Minutes of the May meeting of the OHS Committee held at 10:30am May 18, 2010 in Building 11 Function Centre 3.

1. PRELIMINARY BUSINESS

1. WELCOME AND APOLOGIES

PRESENT: Kellie Ridges, Acting Chair (HBS and Science WAC representative); Daniel Leo (Administration and Commerce WAC representative); Brent Michell (B&G and Accommodation Services WAC representative); Joanne George (Innovation Campus WAC representative); Dylan Smith, Secretary (Alternate Library and ITS WAC representative); Tim McDonald (Alternate Engineering and Informatics WAC representative); John Steele (Management representative); Bruce Flint (Management representative); Darren Smith (Alternate management representative); Stephen Ralph (Alternate management representative); Suzanne Middleton (Alternate CPSU representative).

APOLOGIES: Ian Laird (Chairperson, Engineering and Informatics WAC representative); Peter Gray (Library and ITS WAC representative); Julie Gray (CPSU representative); Edward Wolfers (NTEU representative); Prof. John Patterson (Management representative); Assoc. Prof. Stephen Wilson (Management representative); Assoc. Prof. Muttucumaru Sivakumar (Management representative); Prof Patrick Crookes (Deans representative); Lynne Wright (EED); Stephen Cooper (UniCentre representative).

2. CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 20th of April 2010 were confirmed without change.

2. BUSINESS ARISING

3. Nil.
4. GENERAL BUSINESS

1. OHS UNIT REPORT

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.

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>
</table>
| High       | 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. | 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. |

5.

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

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

Throughout 2010 the OHS Unit will investigate options to enable student access to the Safe Work Procedure and Risk Assessment forms on SafetyNET.

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

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>
</tbody>
</table>
6. NEW BUSINESS

1. REQUEST TO MODIFY HDR CANDIDATE ANNUAL PROGRESS REPORTS BY SCIENCE

Kellie Ridges informed the Committee of a request from the Faculty of Science WAC for the Research Student Centre to include questions around OHS training requirements in their HDR Candidate Annual Progress Report. The request was denied by the Director of the Research Student Centre who suggested that OHS training requirements should be promoted to students through presentations at start of session information sessions. The Science Workplace Advisory Committee has expressed concern that this proposal will not do enough to guarantee that student training needs are assessed and identified to ensure they complete all appropriate training.

Action: The OHS Unit will discuss options with the Director of the Research Student Centre and the Dean of Research to implement a uniform standard that supervisors will need to reach to ensure students complete necessary training prior to participating in research practices.
2. **WAC SURVEYS**
   The OHS Unit will roll out WAC Surveys in the month of June. It is envisaged results will be presented to the Committee at the July meeting.

7. **LATE BUSINESS**

1. **SELF INSURANCE OHS AUDIT 24-28 May 2010**
   Darren Smith updated the Committee on the progress of the University’s preparation for the upcoming Self Insurance Audit.

   The OHS Unit has engaged the services of Lane Safety Systems to complete a final review of the University’s OHS Management System before sending submission folders to WorkCover. WorkCover will review the OHS Management System submission folders prior to coming on site on the 24th of May.

   All local units participating in the audit are working well to collect verification documentation and to prepare for the audit interviews in order to successfully demonstrate compliance with the criteria set out in the National Audit Tool for self insurers.

2. **PEDESTRIAN BEHAVIOUR AT UOW WESTERN RING ROAD ENTRANCE**
   Stephen Ralph notified the Committee on an observation he made relating to pedestrian safety around the University’s ring road western entrance. Students have been observed walking across the intersection between the ring road and the road that leads to the multistory parking station without looking for oncoming traffic.

   **Action:** OHS Unit will raise the hazard with security to see if any modifications to the intersection are required.

8. **NEXT MEETING**
   The next meeting is scheduled to be held on Tuesday June 15th, 2010 at 11:00am in UniCentre Function Room 2.