OHS COMMITTEE
AGENDA – Tuesday 21 September 2010
ADVISE – RECOMMEND – MONITOR – INSPECT

Agenda of the September meeting of the OHS Committee to be held at 10:30am on the 21st of September 2010 in Building 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE:

Prof. LUKE MCNAMARA, FACULTY OF LAW

1.3 CONFIRMATION OF MINUTES ATTACHMENT

That the minutes of the previous meeting held on the 17th of August 2010 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 WAC SURVEYS

2.1.1 OHS Unit to send WAC chairs a report summarising key findings and recommend changes to help improve the functioning of their WAC.

2.1.2 OHS Unit to investigate options to improve WAC training including alternating existing training schedule and the implementation of online training.

2.1.3 OHS Unit to pursue distribution of inspection reports to heads of school, deans and/or directors.

2.2 CAMPUS INSPECTIONS ATTACHMENT

Summary of action items to be attached to the agenda of the September meeting.
2.3 SICK LEAVE STATISTICS

2.3.1 OHS Unit to review and report future sick leave statistics based on the committees recommendations.

2.3.2 Committee members were asked to utilise their contacts and to seek proactive action plans to reduce the potential for psychological injury claims.

2.4 OHS MANAGEMENT PLAN REVIEW ATTACHMENT

2.4.1 Copy of UOWIA-Deloitte report to be distributed to members with September agenda.

2.5 OHS DOCUMENTATION REVIEW

2.5.1 Dylan Smith/Kylie Knight to circulate the Draft Constitution with the August minutes.

2.6 SCIENCE FACULTIES STRUGGLING TO IMPLEMENT THE OHS MANAGEMENT SYSTEM

2.6.1 Kellie Ridges to organise a meeting with key stakeholders from the OHS Unit and the Science Faculty to identify problem areas and discuss available options to help achieve compliance.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY

There were eight new workers compensation claims lodged in August which included:

- one lost time injury which was reasonably excused.
- five medically treated injuries of which one was a journey claim.
- two insignificant injuries 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 August was 20, one was deemed high risk.

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of incident/hazard</th>
<th>Corrective action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Suspected gas leak in fume cupboard of 35.G10C</td>
<td>gas isolated immediately&lt;br&gt;maintenance contractor attended site and faulty relay was replace&lt;br&gt;equipment was returned to service</td>
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</tbody>
</table>
3.1.3  **SAFE WORK PROCEDURES**  
Total number of safe work procedures finalised in SafetyNET 31 August 2010:  
- 462, previously 445 in July

3.1.4  **RISK ASSESSMENTS**  
Total number of risk assessment approved in SafetyNET 31 August 2010:  
- 123, previously 109 in July

3.1.5  **TRAINING**  
There were four OHS training courses conducted in August with 53 participants.

3.2  **OHS DOCUMENTATION REVIEW**

3.2.1  **DOCUMENTATION REVIEW FOR SEPTEMBER**

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with Hazardous Substances</td>
<td>1/9/2010</td>
<td>1/10/2010</td>
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<tr>
<td>Comments are welcome on this document up to the close of the review date</td>
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<tr>
<td>Hazardous Substances Risk Assessment</td>
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4  **NEW BUSINESS**

4.1  **PROGRESS UPDATE - SHARE THE AIR**  
Cathie Andrew to report on progress of *Share the Air* campaign.

4.2  **OHS AWARDS**  
The University will continue the workplace health and safety awards program it started last year which is aimed at providing staff and students with an incentive to work safely. Awards will be available in the following categories:

- Best solution for a workplace hazard;
- Best team contribution to improving health and safety;
- Safety leadership award.

5  **NEXT MEETING**  
The next meeting is scheduled to be held on Tuesday 19th of October 2010 at 10:30am in 36.304.