OHS COMMITTEE
AGENDA – Tuesday 16th February 2010
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the February meeting of the OHS Committee to be held at 10:30am on the 16th of February 2010 in Building 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

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 8th of December 2009 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 WAC SURVEYS

Darren Smith will present a summary report from the November 2009 WAC Surveys.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were eight new workers compensation claims lodged in December which included:
- Seven medically treated injuries of which one was a journey to work claim.
- One insignificant claim which following initial assessment by a general practitioner did not necessitate any further medical treatment.

There were six new workers compensation claims lodged in January which included:
- Two lost time injuries of which one was a journey claim and one where liability was declined;
- Three medically treated injuries of which one where liability was declined;
- One insignificant claim which following initial assessment by a general practitioner did not necessitate any further medical treatment.

3.1.2 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in December and January was 64. None of these were assessed as high risk.
3.1.3 SAFE WORK PROCEDURES

Total Number of Safe Work Procedures finalised in SafetyNET – January 2010:

- 303, previously 282 in November.

3.1.4 TRAINING

There were no OHS training courses conducted in December and January.

3.2 2009 ANNUAL OHS PERFORMANCE

The total number of claims including work related, journey and declined claims lodged in 2009 was 100, an increase from 74 lodged in 2008. The increase is mainly attributed to additional journey claims over the past 12 months (16 reported in 2009 compared to seven in 2008).

The number of work related medically treated injuries and lost time injuries increased from 38 in 2008 to 49 in 2009 (with the number of work related lost time injuries increasing from five in 2008 to seven in 2009). The majority of work related injuries reported were associated with manual handling and ergonomic work practices which were minor in nature allowing for successful early return to work all instances.

The number of reported hazards in 2009 was 486 compared to 267 in 2008. The number of incident reports increased from 175 in 2008 to 242 in 2009. The number of high and extreme hazards and incidents reported reduced from 83 in 2008 to 36 in 2009. Overall the increase in hazard and incident reporting is a positive indicator as it shows an increased awareness of reporting OHS hazards via workplace inspections and allows for the implementation of corrective actions to prevent injuries.

The Lost Time Injury Frequency Rate (LTIFR) rolling average decreased from 1.92 for 2008 to 1.75 for 2009. As previously reported the University HR Benchmarking Survey does not include an LTIFR statistic; however the 2009 Group of Eight Universities OHS Survey shows an LTIFR figure of 3.40.

The Average Time Lost Rate (ATLR) increased from 7.20 days for 2008 to 10.43 days in 2009. The increase in the rate is primarily due to one claim resulting from a fall down stairs. The ATLR still compares favourably to the average of 20.5 days for the most recent University HR Benchmarking survey and 21.00 days for the 2009 Group of Eight Universities OHS Survey.

The Medically Treated Injury Frequency Rate (MTIFR) rolling average increased from 9.61 in 2008 to 12.26 in 2009. There is no comparative University benchmarking data for this statistic.

There were 45 OHS training courses delivered in 2009 including the following OHS topics:

- Senior First Aid
- Building Warden Training
- OHS Committee Training
- OHS Risk Management
- Hazardous Substances Awareness
- Manual Handling and Ergonomic Practices Training
- Radiation and Laser Safety Training
- Biosafety Training.

A total of 238 Safe Work Procedures were approved utilising the new SafetyNet online system in 2009 which is a significant increase from the 63 approved in the initial year of implementation in 2008. The OHS Unit further expanded its utilisation of online technology to allow for the completion of risk assessments in SafetyNet. The new module allows for an online library of risk assessments to be stored and utilised by staff and students on all campuses and aids in the raising of awareness and sharing of information across faculties and divisions.
The OHS Unit conducted five internal OHS Verification Audits throughout 2009 which included:

- Buildings & Grounds - Maintenance and Landscape Units.
- Shoalhaven Campus - Administration, Nursing, Shoalhaven Marine & Freshwater Centre and Graduate School of Medicine.
- Print & Distribution Services - Unanderra Printery.
- Information Technology Services.

Corrective action plans for each area audited have been prioritised and implemented by local areas. The OHS Unit is actively monitoring and providing assistance in addressing any areas of non-conformance.

WorkCover NSW completed a claims management audit on a sample of the University’s workers compensation claims during April 2009 as part of the University’s self insurance licensing requirements. WorkCover found that the University was performing at a standard well above the satisfactory level of 80% compliance in all 14 elements audited. As a result of the successful audit, WorkCover does not require a further external claims management audit until 2012.

The University was selected as a finalist in the WorkCover NSW SafeWork Awards 2009 for best workplace health and safety management system (public sector/not for profit category).

There were no WorkCover improvement or penalty notices issued during 2009.

3.3 OHS DOCUMENTATION REVIEW

3.3.1 DOCUMENTATION REVIEW FOR DECEMBER

Nil

4 NEW BUSINESS

4.1 OHS PLANNING ARRANGEMENTS

A draft OHS Management Plan (and associated guidelines) is attached for review and discussion.

4.2 WORKCOVER SELF INSURER’S OHS AUDIT

The University is anticipating being audited by WorkCover with regards to the National Audit Tool for Self Insurer’s in the second quarter of 2010.

4.3 CAMPUS INSPECTIONS

OHS Committee to undertake campus inspections.

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 16th of March 2010 at 10:30am in 36.304.