Agenda of the meeting of the OHS Committee to be held at 10:30am on the 18th of May 2010 in Building 11 Function Centre 3.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE: PROF PATRICK CROOKES

1.3 CONFIRMATION OF MINUTES

Attachment

That the minutes of the previous meeting held on the 20th of April 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 5 new workers compensation claims lodged in April which included:

- Three medically treated injuries of which one was a journey to work claim.
- Two insignificant claims which following initial assessment by a general practitioner did not necessitate any further medical treatment.

All but one of these claimants has returned to pre injury duties.

3.1.2 HAZARD AND INCIDENT REPORTING

The number of reported hazards and incidents (including students and visitors) in April was 68. One of these was assessed as having a high level of risk. Details of the incident is summarised on the following 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>Upon inspection noncompliant electrical wiring was installed for research equipment in the Ecological Research Centre. The equipment was not wired in accordance with the Australian Standard 3000 Wiring Installations.</td>
<td>Actions taken to minimise the risk of injury included: 1. Electricity isolated immediately. 2. Equipment to be redesigned and certified by a licensed electrician including the undertaking of a risk assessment.</td>
</tr>
</tbody>
</table>

### 3.1.3 SAFE WORK PROCEDURES
Total number of Safe Work Procedures finalised in SafetyNET – April 2010:
- 334, previously 320 in March.

### 3.1.4 RISK ASSESSMENTS
Total number of Risk Assessment approved in SafetyNET – April 2010
- 62, previously 60 in March.

### 3.1.5 TRAINING
There was 1 OHS training course conducted in April with 24 participants.

### 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>Manual Handling Risk Assessment Checklist</td>
<td>1/05/2010</td>
<td>1/06/2010</td>
</tr>
<tr>
<td>Steps to Setting up Your Workstation</td>
<td>1/05/2010</td>
<td>1/06/2010</td>
</tr>
<tr>
<td>Clothing &amp; Protective Equipment Guidelines</td>
<td>1/05/2010</td>
<td>1/06/2010</td>
</tr>
<tr>
<td>Hazardous Substances Risk Assessment</td>
<td>1/05/2010</td>
<td>1/06/2010</td>
</tr>
</tbody>
</table>

Additionally as part of the University preparations for the Self Insurance audit a number of documents were reviewed for formatting with no significant changes. These included the following:

- Legislative Compliance Guidelines;
- OHS Training Guidelines;
- Dangerous Goods Storage and Handling Guidelines;
- OHS Purchasing Guidelines;
- OHS Risk Management Guidelines;
- Working With Hazardous Substances Guidelines;
- Materials Handling Guidelines;
- Contractor Safety Guidelines;
- Hazardous Waste Disposal Guidelines;
4 NEW BUSINESS

4.1 REQUEST TO MODIFY HDR CANDIDATE ANNUAL PROGRESS REPORTS BY SCIENCE

Kellie Ridges will provide information on a request from the Faculty of Science WAC for the HDR Candidate Annual Progress Report to include questions around OHS training requirements.

4.2 WAC SURVEYS

The OHS Unit will distribute the first round of its biannual WAC surveys to WAC Chairs during the first week of June and will be reported at the July meeting.

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 15th of June 2010 at 10:30am in UniCentre Function Centre 2.