



ADVISE – RECOMMEND – MONITOR – INSPECT
OHS Committee - Minutes 16/03/10

Minutes of the March meeting of the OHS Committee held at 10:30am March 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);
Peter Gray (Library and ITS WAC representative);
Daniel Leo (Administration and Commerce WAC representative);
Prof. John Patterson (Management representative);
John Steele (Management representative);
Bruce Flint (Management representative);
Prof Elizabeth Farmer (Deans representative).
Assoc. Prof. Stephen Ralph (Alternate management representative);
Darren Smith (Alternate management representative);
Linda Deitch (Alternate CPSU representative);
Kim Draisma (Alternate NTEU representative).

APOLOGIES: Prof. Edward Wolfers (NTEU representative);
Joanne George (CPSU representative);
Assoc. Prof. Stephen Wilson (Management representative);
Assoc. Prof. Muttucumaru Sivakumar (Management representative);
Brent Michell (B&G and Accommodation Services WAC representative);
Stephen Cooper (UniCentre representative)
Lynne Wright (EED).

1.2 CONFIRMATION OF MINUTES

ATTACHMENT

The minutes of the previous meeting held on the 16th of February 2010 were confirmed without change.

2 BUSINESS ARISING

2.1 CAMPUS INSPECTIONS

ATTACHMENT

Dylan Smith informed the Committee that of the 34 hazards identified during the February campus inspections all but 3 have been completed. An explanation for the items not completed are summarised below:

- Lack of Dangerous Goods signage at the building 41A external gas stores –

Buildings & Grounds (B&G) are consulting with the gas store users to determine if the current signage needs to be re-located or replaced.

- Campus bollard holes – B&G are undertaking an investigation to determine if a replacement bollard hole similar to those at the Innovation Campus, which have a flexible cap that covers the hole when the bollard is taken out, can be installed throughout the main campus. Chris Hewitt will notify the OHS Unit on completion of the project.
- Pot holes in the driveway leading to the UniCentre Shop loading dock – A job to fill the holes has been included in the B&G maintenance schedule. OHS will be notified on completion of the work.

Peter Gray congratulated B&G on their rapid response to controlling hazards reported in the February OHS Committee campus inspections and state of the campus grounds.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

Darren Smith provided a summary of claims for February 2010 as outlined below.

There were five new workers compensation claims lodged in February which included:

- Four medically treated injuries all of which were work related.
- One insignificant claim which following initial assessment by a general practitioner did not necessitate any further medical treatment.

All but one of these claims have resumed pre-injury duties.

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 was assessed as having a high level of risk. Daniel Leo described the details of the incident as outlined below.

At approximately 12:30pm on Friday 5th February 2010 in the printery (Unanderra site), the Bindery Operator was changing the safety shear pin (nipper overload protection mechanism) in the Horizon BQ440 Perfect Book Binding machine. As the Bindery Operator was aligning the two parts to insert the pin, his finger became trapped between the bracket and the cam, injuring their finger. The injured had to dismantle the bracket to release their finger. The injured was then taken to Wollongong Hospital Accident and Emergency for treatment for a ruptured extensor tendon of the right index finger.

An investigation conducted by the OHS Unit identified a number of contributing factors that led to the incident occurring. The primary cause of the incident was that the Bindery Operator was required to have their fingers inside the machine to change the shear pin whilst it was energised, meaning there would be moving parts. Other contributing factors include:

1. There were no procedures for the isolation of power for the machine;
2. A step was missed during the initial set up of the machine, leading to shear pin failing;
3. The method used to change the shear pin was the only method known;
4. Other, less risky methods to repair the machine were not identified;
5. The alignment marker was located above the operators head and not near the moving parts;
6. The alignment marker was not an appropriate indicating device for aligning machine parts.

Corrective actions were developed to address the above listed corrective actions and include:

1. Develop procedures for conducting this repair which include isolation of power.
2. Verify that the machine operator can competently complete each step of setup sequence.
3. Identify alternate, safer methods of aligning the lever and cam and inserting pin.
4. Implement a marking point for the correct aligning position on machine.
5. Position alignment marking point/warning symbols/signs near moving parts.

Information on the incident was gathered through a series of interviews from a number of sources including the machine operator, Printery Manager, witnesses and a consultant machine engineer.

The Committee expressed concern that the investigation did not address the possibilities of a similar incident occurring during repair work on other machinery. In addition, due to previous investigations that have occurred in the Printery, the Committee commented that the OHS Unit may need to assist improve the current safety culture of the work place.

Darren Smith commented that the OHS Unit had completed an internal OHS Verification Audit for the printery in 2009 and the Unit was assisting the printery with the corrective plan.

Action: The OHS Unit to continue to monitor and assist the completion of corrective actions developed from the OHS Verification Audit conducted in 2009.

3.1.3 SAFE WORK PROCEDURES

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

- 313, previously 303 in January.

Darren Smith informed the Committee that the OHS Unit is offering administrative support to units to transfer hard copy safe work procedures onto SafetyNET. Workplace Advisory Committees, and Heads and Managers of Units will be contacted regarding the assistance.

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 Unit to take up a position as Technical Officer (FS) in the School of Chemistry, Michael Negendahl has temporarily rejoined the unit as OHS Coordinator while the position is advertised and recruited.

