OHS COMMITTEE
AGENDA – Tuesday 16\textsuperscript{th} March 2010
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the March meeting of the OHS Committee to be held at 10:30am on the 16\textsuperscript{th} of March 2010 in Building 36.304.

1  PRELIMINARY BUSINESS

1.1  WELCOME AND APOLOGIES

1.2  WELCOME TO THE DEAN’S REPRESENTATIVE: PROF ELIZABETH FARMER

1.3  CONFIRMATION OF MINUTES

   ATTACHMENT

   That the minutes of the previous meeting held on the 16\textsuperscript{th} of February 2010 be confirmed and signed as a true and accurate record.

2  BUSINESS ARISING FROM PREVIOUS MINUTES

2.1  CAMPUS INSPECTIONS

   ATTACHMENT

   Dylan Smith to present a summary report on the OHS Committee February campus inspections.

3  GENERAL BUSINESS

3.1  OHS UNIT REPORT

3.1.1  PERFORMANCE SUMMARY

   There were five new workers compensation claims lodged in February which included:
   \begin{itemize}
   \item Four medically treated injuries all of which were work related.
   \item One insignificant claim which following initial assessment by a general practitioner did not necessitate any further medical treatment.
   \end{itemize}

3.1.2  HAZARD AND INCIDENT REPORTING

   The number of reported hazards and incidents (including students and visitors) in February was 76. One of these were assessed as having a high level of risk. Details of the incident are summarised over the page.
<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>Printery staff member had finger crushed whilst attempting to replace a shear pin shaft in “Perfect Binder.”</td>
<td>1. Develop safe work procedures for the completion of this activity including: (i) Isolation of power to equipment. (ii) Identification of alternative methods of alignment. (iii) Position alignment marking point/warning symbols/signs near moving parts. 2. Undertake training with machine operator to ensure understanding of the safe work procedure.</td>
</tr>
</tbody>
</table>

3.1.3 SAFE WORK PROCEDURES

Total Number of Safe Work Procedures finalised in SafetyNET – February 2010:
- 313, previously 303 in January.

3.1.4 TRAINING

There were four OHS training courses conducted in February with 58 participants.

3.1.5 OHS Unit

Ellen Manning has left the OHS to take up a position as Technical Officer (OHS) in Chemistry, Michael Negendahl has rejoined the unit as OHS Coordinator while the position is advertised and recruited.

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>Radiation Safety Guidelines</td>
<td>1/03/2010</td>
<td>1/04/2010</td>
</tr>
</tbody>
</table>

4 NEW BUSINESS

4.1 REVIEW OF UOW CONSULTATION STRUCTURE

Darren Smith to lead a discussion on changes required to WAC structure for Academic Services Division, Graduate School of Medicine and the Illawarra Health & Medical Research Institute.

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 20th of April 2010 at 10:30am in 36.304.