OHS COMMITTEE
AGENDA – Tuesday 17th March 2009
ADVISE – RECOMMEND – MONITOR – INSPECT

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

1  PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES
Darren Smith, Manager OHS

1.2 STARRING OF ITEMS

1.3 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF. PATRICK CROOKES

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

2  BUSINESS ARISING

2.1 OHS COMMITTEE INSPECTION
Dylan Smith to present summary of Campus OHS inspection report.

2.2 OHS COMMITTEE CONSTITUTION
ATTACHMENT
A draft OHS Committee Constitution including the AIIM WAC Committee will be tabled for discussion.

2.3 EMERGENCY ALARM DEVICES
Postponed till April Meeting.

3  GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY
There were 10 new workers compensation claims lodged in February which included:

- One lost time injury which was a journey to work claim.
- Eight medically treated injuries of which one was reasonably excused and two were journey claims.
- One insignificant claim.

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

- 78

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS
Nil
3.1.3 TRAINING

There were three OHS Training Courses conducted in February:

- OH&S Principals for Workplace Advisory Committee
- Building Warden Training
- Working in Science Safely Induction

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>OHS Communication Guidelines has recently been created and is available for comment.</td>
<td>03/03/2009</td>
<td>31/03/2009</td>
</tr>
<tr>
<td>Comments are welcome on this document up to the close of the review date.</td>
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<tr>
<td>Pregnancy At Work Guidelines is currently up for review. Comments are welcome on this</td>
<td>05/02/2009</td>
<td>05/03/2009</td>
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<td>document up to the close of the review date.</td>
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3.3 2008 OHS Audit Summary

In summary, 5 audits were conducted throughout 2008 including:

- Accommodation Services;
- BlueScope Steel Metallurgy Centre, Faculty of Engineering;
- School of Engineering Physics, Faculty of Engineering;
- School of Electrical, Computer and Telecommunications Engineering, Faculty of Informatics; and
- School of Art and Design, Faculty of Creative Arts.

A total of 88 non-conformances were noted for the 5 audits as summarised below.

<table>
<thead>
<tr>
<th>Element</th>
<th>Percentage Compliance 75%</th>
<th>Total Number of Non-conformances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Responsibility</td>
<td>84%</td>
<td>10</td>
</tr>
<tr>
<td>OHS Management System</td>
<td>58%</td>
<td>15</td>
</tr>
<tr>
<td>Risk Management</td>
<td>71%</td>
<td>32</td>
</tr>
<tr>
<td>Process Control</td>
<td>63%</td>
<td>20</td>
</tr>
<tr>
<td>Measurement, Review and Evaluation</td>
<td>39%</td>
<td>11</td>
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</tbody>
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Out of the 80 audit criteria contained within the UOW OHS Audit Tool, 35 were found to be at a standard of less than 75% compliance for the 5 audits. The majority of these criteria were related to training, purchasing, inspection and testing and records management.

As a result of this analysis the OHS Unit will conduct the following:

- Review and improve OHSMS documentation to ensure that the criteria listed above will assist the implementation and compliance to the National Audit Tool;
- Provide assistance and guidance to improve conformance in the Units audited.

4 LATE BUSINESS

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 21st April 2009 at 10am in Building 36 room 3.04.