3.2 OHS DOCUMENTATION REVIEW

Document Information	Review Period Open	Review Period Closed
Radiation Safety Guidelines is currently up for review. Comments are welcome on this document up to the close of the review date.	1/03/2010	1/04/2010

4 NEW BUSINESS

4.1 REVIEW OF UOW CONSULTATION STRUCTURE

Darren Smith led a discussion on a proposal for future changes to the University's OHS Consultation Constitution structure. Due to a number of recent changes to the University's organisational structure including the separation of the Graduate School of Medicine (GSM) from the Faculty of Health and Behavioural Sciences (HBS) and the establishment of the Illawarra Health and Medical Research

Institution (IHMRI), these units will not have any recognised OHS consultation representation. It was noted that the SMART Infrastructure Research Institute would soon be operational and their consultation arrangements should be considered also.

In addition it was recognized that a number of units in the Academic Services Division were not adequately represented.

Action: A working party consisting of management and employee representatives from the areas mentioned to be formed. The working party will discuss options for OHS consultation representation and report back to the OHS Committee with a proposal at a future meeting.

5 LATE BUSINESS

5.1 ALTERNATE CHAIR FOR APRIL AND MAY MEETINGS

The Committee Chair informed the Committee that he will be on leave for the next two meetings and requested that nominations be sent to him for an alternate chair for the April and May meetings.

Action: WAC representatives interested in chairing the OHS Committee for the April and May meetings to contact Ian Laird.

6 NEXT MEETING

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



Occupational Health & Safety Committee Campus Inspection Report

Identified Hazard/Risk	Location	Risk Score	Recommended Corrective Action <i>(What do you think can be done about the hazard/risk?)</i>	Responsible Person	Completion Date	Review Date	Safety Net or Job Number
Star Post containing pedestrian access signage has no protective caps.	Across the road from B41 turning bay on the campus ring road.	L	Replace and secure with protective yellow caps;	Peter Barton	05/03/2010		0135
Exposed mesh on pathway is trip hazard	Path opposite B13.	L	Barricade area;	Peter Barton	05/03/2010		0136
Pallet	SEES	L	Remove;	EEES	02/03/2010		0119
Trailer	SEES	M	Chock wheels;	EEES	02/03/2010		0119
Hole in concrete cover	Near B35	L	Repair;	Peter Sparkowski	Completed		Complete
Slippery & dirty steps	Nth B15 external stairs	M	Clean;	Landscape	15/03/2010		Z0015402
Star post has no signage and no protective yellow cap.	B15 north external stair entrance	L	Secure cap/or remove post;	B&G	15/03/2010		Z0015403
Elevated ground pit covers. (See Photo)	B41 south entrance next to gas storage areas;	L	Paint yellow;	Peter Sparkowski	15/03/2010		Z0015404
Dangerous Gas Signage not visible.	B41 external gas store. South side.	L	Relocate to more visible location on current wall;	B&G	18/03/2010		Z0015405

Identified Hazard/Risk	Location	Risk Score	Recommended Corrective Action <i>(What do you think can be done about the hazard/risk?)</i>	Responsible Person	Completion Date	Review Date	Safety Net or Job Number
Uneven pavers	B41A Car Park	L	Level and maintain;	Landscape	15/03/2010		Z0015406
Exposed communication cables from damaged ducting cover.	67.203 Common Teaching Room	L	Replace cover;	ITS	15/03/2010		175273
Electric warning cable	B38 west side	L	Remove if not required.	B&G	10/02/2010		Complete
Service vehicle zone sign free standing	B38 west side	M	Remove of fix	B&G	15/03/2010		Z0015407
Bollard hole exposed and not covered when bollard removed.	SE Corner of 67, North West B12,	M	Attach movable cover and level.	B&G	Ongoing		Ongoing
Location of power point causes over head projector cord to run across floor.	40.122	M	Relocate power point near AV console	Chris Hewitt	15/03/2010		Z0015408
Moss on pavers	SE of library	L	Clean	Landscape	15/03/2010		Z0015409
Slippery Stairs	Level 2 B20	L	Clean	B&G	15/03/2010		Z0015410
Update RACE sign	19.G002	L	Update	OHS	05/03/2010		0146
First Aid Signage in Corridor	19.G002	L	Replace	OHS	05/03/2010		0146
Tree branch dislodged	Sth B15 garden area	L	Remove	Landscape	05/03/2010		Z0015411
Loading Dock	North West B12	M	Maintain and tidy.	Chemistry	05/03/2010		0123
Moss on pavers (Near UniBar)	Between B11 & B12	M	Clean	Landscape	15/03/2010		Z0015415

Identified Hazard/Risk	Location	Risk Score	Recommended Corrective Action <i>(What do you think can be done about the hazard/risk?)</i>	Responsible Person	Completion Date	Review Date	Safety Net or Job Number
Excess rubbish UniCentre dock.	B11 loading dock	M	Remove	UniCentre	05/03/2010		0139
Potholes in driveway.	B11 loading dock.	M	Maintain	B&G	Ongoing		0140
Pallet in Emergency exit.	South Uni Hall	L	Remove	UniCentre	05/03/2010		0144
Loose Sign (Emergency exit).	South east UniHall	L	Secure	UniCentre	05/03/2010		0145
Vending machine water supply hose left on ground.	3.121	L	Remove	UniCentre	05/03/2010		0147
Combustible materials located west side of main entrance	B4 main entrance.	M	Relocate	Engineering	02/03/2010		0118
Pallet, smoking bucket and milk crates	B4 main entrance	L	Relocate	Engineering	02/03/2010		0118
Window latch broken middle lower.	3.121 south side	L	Repair	B&G	15/03/2010		Z0015413
Hook left on floor under projector screen.	3.121	M	Remove	CEDIR	20/03/2010		0120
Diffuser on light unsecured	3.121	L	Secure	B&G			Z0015414
Boom Gate no stickers	B39 Car Park	L	Replace contrast stickers	Mark Scott	05/03/2010		0124