Minutes of the September meeting of the OHS Committee held at 10:30am September 15, 2009 in building 11 Kemira Room 4

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT: Ian Laird (Chairperson, Engineering and Informatics WAC representative);
          Dylan Smith (Secretary);
          Greg Teuss (Alternate HBS and Science WAC representative);
          Peter Gray (Library and ITS WAC representative);
          Daniel Leo (Administration and Commerce WAC representative);
          Prof. Edward Wolfers (NTEU representative);
          Joanne George (CPSU representative);
          Assoc. Prof. Muttucumaru Sivakumar (Management representative);
          Assoc. Prof. Stephen Wilson (Management representative);
          Lisa Ucles (Alternate management representative);
          Lynne Wright (Alternate Management Representative);
          Prof. Luke Macnamara (Deans representative);
          Ellen Manning (Science & Engineering OHS Coordinator).

APOLOGIES: Kellie Ridges (HBS and Science WAC representative);
           Brent Michell (B&G and Accommodation Services WAC representative);
           Prof. John Patterson (Management representative);
           John Steele (Management representative);
           Bruce Flint (Management representative);
           Darren Smith (Manager OHS);
           Stephen Cooper (UniCentre representative).

1.2 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 18th of August 2009 were confirmed without change.

2 BUSINESS ARISING

2.1 SICK LEAVE STATISTICS

Darren Smith was a late apology to the meeting and these statistics will be presented at the October meeting.
3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were eight new workers compensation claims 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:

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
</tr>
</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.  
3. O2/CO2 sensors will be installed when the school relocates in the near future. |
| 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. |

Daniel Leo informed the Committee that the University cannot obligate a student to seek medical treatment after they are involved in an incident. This is because students do not fall under the University’s workers compensation responsibilities. In this case the student was strongly encouraged to seek medical treatment and informed of the possible complications associated with electric shock.

Peter Gray questioned if the OHS Unit could make information on how to deal with an electric shock incident more available to staff. Daniel Leo explained that the University’s Incident Management Guidelines (formally Hazard and Incident Reporting Guidelines) are currently being reviewed it was suggested that this document could include information on the “Type of Incidents” that require medical attention. This web based document would be more readily accessible to staff.
3.1.3 SAFE WORK PROCEDURES

Total Number of Safe Work Procedures finalised in SafetyNET – August 2009:

- 250, previously 234 in July.

Daniel Leo explained that approximately 25 percent of UOW Safe Work Procedures are still listed as hard copy versions. The OHS unit is working with faculties/units to assist them in transferring these to the online format.

3.1.4 TRAINING

There were 2 OHS Training Courses conducted in August with 23 participants.

3.2 OHS DOCUMENTATION REVIEW

There are currently 2 documents for review in the month of September.

<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 (formerly Manual 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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</tbody>
</table>

4 NEW BUSINESS

4.1 ONLINE RISK ASSESSMENTS

Daniel Leo presented the new online risk assessment form to the Committee. The OHS unit will advise the online risk assessment to University staff once emails associated with the online process have been finalised.

4.2 OHS COMMITTEE 2010 CALENDER PLANNING

Ian Laird encouraged the Committee to start looking into possible changes for the 2010 OHS Committee Calendar. Any proposed changes can be reported during future meetings.

**Action:** Item to be included on the agenda for the remaining meetings this year.

4.3 OHS AWARDS

Ellen Manning informed the Committee that the OHS Unit’s proposal to introduce a UOW OHS Awards Program during Safe Work Australia Week 2009 had been confirmed by the Senior Executive. Awards will include:

1. Best Solution to a Workplace OH&S Issue.
2. Best Team Group Intervention to Workplace Health & Safety
3. OHS Leadership Award.

All WAC Chairs have been informed about the awards and further information can be accessed on the OHS Unit website.

5 LATE BUSINESS

5.1 AVAILABLE RESOURCES FOR MOVING HEAVY EQUIPMENT

The HBS and Science WAC representative queried who has the responsibility of organising an external party to move furniture or other items if they are deemed to be too difficult for Buildings and Grounds to move. This was prompted as a result of a situation where Building and Grounds removalists were reluctant to immediately relocate a biosafety cabinet due to the size, space restrictions and time frame.
associated with completing the job.

**Action:** The OHS Unit to provide a written response to the HBS and Science WAC representative regarding their enquiry and report back to the Committee on this.

### 5.2 ROLES AND RESPONSIBILITYS OF UOW SECURITY OFFICERS

The HBS and Science WAC representative informed the Committee about an incident that occurred where a UOW Security Officer was not able to provide treatment to a student who reported feelings of dizziness. Apparently the Security Officer informed the student and lab supervisor they were not qualified to deal with the incident and that they could arrange an ambulance to transport them to medical facility. The HBS and Science WAC representative requested that the OHS Unit clarify the first aid qualifications that UOW security are required to undertake and why the Security Officer was not able to provide treatment in this circumstance.

**Action:** The OHS Unit to provide a written response to the HBS and Science WAC representative regarding their enquiry and report back to the Committee on this.

### 6 NEXT MEETING

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