1  PRELIMINARY BUSINESS

1.1  ATTENDANCE AND APOLOGIES

PRESENT: Ian Laird (Chairperson, Engineering and Informatics WAC representative); Dylan Smith (Secretary); Kellie Ridges (HBS and Science WAC representative); Peter Gray (Library and ITS WAC representative); Daniel Leo (Administration and Commerce WAC representative). Prof. Edward Wolfers (NTEU representative); Joanne George (CPSU representative); Prof. John Patterson (Management representative); John Steele (Management representative); Bruce Flint (Management representative); Assoc. Prof. Muttucumaru Sivakumar (Management representative); Stephen Ralph (Alternate management representative); Ellen Manning (Science & Engineering OHS Coordinator).

APOLOGIES: Darren Smith (OHS Manager); Lynne Wright (EED Representative); Stephen Wilson (Management representative); Prof Patrick Crookes (Deans Representative).

1.2  CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 17th of February 2008 were confirmed without change.

1.3  WELCOME TO THE DEAN'S REPRESENTATIVE PROF. PATRICK CROOKES

Prof. Patrick Crookes was not in attendance.

1.4  STARRING OF ITEMS

The following items were starred for discussion:

2.1  OHS Committee Inspections
2.2  OHS Committee Constitution
3.1  OHS Unit Report
3.2  OHS Document Review
3.3  2008 OHS Audit Summary

2  BUSINESS ARISING
2.1 OHS COMMITTEE INSPECTIONS*  
Dylan Smith reported the status of corrective actions developed from the campus inspections held at the conclusion of the February meeting to the committee. All corrective action items that have been issued to Buildings & Grounds were given a job number through B.E.I.M.S. Those that are not the responsibility of the Buildings & Grounds Division were recorded in SafetyNET. Dylan will follow up on any outstanding actions to ensure they are completed.

2.2 OHS COMMITTEE CONSTITUTION*  
The committee accepted the proposed changes to the OHS Committee Constitution including:
- The addition of another WAC representative from the newly created Innovation Campus.
- The appointment of an extra employer member appointed by the Vice Chancellor.
- The inclusion of consultation resources and training access to the OHS Committee Constitution

3 PRELIMINARY BUSINESS

3.1 OHS UNIT REPORT

3.1.1 WORKERS COMPENSATION CLAIMS SUMMARY*  
Daniel Leo provided a summary of claims for February 2009

Workers Compensation Claims - February 2009

- There were 10 new workers compensation claims lodged in February.
  - 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 to work claims.
  - One insignificant claim.

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

3.1.2 WORKCOVER NOTIFIABLE/SIGNIFICANT INCIDENTS

3.1.3 TRAINING

Nil

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</td>
<td>03/03/2009</td>
<td>31/03/2009</td>
</tr>
<tr>
<td>Pregnancy At Work Guidelines</td>
<td>05/02/2009</td>
<td>05/03/2009</td>
</tr>
<tr>
<td>Working With Sharps Guidelines</td>
<td>05/03/2009</td>
<td>05/04/2009</td>
</tr>
<tr>
<td>Contaminated/Hazardous Waste Disposal Guidelines</td>
<td>05/03/2009</td>
<td>05/04/2009</td>
</tr>
</tbody>
</table>

3.3 2008 OHS AUDIT SUMMARY*
Daniel Leo gave the Committee a summary of the results from the OHS Unit’s 2008 internal audits:

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 WorkCover audit criteria as summarised below.

<table>
<thead>
<tr>
<th>Element</th>
<th>Percentage Compliance Standard 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 (includes Health Surveillance)</td>
<td>39%</td>
<td>11</td>
</tr>
</tbody>
</table>

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.

John Steele mentioned that the University investigating a system to provide incentives for Schools and Units to comply with audit criteria such as increasing or reducing their OHS budget provision.

4 LATE BUSINESS

4.1 OHS INDUCTIONS FOR NEW UOW STAFF

Peter Gray enquired what OHS information new staff receive when they complete their inductions. The Committee mentioned that most staff will receive a general OHS induction and a local induction which is more specific to their workplace.

4.2 Resignation of Buildings & Grounds / Accommodation Services Representative

The Chair thanked Wayne Ireland for his services to the Committee during his time as the Buildings and Grounds / Accommodation Services Representative.

5 OTHER BUSINESS

The next meeting is scheduled to be held on 21st April 2009 in 36.304 at 10am.

The meeting closed at 10:45m.