Minutes of the February meeting of the OHS Committee held at 10:30am February 16, 2010 in 36.304.

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. Muttucumaru Sivakumar (Management representative);
Bruce Flint (Management representative);
Irene Burgess (Alternate management representative);
Assoc. Prof. Stephen Ralph (Alternate management representative);
Ellen Manning (Science & Engineering OHS Coordinator);
Darren Smith (Manager OHS);
Stephen Cooper (UniCentre representative).
Lynne Wright (EED);

APOLOGIES: Prof. Edward Wolfers (NTEU representative);
Assoc. Prof. Stephen Wilson (Management representative);
John Steele (Management representative);
Yvonne Kerr (Deans representative).

1.2 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 8th of December 2009 were confirmed without change.

ATTACHMENT

2 BUSINESS ARISING

2.1 WAC SURVEYS

Darren Smith provided the Committee with a summary report on the November 2009 WAC Survey results. Key findings included:

- A decrease in the percentage of members who have completed the two compulsory WAC training modules. This result is largely contributable to the recent formation of the
Shoalhaven Campus WAC whose members have not yet completed training.

- One WAC that is not sending summary inspection reports to faculty/divisional management.
- Two WAC units where First Aiders and Building Wardens are not identified, trained and known to staff

**Action:** The OHS Unit has identified the need to provide alternate training methods including online training for the two WAC training modules. This has been incorporated to in the OHS Units business plan to investigate alternative training delivery options.

**Action:** The OHS Unit will update the UOW Workplace Inspection Guidelines to incorporate appropriate management reporting of inspection summaries.

**Action:** The OHS unit to follow up on the identification, training and promotion of First Aiders and Building Wardens with the effected WAC units.

### 3 GENERAL BUSINESS

#### 3.1 OHS UNIT REPORT

**3.1.1 PERFORMANCE SUMMARY**

Darren Smith provided a summary of claims for December 2009 and January 2010 as seen below:

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;
- All claimants from December are back on pre injury duties.

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;
- The LTI claim is still on suitable duties the rest are back on pre injury duties.

**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 extreme or 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.
Darren Smith provided the Committee with a report on the 2009 Annual OHS Performance. In general terms 2009 was a positive year with a number of OHS initiatives conducted.

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 OHS committee was reminded that late reporting of incidents requiring medical treatment results in an increase in lost time injuries.

In reply to an inquiry on the number of psychological stress claims the OHS committee was informed that since 2004-2005 the number of such claims has been low. In 2009 there was one claim with the claimant now returned to work.

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 Safe Work 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

Nil.

### 4 NEW BUSINESS

#### 4.1 OHS DRAFT MANAGEMENT PLAN

Darren Smith informed the Committee that the University has reviewed its OHS planning arrangements in accordance with the National Audit tool for Self Insurer requirements. A revised OHS Management Plan has been established for the Committee’s consultation prior to approval by University Council.

The plan will be effective from 2010-2012 and consists of the following five key objectives outlining specific activities, targets and performance indicators to achieve the goals of the OHS Policy and University Strategic Plan:

1. Compliance with OHS legislative requirements prescribed by legislation and associated codes of practice and standards.
2. Further development and implementation of the University’s OHS management system (OHSMS).
3. Reduce the likelihood and severity of risk to people’s health and safety.
4. Improve, consolidate and embed the capability to reduce risk associated with operational activities.
5. Reduce the impact of occupational injury, illness and disease.

It is envisaged that faculties and divisions will incorporate the OHS Management Plan into their strategic plans to undertake the activities aligned with each objective.

The OHS Management Plan will be monitored twice a year with results to be communicated to the Administration Committee, UOW Council, and the OHS Committee.
4.2 WORKCOVER SELF INSURER’S OHS AUDIT
Darren Smith advised the Committee that WorkCover will audit the University’s OHS Management System to ensure compliance with the National Audit Tool for Self Insurers week commencing 24th of May. The OHS Unit will inform the University and OHS Committee with regards to what elements and units of the University WorkCover will select for the audit after the initial audit meeting on the 12 April 2010.

4.3 CAMPUS INSPECTIONS
The Committee performed campus inspections at the completion of the meeting. Dylan Smith will provide the Committee with an update on the status of corrective actions created as a result of the inspection at the March meeting.

5 LATE BUSINESS

5.1 UOW INTERNAL AUDIT – SAFETynet
Deloitte Touche Tohmatsu (“Deloitte”) has been engaged to conduct a review co-jointly with University of Wollongong internal Audit (UOWIA), relating to the management of Occupational Health and Safety (OHS). The review will assess the SafetyNet OHS information system in line with legislative compliance, implementation and improvement opportunities. Key stakeholders from faculties and divisions will be interviewed in the undertaking of the review.

The OHS unit will convey the results to the Committee upon receipt of the final report.

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