Agenda of the August meeting of the OHS Committee to be held at 10:30am on the 18th of August 2009 in 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF PHILIP OGBUNBONA

1.3 CONFIRMATION OF MINUTES

That the minutes of the previous meeting held on the 21st of July 2009 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 OHS COMMITTEE INSPECTIONS

Dylan Smith to provide an update on the status of corrective actions developed from the July OHS Committee Campus Inspections.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 7 new workers compensation claims lodged in July which included:

- One lost time injury which resulted in 7 days off work. The mechanism of injury was related to slip on stairs.
- Five medically treated injuries of which; two were slips/trips/falls, two were cut/lacerations and one was work station ergonomics related.
- One injury was classified as insignificant which following initial assessment by a general practitioner did not necessitate any further medical treatment.

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

Daniel Leo to provide a summary of the details of the investigation into a medically treated injury which occurred in Buildings and Grounds

3.1.3 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in July was 52. Two of these were assessed as high risk:
### Risk Score | Description of Hazard/Incident | Corrective Action Taken
---|---|---
High | Landscaper was performing tree lopping from a truck when a branch fell hitting the pole pruner causing the employee to fall approximately 1.5 metres to the ground. | 1. Review, update and train staff on the safe work procedure for Tree Lopping to include appropriate elevated work platforms and cease practise of using truck for working at height.  
2. Complete an assessment to ensure appropriate access to trained first aiders and first aid equipment. |
High | Gas could be smelt around hot water system at Keira View residence. | 1. Gas supply was isolated immediately and leak stopped.  
2. Water heater repaired by licensed plumber the next day. |
High | Contractor was excavating to install a new sewer line at the SMART construction site and ruptured a 50mm copper gas line. The gas line was not sufficiently identified primarily due to the age of installation. | 1. Gas line isolated and repaired immediately to minimise release of gas.  
2. Services plan updated to ensure identification of gas line. |

#### 3.1.4 Safe Work Procedures

Total Number of Safe Work Procedures finalised in SafetyNET – July 2009:
- 234, previously 231 in June.

#### 3.1.5 Training

There were 4 OHS Training Courses conducted in July with 44 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>OHS Training Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>1/8/2009</td>
<td>1/09/2009</td>
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<td>Risk Management Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>1/8/2009</td>
<td>1/09/2009</td>
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<td>Workplace Safety Inspection Guidelines has recently been created and is available for comment. Comments are welcome on this document up to the close of the review date.</td>
<td>1/8/2009</td>
<td>1/09/2009</td>
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<td>Workplace Amenities Guidelines has recently been created and is available for comment. Comments are welcome on this document up to the close of the review date.</td>
<td>1/8/2009</td>
<td>1/09/2009</td>
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### 4 New Business

#### 4.1 Sick Leave Statistics

4.2 MANUAL HANDLING REPORT

4.3 OHS AWARDS PROPOSAL
Darren Smith to outline UOW OHS Awards proposal.

5 LATE BUSINESS

6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 15\textsuperscript{th} of September 2009 at 10:30 am in Building 11, Kemira Room 4.