Minutes of the OHS Committee held at 10:00am on Tuesday, 17\textsuperscript{th} February 2009 in 36.304.

\section*{1 PRELIMINARY BUSINESS}

\subsection*{1.1 ATTENDANCE AND APOLOGIES}

\begin{itemize}
  \item \textbf{PRESENT}: Ian Laird (Chairperson, Engineering and Informatics WAC representative); Kellie Ridges (HBS and Science WAC representative); Wayne Ireland (B&G and Accommodation Services WAC representative); Peter Gray (Library and ITS WAC representative); Prof. Edward Wolfers (NTEU representative); John Steele (Management representative); Bruce Flint (Management representative); Prof. Will Price (Alternate Deans Representative); Dylan Smith (Secretary, Alternate Administration and Commerce WAC representative); Lynne Wright (Alternate management representative); Darren Smith (Alternate management representative); Laura Mothersdill (Alternative CPSU representative); Ellen Manning.
  \item \textbf{APOLOGIES}: Assoc. Prof. Muttucumaru Sivakumar (Management representative); Stephen Wilson (Management representative); Prof. John Patterson (Management representative); Daniel Leo (Administration and Commerce WAC representative); Joanne George (CPSU representative);
\end{itemize}

\subsection*{1.2 CONFIRMATION OF MINUTES}

The minutes of the previous meeting held on the 9\textsuperscript{th} of December 2008 were confirmed without change.

\subsection*{1.3 WELCOME TO THE DEAN’S REPRESENTATIVE PROF. WILL PRICE}

Prior to the commencement of the official business, the Chair welcomed Prof. Will Price to the meeting.

\subsection*{1.4 STARRING OF ITEMS}

The following items were starred for discussion:

\begin{itemize}
  \item 2.1 External OHS Audit Report
  \item 2.2 School Safety Committees
  \item 2.3 OHS Committee Constitution
  \item 2.4 Central OHS Committee Annual Calender
  \item 2.5 Emergency Alarm Devices
  \item 3.1 OHS Unit Report
2 BUSINESS ARISING

2.1 EXTERNAL OHS AUDIT REPORT*

Darren Smith informed the committee that the OHS Unit has finalised the OHS Improvement Plan developed as a result of the 2008 OHS management system audit. The improvement plan contains 78 remedial actions with 3 rated as high and 12 medium priority.

High priority items include:
1. Defining the University’s OHS objectives and targets;
2. Linking the University’s OHS objective and targets through Faculty and Divisional plans;
3. OHS training for management;

Progress on the completion of these actions will be reported to the committee at regular intervals during 2009.

2.2 SCHOOL SAFETY COMMITTEES*

Darren Smith tabled the ‘Roles and Responsibilities for OHS’ document with changes to include School Safety Committees as well as a ‘Terms of Reference document for School Safety Committees’ which can be used and tailored to suit the needs of individual schools.

The committee suggested a number of minor changes which will be added to the documents which will be circulated to Deans and WACs and released on the OHS website.

2.3 OHS COMMITTEE CONSTITUTION*

Darren Smith presented a draft version of the OHS Committee Constitution that has been revised to include newly formulated AIIM WAC. The AIIM WAC has been added to group 5 under section 2.1.1 Workplace Advisory Committee Nominated Members.

The Committee expressed concern in regards to increased WAC representation on selected groups and suggested the AIIM WAC be represented under a new group representing the Innovation Campus.

Action: Darren Smith and Ian Laird to discuss alternative suggestions for AIIM WAC representation.

2.4 CENTRAL OHS COMMITTEE ANNUAL CALENDER*

The OHS committee calendar was presented and accepted with minor changes. The OHS Unit will complete the committee’s suggestion to make the calendar accessible on the OHS Committee web page.

2.5 EMERGENCY ALARM DEVICES*

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

Action: Representatives from the OHS Unit, EED Unit, UOW Security to meet and gather information on incidences where staff or students have been subjected to a situation where they felt their immediate security was in danger. Once this information is obtained a risk assessment will be carried out to determine appropriate control measures.

3 PRELIMINARY BUSINESS

3.1 OHS UNIT REPORT

3.1.1 WORKERS COMPENSATION CLAIMS SUMMARY

Darren Smith provided a summary of claims for December 2008 and January 2009:
Workers Compensation Claims - December 2008
- 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.

Workers Compensation Claims - January 2009
- There were 7 new workers compensation claims lodged in January:
  - No lost time injuries.
  - Five medically treated injuries of which one was a journey claim.
  - Two insignificant claims.

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

3.1.2 2008 ANNUAL OHS PERFORMANCE
Darren Smith provided a summary of the University’s OHS Performance for 2008.

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>All Mechanism</td>
<td>64</td>
<td>47</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>All Agency</td>
<td>55</td>
<td>41</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 (2008 reporting figures higher than 2004/2005).
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. ATLR would have been 2.25 with removal of this claim (36 days).

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. Actions included:

- Definition of targets and objectives;
- OHS training material for managers to be online;
- Guidelines on access to OHS information;
- Health surveillance programme broadened;
- Guidelines for Staff involved in consulting.

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 be 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.

A common concern related to training needs analysis and training on local equipment.

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.

4 LATE BUSINESS

4.1 CAMPUS INSPECTIONS

The OHS Committee completed campus inspections at the end of the meeting. The Buildings and Grounds representative will inform the committee on the status of job numbers developed from control measures for all identified hazards.

5 OTHER BUSINESS

The next meeting is scheduled to be held on 17th March 2009 in 36.304 at 10am.

The meeting closed at 11:10am.