1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES
   Apology – Assoc. Prof. Muttucumaru Sivakumar (Management representative);
   Apology – Bruce Flint (Management representative).

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: YVONNE KERR

1.3 CONFIRMATION OF MINUTES
   That the minutes of the previous meeting held on the 17th March 2009 be confirmed and
   signed as a true and accurate record.

1.4 STARRING OF ITEMS

2 BUSINESS ARISING

2.1 EMERGENCY ALARM DEVICES
   Darren Smith to brief the committee on the outcome of the meeting held between
   representatives from the OHS Unit, EED Unit and UOW Security in regards to the need
   for Emergency Alarm Devices across campus.

2.2 HAZARD AND INCIDENT REPORTING
   Daniel Leo will complete a review on Hazard and Incident Reporting for 2008.

![Hazard and Incident Reporting Chart]

- [2007](#)
- [2008](#)
2.3 OHS IMPROVEMENT PLAN

Daniel Leo to give an update on the OHS Improvement Plan developed from the 2008 OHS management system audit.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 11 new workers compensation claims lodged in March which included:

- Five medically treated injuries of which one was a journey claim.
- Three insignificant claims.
- Three claims that were declined/excused.

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

- 105

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

Nil

3.1.3 TRAINING

There were eleven OHS Training Courses conducted in March with 76 participants.

3.2 OHS DOCUMENTATION REVIEW

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
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<tr>
<td>Laboratory Safety Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
<td>1/04/2009</td>
<td>5/05/2009</td>
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<td>Hazard and Incident Reporting Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.</td>
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<td>1/04/2009</td>
<td>5/05/2009</td>
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4 LATE BUSINESS

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 19th May 2009 at 10am in Building 36 room 3.04.