Minutes of the July meeting of the OHS Committee held at 10:30am July 20, 2010 in 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT: Ian Laird, Chairperson (Engineering and Informatics WAC representative);
     Kylie Knight, Secretary;
     Daniel Leo (Administration and Commerce WAC representative);
     Brent Michell (B&G and Accommodation Services WAC representative);
     Joanne George (Innovation Campus WAC representative);
     Edward Wolfers (NTEU representative);
     Laura Mothersdill (Alternate CPSU representative);
     Assoc. Prof. Stephen Wilson (Management representative);
     Bruce Flint (Management representative);
     Irene Burgess (Alternate Management representative);
     Cathie Andrew (Alternate Management representative);
     Lynne Wright (Alternate Management representative);
     Peter Gray (Library and ITS WAC representative);
     Dylan Smith (OHS);
     Stephen Cooper (UniCentre representative).

APOLOGIES: Kellie Ridges (HBS and Science WAC representative);
           Julie Gray (CPSU representative);
           Prof. John Patterson (Management representative);
           John Steele (Management representative);
           Assoc. Prof. Muttucumaru Sivakumar (Management representative);
           Prof John Glynn (Deans representative);

1.2 INTRODUCTION OF ACTING SECRETARY
Ian Laird introduced Kylie Knight to the committee. Kylie will be acting in Dylan Smith’s position until November while Dylan is away on leave.

1.3 CONFIRMATION OF MINUTES
The minutes of the previous meeting held on the 15th of June 2010 were confirmed without change.

2 BUSINESS ARISING

2.1 REQUEST TO MODIFY HDR CANDIDATE ANNUAL PROGRESS REPORTS
Kim Callaway has agreed to incorporate two questions relating to training needs for student researchers in their HDR Candidate Annual Report.

The first question will be directed to the student asking them if they have completed and documented an OHS Training Needs Analysis in relation to the next 12 months of their research project.
The second question will be directed to the supervisor asking them if they have discussed the OHS training needs of the candidate in relation to the next 12 months of their research project.

It is anticipated the two questions will ensure training needs are reviewed and addressed effectively.

2.2 PEDESTRIAN BEHAVIOUR AT UOW WESTERN RING ROAD ENTRANCE

On the 28th of June representatives from the University including Bruce Flint, Daniel Leo, Bob Slater and David Anderson along with Lindsay Dunstan (Chair of the WCC Traffic Committee) and Jack Harrison (WCC Road Safety Officer) reviewed a number of areas where pedestrian safety has been identified as a potential issue on the campus. From the review the following actions are going to take place:

1. Western Car Park; 10kph speed limit signs and speed humps will be installed in the carriageway between Robson Road and the Ring Road to slow down speeding vehicles;
2. Parry Road and the Ring Road intersection; following the completion of construction works in Building 24 a 1.2 metre wide median strip pedestrian refuge and driver hazard perception signs will be installed in this area;
3. Bridge at the Western Entry; will improve the area by installing driver hazard perception signs either side of the existing crossing area; where currently a single yellow cylindrical device presently stands; and
4. URAC – Ring Road. Following the completion of the IHMRI building works the pedestrian zebra crossing will be removed and speed humps will be realigned on the Ring Road to ensure traffic will flow at consistent low speeds. This will ensure that at the modified location on the road pedestrians will be able to cross in an area where vehicle traffic has been slowed down by the speed humps.

Lynne Wright asked whether the proposed traffic controls will incorporate existing wheelchair access to ensure the safe crossing of mobility impaired persons outside the URAC building.

Action: EED Unit manager Lynne Wright to review the area with UOW Security manager David Anderson to ensure the proposed changes will allow for safe access to the Ring Road for mobility impaired persons.

2.3 2010 UOW SELF INSURANCE AUDIT NON CONFORMANCE AND OBSERVATION REPORT

Daniel Leo spoke about 2010 UOW Self Insurance Audit Non-Conformance and Observation Report, specifically corrective actions developed within the OHS Management System (OHSMS) and Risk Management elements.

Primarily non-conformances arising from the OHSMS element concentrated around contractor management. In response, the OHS Unit is now reviewing documentation surrounding its contractor management processes.

Non-Conformances arising from the Risk Management element have resulted in the OHS Unit revising processes for safe work procedures, hazardous substance risk assessments, manual handling risk assessments, and safety inspections.

A further review of SafetyNet will also be undertaken to ensure modules meet the expectations of the University’s Risk Management Guidelines.

Peter Gray asked whether students would have improved access to SafetyNet as part of this system review. Daniel replied that in light of the sensitive nature of the information in SafetyNET, student access requires further consideration. Ian Laird expressed his confidence that in the interim, students can source all necessary safety information from their supervisor(s).

Non compliances are to be rectified within 12 months and due consultation will be sought from units during this process.
3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY
There were 3 new workers compensation claims lodged in June which included:
- 1 medically treated injury which was related to computer workstation ergonomics; and
- 2 insignificant claims which following initial assessment by a general practitioner did not necessitate any further medical treatment.

All claimants have since returned to pre injury duties.

3.1.2 HAZARD AND INCIDENT REPORTING
The number of reported hazards and incidents (including students and visitors) in June was 58. None of these were assessed as having a high level of risk.

3.1.3 SAFE WORK PROCEDURES
Total number of Safe Work Procedures finalised in SafetyNet – June 2010:
- 416, previously 413 in May.

3.1.4 RISK ASSESSMENTS
Total number of Risk Assessment approved in SafetyNet – June 2010
- 99, previously 85 in May.

3.1.5 TRAINING
There was 1 OHS training course conducted in June with 14 participants.

3.2 OHS DOCUMENTATION REVIEW

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4 NEW BUSINESS

4.1 WAC SURVEYS
A WAC Survey Results Report will be attached to the August OHS Committee meeting agenda.

4.2 CAMPUS INSPECTIONS
Following today’s meeting, campus inspections were conducted by committee teams. The Campus Inspection Report will be attached to the August OHS Committee meeting agenda.

5 LATE BUSINESS
Nil
6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday August 17th, 2010 at 10:30am in 36.304.