn (Deans representative); Joanne George (CPSU representative)

1.2 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 16th June 2009 were confirmed with a minor change to clarify the attendance of Brent Michell (B&G and Accommodation Services WAC representative) at the June meeting.

2 BUSINESS ARISING

2.1 BUILDING 41 THERMAL COMFORT SURVEY

Darren Smith provided a summary of discussions from a meeting conducted with Peter Spakowski, Assoc. Prof. Brian Davies, Prof. Paul Else and Dylan Smith, regarding the implementation of options to improve thermal conditions in parts of Building 41. During the meeting Brian Davies explained that the current hot conditions in the building could possibly be a result of the building not displacing heat overnight as ventilation systems that have been installed in parts of the building are automatically turned off. Building and Grounds have been approached to assist with reviewing the buildings ventilation system and suggestions to improve the situation.
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; of these two were a result of Slips, Trips and Falls incidents, two were workstation ergonomics incidents, two were manual handling incidents and 1 was declined due to non work related factors.
- 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

There were 70 reported hazards and incidents (including students and visitors) in June. 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. Peter Gray queried the number of attendees expected at the training courses. Darren Smith responded that the optimum number per course is around 12 however an average of 8 per course was acceptable.

Darren also mentioned that students will sit through a number of local area induction components during the beginning of semester.

3.2 OHS DOCUMENTATION REVIEW

There are currently no documents for review in the month of July.

3.3 WAC SURVEY RESULTS

Darren Smith presented a summary of the key findings to the committee. Additionally Darren mentioned the following actions had been developed from the July 2009 WAC Surveys:
- Ensure 100% of WAC members have completed the two UOW WAC Consultation Training Modules:
  - Addressing Hazards & Risk in the Work Place
  - OH&S Principles for WAC Members
- Increase the number of non-WAC members in the workplace inspections.
- Inform the Faculty of Creative Arts WAC Chair that they are required to submit a Summary Inspection Report to the Head of School for the of the area being inspected and Dean of the Faculty.

4 LATE BUSINESS

4.1 CAMPUS INSPECTIONS

The committee performed campus inspections at the completion of the meeting.
4.2 WORKCOVER AWARDS

Darren Smith informed the Committee that the University has been shortlisted for a WorkCover Award: Best Workplace Health and Safety Management System in the Public/Not for Profit Category. WorkCover will visit the University on the 4th of August where they will tour parts of the campus and an overview of the University’s OH&S Management System. The winner will be announced on Wednesday the 28th of October.

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday August 18, 2009 at 10:30am in Building 36.304.