OHS COMMITTEE
AGENDA – Tuesday 15th September 2009
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the September meeting of the OHS Committee to be held at 10:30am on the 15th of September 2009 in Building 11 Kemira Room 4.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF LUKE MCNAMARRA

1.3 CONFIRMATION OF MINUTES ATTACHMENT

That the minutes of the previous meeting held on the 18th of August 2009 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 SICK LEAVE STATISTICS


3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were eight new workers compensation lodged in August which included:

- Six medically treated injuries of which: two were a result of manual handling incidents; two were associated with journey to/from work; one was attributed to ergonomic practices and the other from hitting an object.
- One insignificant injury which following initial assessment by a general practitioner did not necessitate any further medical treatment;
- One claim which was declined liability.

3.1.2 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in August was 71. Two of these were assessed as high risk:
### Risk Score

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
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</thead>
</table>
| High       | CO2 Gas Leak coming from a loose hose at the back of an incubator. The hose became loose as a result of an object (centrifuge rotor insert) falling off the adjacent bench which hit the hose. | 1. Gas supply was isolated immediately and leak stopped.  
2. B&G to place guard on machine that will prevent the hose being hit by any unsecured objects. |
| High       | An undergraduate student received an electric shock on the inside of their forearm when they touched the anodised aluminium handle of a stroboscope during a physics practical class. | 1. Stroboscope taken out of service and tested for faults.  
2. Investigation conducted by OHS Coordinator which included corrective actions:  
   - Review and test of all stroboscopes for faults.  
   - Risk assessment and safe work procedure updated to include risk of electrical hazard and control measures.  
   - Review of incident management procedures to include treatment for electric shock. |

### 3.1.3 SAFE WORK PROCEDURES

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

### 3.1.4 TRAINING

There were 2 OHS Training Courses conducted in August with 23 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>1/9/2009</td>
<td>1/10/2009</td>
</tr>
<tr>
<td>Materials Handling Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>1/9/2009</td>
<td>1/10/2009</td>
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### 4 NEW BUSINESS

### 4.1 ONLINE RISK ASSESSMENTS

Daniel Leo to present the new online risk assessment module to the Committee.
4.2 OHS COMMITTEE 2010 CALENDER PLANNING
Ian Laird to raise with the Committee items for review, improvement or other suggestion to consider for the 2010 Calendar of Activities.

4.3 OHS AWARDS
The University have implemented a health and safety awards program which is aimed to provided staff and students with an incentive to work safely. Awards will be available in the following categories:

- Best Solution for a Workplace Hazard.
- Best Team Contribution to Improving Health and Safety.
- Safety Leadership award.

5 LATE BUSINESS

6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 20th of October 2009 at 10:30 am in 36.304.