Agenda of the February meeting of the OHS Committee to be held at 10:00am on the 17th of February 2009 in Building 36 room 3.04.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 STARRING OF ITEMS

1.3 WELCOME TO THE DEAN'S REPRESENTATIVE MS YVONNE KERR

1.4 CONFIRMATION OF MINUTES  ATTACHMENT

   That the minutes of the previous meeting held on the 9th December 2008 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING

2.1 EXTERNAL OHS AUDIT REPORT

   The OHS Unit has finalised the improvement plan as a result of the OHS management system audit. The improvement plan contains 78 corrective actions with 3 rated as high and 12 medium priority. Progress on the completion of the improvement plan will be reported at regular intervals during 2009.

2.2 SCHOOL SAFETY COMMITTEES  ATTACHMENT

   The ‘Roles and Responsibilities for OHS’ document has been revised to include School Safety Committees. This document will be tabled for discussion along with the Terms of Reference for School Safety Committees template which is also attached.

2.3 OHS COMMITTEE CONSTITUTION  ATTACHMENT

   A draft OHS Committee Constitution including the AIIM WAC Committee as well as the identification of resources available to Committee members will be tabled for discussion.

2.4 CENTRAL OHS COMMITTEE ANNUAL CALENDER  ATTACHMENT

   The OHS Committee annual calendar will be tabled and open for discussion.

2.5 EMERGENCY ALARM DEVICES

   The committee to further discuss the NTEU suggestion for the implementation of discrete alarm devices throughout the campus.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.2 2008 PERFORMANCE SUMMARY
There were 9 new workers compensation claims lodged in December which included:
- One lost time injury which occurred during a recess from work.
- Six medically treated injuries three of which were declined.
- Two insignificant claims of which one was a journey to work claim.

There were 7 new workers compensation claims lodged in January which included:
- No lost time injuries.
- Five medically treated injuries one of which was a journey claim.
- Two insignificant claims.

Total Number of Safe Work Procedures finalised in SafetyNET – January 2009:
- 78

3.2.1 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS
Nil

3.2.2 2008 ANNUAL OHS PERFORMANCE
The total number of claims for 2008 was 75 which was a decrease from the 85 claims reported in 2007. There was a significant reduction in the number of medically treated injuries from 52 in 2007 to 38 in 2008. The number of work related lost time injuries increased from 3 in 2007 to 5 in 2008.

The following is an analysis of the Mechanism of injury for medically treated and lost time injuries in 2008 and 2007.

<table>
<thead>
<tr>
<th>Mechanism Of Injury</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscular Stress</td>
<td>42</td>
<td>30</td>
</tr>
<tr>
<td>Falls, Trips and Slips</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Hitting Objects</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Being hit by objects</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Heat radiation and electricity</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hazardous substances</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Journey and recess Injuries</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td><strong>All Mechanism</strong></td>
<td><strong>64</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

The following table shows the agency of injury for medically treated and lost time injuries in 2008 and 2007 not including journey or recess claims.

<table>
<thead>
<tr>
<th>Agency of Injury</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery and fixed plant</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Mobile Plant and equipment</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Powered equipment and tools</td>
<td>18</td>
<td>11</td>
</tr>
<tr>
<td>Non-powered equipment and tools</td>
<td>21</td>
<td>6</td>
</tr>
<tr>
<td>Chemicals</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Materials and substances</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Environmental agencies</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Animal, human and other agencies</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Other and unspecified agencies</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>All Agency</strong></td>
<td><strong>55</strong></td>
<td><strong>41</strong></td>
</tr>
</tbody>
</table>

The number of reported hazards (including students and visitors) in 2008 was 267 compared to 341 in 2007. There has also been a reduction in the number of incidents reported from 198 in 2007 to 175 in 2008. Although there is a decrease during this period, the underlying trend of OHS reporting remains positive.
The Lost Time Injury Frequency Rate (LTIFR) rolling average increased from 0.84 for 2007 to 1.37 for 2008.

The Average Time Lost Rate (ATLR) increased from 2.33 days for 2007 to 7.20 days for 2008. This increase is principally attributable to one protracted claim which was finalised in November 2008.

The Medically Treated Injury Frequency Rate (MTIFR) rolling average decreased from 14.63 for 2007 to 10.72 in 2008. This positive result reflects the considerable effort by the University over the past few years of improving awareness and implementation of OHS practices and requirements.

A trial audit of the University’s OHS Management System was undertaken by an external consultant to identify gaps according to the new National Audit Tool for Self Insurers which was adopted by WorkCover in July 2008. The audit identified a number of remedial actions to implement over the next 12-18 months to ensure compliance with the next WorkCover self insurance audit anticipated in 2010.

The OHS Unit expanded its utilisation of online technology to improve the completion of safe work procedures via the SafetyNet reporting system. The new system allows for an online library of safe work procedures to kept and utilised by staff and students on campuses and aids in the raising of awareness and sharing of information across faculties and divisions. The SafetyNet system will be further expanded to implement online risk assessments by mid 2009.

The OHS Unit conducted 5 internal OHS Verification Audits throughout 2008 which included:
- Accommodation Services Division;
- BlueScope Steel Metallurgy Centre, Faculty of Engineering;
- School of Art and Design, Faculty of Creative Arts;
- School of Engineering Physics, Faculty of Engineering;
- School of Electrical, Computer and Telecommunications Engineering, Faculty of Informatics.

The OHS Unit and URAC coordinated a series of health and wellbeing seminars for staff throughout the year which created considerable interest. Topics in the program included:
- Health and Fitness information;
- Nutrition and healthy eating;
- Stress prevention;
- Reducing risk of heart disease;
- Health practices for children;
- Posture at work.

### 3.2.3 TRAINING

There were zero courses conducted in December and January.

### 3.3 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>Pregnancy At Work Guidelines</td>
<td>05/02/09</td>
<td>05/03/09</td>
</tr>
</tbody>
</table>

Pregnancy At Work Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.

### 4 LATE BUSINESS

#### 4.1 CAMPUS INSPECTIONS

OHS Committee to undertake campus inspections.
5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 17th March 2009 at 10am in Building 36 room 3.04.