OHS COMMITTEE
AGENDA – Tuesday 20th October 2009
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the October meeting of the OHS Committee to be held at 10:30am on the 20th of October 2009 in 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF AMANDA LAWSON

1.3 CONFIRMATION OF MINUTES

ATTACHMENT

That the minutes of the previous meeting held on the 15th of September 2009 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 SICK LEAVE STATISTICS


2.2 AVAILABLE RESOURCES FOR MOVING HEAVY EQUIPMENT

Dylan Smith to provide the Committee with information on how a Unit should approach moving heavy equipment if B&G (Spotless) decide they do not have the capacity to complete this task safely.

2.3 ROLES AND RESPONSIBILITYS OF UOW SECURITY OFFICERS

Dylan Smith to provide the Committee with a report back on the roles and responsibilities of UOW Security including what first aid training they undertake.

2.4 2010 COMMITTEE CALENDAR

OHS Committee members to suggest any proposed changes to the 2010 Committee Calendar.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 9 new workers compensation claims lodged in August which included:

- one lost time injury which was a journey claim;
- five medically treated injuries;
- three insignificant injuries.
3.1.2 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in September was 46. 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>
<tbody>
<tr>
<td>High</td>
<td>Shelf unit in building 41.06 (cool room) has not been braced and holds over a 100 kilograms of sediment cores.</td>
<td>1. Access to room restricted and danger tag placed on the door. 2. School to organise for new shelving to be put in place. 3. Complete risk assessment on new shelving once it has been put in place.</td>
</tr>
<tr>
<td>High</td>
<td>In the building 4 high bay a student tripped over a steel frame that was being used to elevate a timber pallet supporting a steel cylinder. The student was preparing the steel cylinder for testing and as they fell they grabbed onto the cylinder forcing it to fall from the pallet and narrowly miss them when it hit the ground. An inspection of the area identified a series of house keeping issues that needed to be improved.</td>
<td>1. OHS Unit conducted a site inspection and recommended the following: ▪ re-mark fork lift zones that had faded; ▪ remove items stored in the fork lift zone out of the fork lift zone; ▪ erect fork lift signage at the entrances to the high bay; ▪ re-assess the location of work benches that are near material storage racks; ▪ secure pallets that are located on first and second tier of the pallet rack that are currently not secure; ▪ Organise extensive clean up of the area.</td>
</tr>
</tbody>
</table>

3.1.3 SAFE WORK PROCEDURES

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

3.1.4 TRAINING

There were 4 OHS Training Courses conducted in August with 48 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>Working Alone and After Hours Work Guideline is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>1/10/2009</td>
<td>1/11/2009</td>
</tr>
<tr>
<td>Safe Use of Mobile Phones is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>1/10/2009</td>
<td>1/11/2009</td>
</tr>
</tbody>
</table>

4 NEW BUSINESS

4.1 OHS AWARDS

The OHS Unit will announce the inaugural Workplace Health and Safety Award winner in the following categories:
1. Best Solution for a Workplace Hazard – Individual or Team Award;
2. Best Team Contribution to Improving Health and Safety – Team Award;
3. Safety Leadership Award – Individual Award

4.2 SAFE WORK AUSTRALIA WEEK
Safe Work Australia Week is on from 26-30 October. During this week OHS awareness raising activities have been scheduled including:

1. Health and Safety Awards 2009
2. OHS Calendar Competition
3. OHS Controls Supervisor Assessment

5 LATE BUSINESS

6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 17th of November 2009 at 10:30 am in the UniCentre Function Room 1.