Minutes of the December meeting of the OHS Committee held at 3:00pm December 8, 2009 in Building 11 Function Centre 4.

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);
Joanne George (CPSU representative);
Prof. John Patterson (Management representative);
Assoc. Prof. Stephen Wilson (Management representative);
John Steele (Management representative);
David Low (Alternate Management representative);
Darren Smith (Alternate Management representative);
Ellen Manning (Science & Engineering OHS Coordinator);
Stephen Cooper (UniCentre representative);
Lynne Wright (EED);

IN ATTENDANCE:
Ron Marshall (Engineering WAC chair);
Mark Haining (Accommodation Services WAC chair);
Aaron McGrath (Buildings & Grounds WAC Chair)
Michael Manning (Library WAC chair);
Penny Harris (Creative Arts WAC chair);
Ron Sluyter (Science WAC chair);
Paul Else (H&BS WAC chair);
Kankesu Jayanthakumaran (Commerce WAC chair);
Trevor Gollan (ITS WAC chair);
Chris Hadley (Administration WAC Chair);
Lauren Scott (Informatics alternate WAC chair).

APOLOGIES: Assoc. Prof. Muttucumaru Sivakumar (Management representative);
Bruce Flint (Management representative);
Prof. Paul Chandler (Deans representative).
Prof. Edward Wolfers (NTEU representative);
Guy Davidson (Arts WAC chair).
1.2 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 17th of November 2009 were confirmed without change.

2 BUSINESS ARISING

2.1 SAFE WORK PROCEDURE STATISTICS

Prior to the meeting Daniel Leo requested that all Workplace Advisory Committee Chairs provide statistics on how many safe work procedures have been completed on SafetyNET and how many hard copy safe work procedures were still waiting to be transferred onto SafetyNET within their faculty/division. From the responses Daniel received from 11 WAC Chairs, 179 safe work procedures have so far been submitted onto SafetyNET and 179 hard copies are still waiting to be transferred onto SafetyNET.

Action: The OHS Unit will provide support to these units to assist with transferring the safe work procedures to SafetyNET.

2.2 WAC SURVEYS

Darren Smith informed the Committee that results of the November 2009 WAC Survey Report have been collated and will attach a copy to the minutes and discuss the results at the February 2010 meeting.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 4 new workers compensation claims lodged in November which included:

- 4 medically treated injuries of which 3 were work related and 1 was a journey to work claim. All claimants have since returned to pre-injury duties.

3.1.2 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in November was 72. One incident was assessed as high risk which Darren Smith summarise with the details below:

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>A sub contractor working at the IH&amp;MRI site was witnessed working from a cherry picker without wearing any fall arrest safety equipment.</td>
<td>1. Work stopped.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Contract Supervisor notified who directed sub-contractor to ensure safe work at heights requirements were met.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Working at heights requirements monitored by Contractor and Project Manager.</td>
</tr>
</tbody>
</table>

3.1.3 SAFE WORK PROCEDURES

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

- 282, previously 268 in October.
3.1.4 TRAINING
There were 5 OHS Training Courses conducted in November for 50 participants.

3.2 OHS DOCUMENTATION REVIEW

3.2.1 DOCUMENTATION REVIEW FOR DECEMBER
Nil

4 NEW BUSINESS

4.1 WAC CHAIR 2009 SUMMARIES
The attending WAC Chairs provided a report to the Committee on key issues and initiatives for the second half of 2009 as summarised below:

Health & Behavioral Sciences:
- Held 3 meetings in the second half of the year;
- Established a working party to investigate and resolve problems related to thermal discomfort in building 41;
- Have submitted WAC inspection summary reports to all heads of schools in HBS;
- Working to determine the best OHS consultation arrangement for the new Illawarra Health and Medical Research Institute when it is in operation in 2010.

