Minutes of the March meeting of the OHS Committee held at 10:30am April 20, 2010 in 36.305.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT: Kellie Ridges, Acting Chair (HBS and Science WAC representative);
Dylan Smith, Secretary (OHS Officer);
Daniel Leo (Administration and Commerce WAC representative);
Brent Michell (B&G and Accommodation Services WAC representative);
Tim McDonald (Alternate Engineering and Informatics WAC representative);
Prof. John Patterson (Management representative);
John Steele (Management representative);
Bruce Flint (Management representative);
Darren Smith (Alternate management representative);
Julie Gray (CPSU representative);
Edward Wolfers (NTEU representative);
Stephen Cooper (UniCentre representative).

APOLOGIES: Ian Laird (Chairperson, Engineering and Informatics WAC representative);
Peter Gray (Library and ITS WAC representative);
Assoc. Prof. Stephen Wilson (Management representative);
Assoc. Prof. Muttucumaru Sivakumar (Management representative);
Prof Chris Cook (Deans representative);
Lynne Wright (EED).

1.2 CONFIRMATION OF MINUTES

ATTACHMENT

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

2 BUSINESS ARISING

Nil.

3 GENERAL BUSINESS

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 below.

<table>
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<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
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| High       | 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 Biosafety Cabinet. | 1. Review current SWP for using Class II Biosafety Cabinets to ensure:  
a. Correct start up procedure acknowledging the risk of exposure to UV light;  
b. Requirement to check that the UV light has in fact turned off.  
2. Inform all biosafety 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. |
| High       | Staff member was injured when carrying office furniture.                                       | 1. Utilisation of appropriate risk control measures and materials handling techniques for any future office relocation. |

Dylan Smith provided further information on the incident investigation for the injury which occurred in Biological Sciences. The primary cause of the incident was that the UV light located inside of the biosafety cabinet failed to turn off when the cabinet was turned on. After an inspection by an electrician it was determined that the biosafety cabinets’ automatic UV light switch off failed due to a build up of dirt in the cabinet’s electronic relays. This resulted in the UV light failing to cut out. Other contributing factors included:

1. Warm temperatures in the lab influenced the staff member’s decision to not wear PPE;  
2. PPE requirements were not being complied by staff working in the area;  
3. The recommended method to turn on the biosafety cabinet was not documented;  
4. No requirement to check that the UV light had turned off before starting work in the cabinet;  
5. The UV light automatic switch off had never been inspected of maintained;  
6. Known incidents where the UV light had previously failed to automatically turn off were not reported by cabinet operators;  
7. The staff member was not notified that the UV light was still on when the cabinet was on.

Corrective actions were developed to address the above listed contributing factors and included:

1. B&G to monitor ventilation and ensure it is sufficient for the room;  
2. School of Biological Science to assess the competency of operators using biosafety cabinets;  
3. School of Biological Science to ensure the recommended method to turn on Class II Biosafety Cabinets is documented;  
4. School of Biological Science to develop a pre start operation checklist for cabinet operators to compete before commencing work inside the cabinet;  
5. School of Biological Science to ensure the UV light automatic switch off is regularly inspected;  
6. School of Biological Science to ensure operators are trained in their responsibilities to report hazards and incidents;  
7. Investigate options to install additional UV light warning devices on all Class II Biosafety Cabinets.

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

The University met with WorkCover representatives on 12 April, 2010 for an initial meeting regarding the upcoming Self Insurers Audit. A number of topics were discussed including the agenda for the week of the audit, the establishment of what divisions/units will participate in the audit and the selection of the two elements of the National Audit Tool (NAT) against which the University will be audited. The audit will take place during the week commencing the 24\textsuperscript{th} of May.

In summary, the audit will occur over 5 days at the University including:

- Day 1: Presentations of the University’s OHS Management System;
- Day 2: Shoalhaven Campus;
- Day 3: Buildings and Grounds;
- Day 4: Auditing School of Science; and
- Day 5: Report finalisation and presentation of result.

The two elements of the National Audit Tool that were selected by the University and WorkCover audit team include:

- Risk Management; and
- Occupational Health and Safety Management System.

The 3 local areas selected to verify implementation of the UOW OHSMS include:

- Buildings & Grounds: Maintenance and Construction;
- Faculty of Science: School of Biological Science and the School of Chemistry; and
- Shoalhaven Campus: Graduate School of Medicine and the School of Nursing.

The OHS Unit has informed the local areas and begun the assistance and preparation process for the audit week. Representatives from each area including managers, supervisors and employees that will be interviewed have been nominated and are being finalised.

The University is required to reach 75% conformance in both elements across all selected local units to achieve a successful audit outcome. This will ensure the University’s self insurers licence will be extended until 2013 on a triennial OHS audit cycle. If the University does not attain a 75% conformance rate the OHS audit cycle will be on a 12 month basis and could potentially jeopardise the University’s self insurance licence.

John Steele informed the committee that the OHS Unit has engaged the services of an external consultant to further prepare for the audit. The external consultant will review the University’s OHSMS against the criteria in the two selected audit elements as well as visiting each local unit and reviewing the effectiveness with which they have adopted the system requirements. Additionally, John encouraged all units to take advantage of the SafetyNET administrative resources being offered by the OHS Unit.
5 LATE BUSINESS

Nil

6 NEXT MEETING

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