OHS COMMITTEE
AGENDA – Tuesday 20\textsuperscript{th} April 2010
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the meeting of the OHS Committee to be held at 10:30am on the 20\textsuperscript{th} of April 2010 in Building 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF CHRIS COOK

1.3 CONFIRMATION OF MINUTES

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

2 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were 7 new workers compensation claims lodged in March which included:

- Two lost time injuries both of which were work related. Both persons have since resumed pre-injury duties. Details on the cause and corrective actions implemented are outlined over the page.
- Three medically treated injuries of which two were a result of journey to work claims.
  - Two insignificant claims 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 March was 102. Two of these were assessed as having a high level of risk as they were classified as lost time injuries. Details of the incidents 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>Biological Sciences employee received burns to face, chest and arms as a result of being exposed to UV light when working with a Class II Bio-Safety Cabinet.</td>
<td>1. Review current SWP for using Class II Bio Safety Cabinets to ensure: (i) Correct start up procedure acknowledging the risk of exposure to UV light; (ii) Requirement to check that the UV light has in fact turned off. 2. Inform all bio safety cabinet operators of the revised safe work procedure. 3. Program inspection and maintenance of UV light automatic switch off. 4. Install additional warning controls to notify operator when the UV light has not automatically switched off when the cabinet has been turned on.</td>
</tr>
<tr>
<td>High</td>
<td>Staff member was injured when carrying office furniture.</td>
<td>1. Utilisation of appropriate risk control measures and materials handling techniques for any future office relocation.</td>
</tr>
</tbody>
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3.1.3 SAFE WORK PROCEDURES
Total number of Safe Work Procedures finalised in SafetyNET – March 2010:
- 320, previously 313 in February.

3.1.4 RISK ASSESSMENTS
Total number of Risk Assessment approved in SafetyNET – March 2010
- 60, previously 48 in February.

3.1.5 TRAINING
There were 7 OHS training courses conducted in March with 80 participants.

3.2 OHS DOCUMENTATION REVIEW
Nil.

4 NEW BUSINESS

4.1 SELF INSURANCE OHS AUDIT 24-28 May 2010
Darren Smith will update the Committee on the Self Insurer’s OHS Audit initial meeting held on the 12th of April including the site and elements to be audited.

The OHS Unit will work with these units over the next 6 weeks to prepare for the audit.
5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 18th of May 2010 at 10:30am in UniCentre Function Centre 3.