Accommodation Services:
- Have held 2 meetings in the second half of the year;
- 80 hazards were identified in 10 work place inspections all of which have been recorded on SafetyNET and only one of these remains outstanding;
- Have witnessed an increase in hazard and incident reports being recorded on SafetyNET within in the division, 180 so far in 2009;
- Have transferred all hard copy safe work procedures onto SafetyNET;
- All MSDS and stock holdings are up to date on ChemAlert;
- Have trained two additional staff members to test and tag electrical equipment who have been working through a backlog of out of date items;
- Eliminated all LPG cylinders from sites across the division with all barbeques now connected to natural gas systems;

Engineering:
- Have held 3 meetings in the second half of the year;
- Challenged with attracting representation from all areas across the faculty and getting academics to participate in lab and equipment inspections/audits;
- Have received 72% of completed equipment audit forms and 75% of completed lab/workshop self inspection forms. Dean and heads of School participated in mid year lab inspections;
- Developed a student after hours access authority procedure.

Creative Arts:
- Have held 3 meetings in the second half of the year;
- Incorporated OHS into Faculty Manager role to implement and coordinate recommendations developed in the OHS management system audit that took place in the School of Art and Design;
- Are working to manage OHS hazards in relation to installing student work on the walls of building 25;
Faculty management are still waiting on further quotes on the demolition of the outdoor performance stage.

**Informatics:**
- Have held 2 meetings in the second half of the year;
- Are continually managing hazards relating to second hand smoke entering UOW informatics buildings;
- Have managed a variety OHS issues resulting from the SMART construction site including dust, and noise through consultation with the project manager;
- Experiencing ongoing issues coordinating members to complete the two WAC training modules;
- Are concerned with pedestrian access on the eastern side of the campus.

**Science:**
- Have held 3 meetings in the second half of the year;
- Developed a new common induction form for all schools;
- Managing the ongoing issue of second hand smoke entering the building from the library courtyard outside building 18;
- Are managing ongoing problems regarding thermal comfort in buildings 18, 35, 41 and 42.
- "Working Safely in Science" seminar to be held Feb 2010.

**Commerce:**
- Have held 2 meetings in the second half of the year;
- The faculty has purchased OHS resources including step ladders and stools to manage risk associated with accessing stored item in high areas;
- Have addressed the issue of rats in the building and problems associated with heat throughout the building.

**Administration:**
- Have found it challenging to get representation across all areas that the WAC represents due to the fragmented nature of the Committee;
- Have found it useful in having a representative from the OHS unit on their WAC.

**ITS:**
- Have held 3 meetings in the second half of the year;
- Received an OHS management system audit during November;
- Are continually managing OHS issues associated with ITS store rooms that are located across the University including heat and noise.

**Library:**
- Have held two meetings in the second half of the year;
- The unit has submitted 14 hazard and incident reports on SafetyNET throughout the year;
- Are continually managing ongoing OHS issues associated with manual handling and office ergonomics;
- Were pleased to see all scheduled workplace inspections completed in 2009.

**Buildings & Grounds:**
- Have held 3 meetings in the second half of the year;
- Developed an inspection schedule and have logged all actions produced from inspections onto the B&G online maintenance system “BEIMS”;
- Have transferred 70% of hard copy safe work procedures onto SafetyNET.
4.2 SMOKE-FREE CAMPUS

Darren Smith led a discussion on a proposal to develop a Smoke Free Campus Policy at the University of Wollongong. The policy would endeavor to eliminate second hand smoke from entering UOW workplaces which the current Smoke Free Workplace Policy has failed to ensure. University patrons are continuing to smoke near building entrances and air intake systems which results in second hand smoke entering buildings and workplaces.

If the policy change is approved it would be gradually implemented with an extensive communication and awareness raising plan. Compliance to the policy would require thought and planning.

Further information on any changes to the Smoke-Free Environment Policy will be consulted with the OHS Committee.

4.3 2010 MEETING DATES

The meeting dates for 2010 will be emailed to all members of the Committee and displayed on the OHS web site.

5 LATE BUSINESS

5.1 VICE CHANCELLOR’S THANKYOU

Prof John Patterson spoke on behalf of the Vice Chancellor to thank the efforts of OHS Committee members including those on Work Place Advisory and School Safety Committees during 2009. A special thank you was extended to the OHS Committee Chair for his efforts in leading the Committee during 2009.

