OHS COMMITTEE
AGENDA – Tuesday 15th June 2010
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the meeting of the OHS Committee to be held at 11am on the 15th of June 2010 in Building 11 Function Centre 2.

1. PRELIMINARY BUSINESS

1. WELCOME AND APOLOGIES

2. WELCOME TO THE DEAN’S REPRESENTATIVE: PROF TREVOR SPEDDING

3. CONFIRMATION OF MINUTES □□□ ATTACHMENT
That the minutes of the previous meeting held on the 18th of May 2010 be confirmed and signed as a true and accurate record.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

1. REQUEST TO MODIFY HDR CANDIDATE ANNUAL PROGRESS REPORTS
Update by Michael Negendahl on the request by Faculty of Science WAC for HDR candidate annual progress reports to include OHS training requirements.

2. PEDESTRIAN BEHAVIOUR AT UOW WESTERN RING ROAD ENTRANCE
Update by Dylan Smith on actions taken to address pedestrian behaviour at western ring road entrance.

3. GENERAL BUSINESS

1. OHS UNIT REPORT

1.1. PERFORMANCE SUMMARY
There were 8 new workers compensation claims lodged in May which included:

- One lost time injury that was work related involving manual handling.
- Four medically treated injuries of which one was a journey to work claim.
- Three insignificant claims which following initial assessment by a general practitioner did not necessitate any further medical treatment.

1.2. HAZARD AND INCIDENT REPORTING
The number of reported hazards and incidents (including students and visitors) in April was 71. One of these was assessed as having a high level of risk. Details of the incident is summarised on the following page:
### Risk Score

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of Hazard/Incident</th>
<th>Corrective Action Taken</th>
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| High       | Student suffering from severe heat rash due to inoperative air conditioning whilst undertaking mechanical engineering tutorial. | 1. Alternative working arrangement organised immediately as an interim solution.  
2. Air-conditioning maintenance to be undertaken by B&G. |

1.3. **SAFE WORK PROCEDURES**

Total number of Safe Work Procedures finalised in SafetyNET – May 2010:
- 413, previously 334 in April.

1.4. **RISK ASSESSMENTS**

Total number of Risk Assessment approved in SafetyNET – May 2010
- 85, previously 62 in April.

1.5. **TRAINING**

There was 5 OHS training course conducted in May with 32 participants.

2. **OHS DOCUMENTATION REVIEW**

Nil

4. **NEW BUSINESS**

1. **SELF INSURANCE OHS AUDIT 24-28 May 2010**

   Daniel Leo will inform the Committee on the results from the University’s recent Self Insurance OHS Audit.

2. **WAC CHAIR REPORTS**

   Interim status reports to be provided by attending WAC Chairs.

3. **MANAGER OHS POSITION**

   Darren Smith will be acting Manager Staff Services during July and August 2010. Cathie Andrew and Daniel Leo will each act as Manager OHS for periods during this time.

5. **LATE BUSINESS**

6. **NEXT MEETING**

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