Minutes of the November meeting of the OHS Committee held at 10:30am November 17, 2009 in Building 11 Function Centre 1.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT:  Ian Laird (Chairperson, Engineering and Informatics WAC representative); Dylan Smith (Secretary); Kellie Ridges (HBS and Science WAC representative); Brent Michell (B&G and Accommodation Services 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); Assoc. Prof. Stephen Wilson (Management representative); Bruce Flint (Management representative); John Steele (Management representative); Darren Smith (Alternate Management representative); Assoc. Prof. David Vance (Deans representative); Ellen Manning (Science & Engineering OHS Coordinator);

APOLOGIES:  Assoc. Prof. Muttucumaru Sivakumar (Management representative); Prof. John Patterson (Management representative); Stephen Cooper (UniCentre representative). Lynne Wright (EED);

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: ASSOCIATE PROF DAVID VANCE.

1.3 CONFIRMATION OF MINUTES ATTACHMENT

The minutes of the previous meeting held on the 20th of October 2009 were confirmed without change.

2 BUSINESS ARISING

Nil
3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 7 new workers compensation claims lodged in October which included:

- three lost time injuries that were all journey claims;
- two medically treated injuries of which one was related to work station ergonomics and the other caused by a slip involving steps;
- two insignificant injuries which did not require further medical treatment upon assessment by a general practitioner.

All injured workers are back on pre-injury duties except one which is on a return to work program.

3.1.2 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in October was 52. One incident was assessed as high risk and is detailed below:

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
</tr>
</thead>
</table>
| High       | Ring road partially blocked by sub-contractor conducting demolition work in building 40. Limited traffic control measures were in place to ensure safe access of cars and pedestrians. | 1. Review of traffic management plan to ensure traffic hazards are adequately controlled especially at busy times of the day.  
2. Traffic management controls outlined at Contractor's tool box meeting.  
3. Contract project manager to review hazard report. |

Daniel Leo explained that a Traffic Management Plan had been developed and implemented by the contractor but was not complied with by the sub-contractor hired to remove concrete rubble from the construction site. The Traffic Management Plan stated that any operations involving trucks was to take place inside the construction site away from campus traffic. Campus traffic was only to be stopped so vehicles could enter the construction site, operations that the sub-contractor was undertaking involving vehicles were not to be performed on the campus ring road. Additionally, the work took place during peak hour afternoon traffic. This highlighted the need to consider peak traffic flows when undertaking a Traffic Management Plan.

Bruce Flint reiterated that the Traffic Management Plans are integrated into all construction site projects and peak traffic times, if not already incorporated, will be incorporated into existing Traffic Management Plans. Darren Smith raised that the Contractor Induction Guide will be reviewed to include the requirement for prior approval by a project representative for any work which may involve disrupting traffic at peak hours of the day.

Action: OHS Unit to review and update the Contractor Induction Guide.

3.1.3 SAFE WORK PROCEDURES

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

- 268, previously 250 in September.

John Steele suggested that the OHS Unit provide a statistical breakdown on how many safe work procedures have been completed within each University faculty/unit since the inception of online safe work procedures. It is envisaged that this will allow the Committee to identify faculty/units who require further resources and assistance to complete online safe work procedures on SafetyNET.
Action: OHS Unit to present SWP statistics at the December meeting.

3.1.4 TRAINING

There were 6 OHS Training Courses conducted in October with 83 participants.

3.2 OHS DOCUMENTATION REVIEW

3.2.1 DOCUMENTATION REVIEW FOR NOVEMBER

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC2 Laboratory Inspection Checklist</td>
<td>1/11/2009</td>
<td>1/12/2009</td>
</tr>
</tbody>
</table>

3.2.2 DOCUMENTS REVIEWED IN 2009

The following list comprises of all OHS Management System documentation which was reviewed in 2009.

<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>
<tr>
<td>OHS Communication Guidelines</td>
<td>03/03/2009</td>
<td>31/03/2009</td>
</tr>
<tr>
<td>Laboratory Safety Guidelines</td>
<td>1/04/2009</td>
<td>5/05/2009</td>
</tr>
<tr>
<td>Hazard and Incident Reporting Guidelines</td>
<td>1/04/2009</td>
<td>5/05/2009</td>
</tr>
<tr>
<td>SafetyNET Guide</td>
<td>1/04/2009</td>
<td>5/05/2009</td>
</tr>
<tr>
<td>Emergency Management Procedures</td>
<td>1/05/2009</td>
<td>1/06/2009</td>
</tr>
<tr>
<td>Field Activity Guidelines</td>
<td>1/05/2009</td>
<td>1/06/2009</td>
</tr>
<tr>
<td>Injury Management Plan</td>
<td>1/06/2009</td>
<td>1/07/2009</td>
</tr>
<tr>
<td>Legislative Compliance Guidelines</td>
<td>1/06/2009</td>
<td>1/07/2009</td>
</tr>
</tbody>
</table>
Darren Smith informed the Committee that the increase in documents reviewed during 2009 compared to 2008 was a result of the OHS Management System (OHSMS) Improvement Plan developed from last year’s external OHSMS desktop audit. The audit identified a number of changes in the UOW OHSMS that would be required to ensure compliance with the National Audit Tool for Self Insurers.

4 NEW BUSINESS

4.1 WAC SURVEYS

The OHS Unit will issue the biannual surveys to WAC chairs during the month of November. The results of these surveys will be discussed by the Committee at February meeting in 2010.

4.2 ONLINE RISK ASSESSMENTS

Daniel Leo informed the Committee that the OHS Unit will begin to promote the online risk assessment tool in the upcoming weeks. An email will be sent out to all staff members of the University detailing the main features of the tool and supporting resources. The OHS Unit will look to promote the tool during the initial stages of its implementation.

5 LATE BUSINESS

5.1 WORKCOVER SAFETY AWARDS

Darren Smith informed the Committee that the University did not win a WorkCover award in the category for best OHS Management System in the Public Sector Category.

5.2 SUPERVISOR OHS CONTROLS ASSESSMENT

Darren Smith informed the Committee that an online OHS Controls Assessment regarding supervisory responsibilities will be released at the end of the month. It is envisaged that the assessment will provide further awareness of OHS compliance requirements as well providing information on improvement opportunities.

6 NEXT MEETING

The next meeting is scheduled to be held on Tuesday December 8th, 2009 at 3:00pm in Building 11 UniCentre Function Room 4.

WAC Chairpersons will be asked to provide a summary of their major successes and challenges for 2009.
All WAC and School Safety Committee members will be invited to participate in end of year drinks and nibbles.