6 NEXT MEETING

The next meeting is scheduled to be held on Tuesday February 16th, 2010 at 10:30am in 36.304.
WAC SURVEY ANALYSIS – NOVEMBER 2009

1. WAC Profile

<table>
<thead>
<tr>
<th>Average No. of Members</th>
<th>Average Attendance</th>
<th>Average No. of meetings since June 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>69%</td>
<td>2.5</td>
</tr>
</tbody>
</table>

The chart below shows the profile (Academic, General or Student) of the current WAC members:

The profile composition of Faculty WACs only is as follows:
Compared to the June 2009 survey academic staff sitting on Faculty WACs has increased from 38% to 39% in November 2009.

Average attendance has decreased from 75% as recorded in the June 2009 WAC survey to 69% in the November 2009 survey.

2. **Training**

*WAC members are required to complete 2 modules of OHS Training:*

  - Module 1: OHS Principles for Workplace Advisory Committee members;
  - Module 2: Addressing Hazards and Risks in the Workplace.

*Compared to the June 2009 WAC Survey Analysis:*

  - The percentage of WAC members who have completed training in Module One has decreased from 68% to 60%.
  - The percentage of WAC members who have completed training in Module Two has decreased from 58% to 50%.

This result is attributable to the recent implementation of the Shoalhaven Campus Committee whose members have not yet completed the two WAC training modules.

3. **Risk Profile**

The table below shows the percentage of WAC’s which have identified the particular hazard as medium or high risk for their area. i.e. manual handling and office ergonomics was chosen by 100% of WAC’s as a medium or high risk in their respective areas.
4. **WAC Meeting Agenda**

The table over the page represents the topics that are covered in WAC meetings and minutes. The percentage represents the amount of WAC’s that have the particular topic as a standing item on their agenda. i.e. hazard/incident reports were chosen by 100% of WAC’s as a standing item on their respective agendas.

**Action:** The OHS Unit will advise all committees that the above agenda items to be covered during their WAC meetings.

5. **Workplace Inspections**

100% of WACs had a schedule of inspections for their area a value consistent with the June 2009
survey.

The following graph represents the percentage of WAC’s that involve non-WAC members in their workplace inspection. The amount of WACs who do involve non-WAC members has remained at 67%, consistent with the June 2009 survey.

The graph on the following page represents the amount of WAC’s that are reporting hazards identified from workplace inspections into SafetyNET. Compared to the June 2009 WAC Survey Analysis: The percentage of WACs that do report hazards into SafetyNET that are identified from workplace inspections has remained at 92%.

**Action:** Creative Arts WAC to be advised to report these hazards into SafetyNET.

The following table outlines who receives a copy of the workplace inspection reports. The percentage represents the amount of WACs that give copies of workplace inspections to a particular member of their faculty i.e. Head of Units (HOU) are given copies of workplace inspections by 58% of the WAC groups. Deans/Directors are given a copy by 50% of WAC groups.
It is important to note that only one WAC did not forward a summary report to either a HOU or Dean/Director.

**Action:** The OHS unit will inform all WAC’s that summary inspection reports must be forwarded to Faculty Deans/Directors and Heads of Units.

6. **Emergency Preparedness**

The following tables present the perceived emergency preparedness of the respective WACs. Each WAC was to answer if the first aid personnel and building wardens were, trained and listed on the OHS Unit’s contact list. 92% of the WACs answered that first aid personnel are trained and known to staff, a decrease from the 100% that was recorded in the June 2009 survey. 83% of the WACs answered that building wardens are trained and known to staff which is a decrease from 92% which was recorded in the June 2009 WAC survey results.

**Action:** The OHS Unit will follow up with the WAC and develop a solution to improve this figure.
7. **WAC Effectiveness**

The following graph represents the overall effectiveness of each WAC. Each WAC had to answer if there were any outstanding issues that had not been dealt with adequately within a six month time period. 92% percent of the WACs believed that all agenda items have been adequately covered in the past 6 months. This figure is consistent with the June 2009 survey.
Details of agenda items that had not been suitably addressed in the past 6 months:

Creative Arts WAC – The WAC is currently working with the Faculty to facilitate the demolition of the outside performance stage which at present is unsafe for use by students. The stage has been taped off and the Dean is seeking further quotes.