Minutes of the August meeting of the OHS Committee held at 10:30am August 17, 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 (Acting Manager OHS); Brent Michell (B&G and Accommodation Services WAC representative); Joanne George (Innovation Campus WAC representative); Edward Wolfers (NTEU representative); Assoc. Prof. Stephen Wilson (Management representative); Lynne Wright (Alternate Management representative); Peter Gray (Library and ITS WAC representative); Dylan Smith (Alternate Administration and Commerce WAC representative); 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. Paul Chandler (Deans representative); Stephen Cooper (UniCentre representative).

APOLOGIES: Bruce Flint (Management representative);

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE

PROF PAUL CHANDLER (Faculty of Education)

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 20 July 2010 were confirmed without change.
2 BUSINESS ARISING

2.1 WAC SURVEYS
Dylan Smith reported on findings from the July WAC surveys. Key findings included:

- No improvement in circulating WAC workplace inspection reports to the heads of school, deans and/or directors.
- Minimal change in the percentage of WAC members who have completed the two compulsory training modules: module one 58% completed, module two 50% completed.
- All University WACs identifying manual handling and ergonomics as a medium or high level risk for their area; this is a positive response, as these factors contribute to a majority of workplace injuries at UOW.
- WACs not identifying slips, trips and falls as medium-high risks although they represent a high cost to the university.
- All WACS are now covering all necessary agenda items at their meetings. This is great work from all involved.
- A decrease in the number of WACs who have implemented a schedule for inspections in their area,
- A decrease (92% to 75%) in the number of WACs who are recording hazards identified during workplace inspections into SafetyNET. Julie Gray confirmed that due to a lack of resources the Science WAC has found it difficult to fulfil this requirement.
- Ian Laird requested that student representation be included in the WAC faculty membership profile statistics for future surveys.

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

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

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

2.2 CAMPUS INSPECTIONS
Corrective actions arising from the July campus inspections are mostly completed with only two outstanding items remaining; summary of action items to be attached to the Agenda of the September meeting.

2.3 SICK LEAVE STATISTICS
John Steele presented sick leave statistics to the committee. There were no notable trends from 2006. Statistics are summarised in the graph below.

![Average leave taken graph](image-url)
Steve Wilson commented that if statistics from academic staff were not being captured, then data may be biased and reporting unreliable. Julie Gray suggested that it may be useful to see figures for schools and committees.

Ian Laird proposed that the university should be proactive in how we report and react to sick leave statistics. Ian confirmed that he believed some staff are using their sick and rec leave in response to stress rather than accessing other assistance avenues. The committee discussed various mechanisms for improving staff access to and awareness of support services.

**Action:** OHS Unit to review and report future sick leave statistics based on the Committees recommendations.

**Action:** 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

Daniel spoke to the five objectives of the OHS management plan which are;

- Compliance with OHS regulation
- Development and implementation of the OHS management system
- Reduce likelihood & severity of risk to people’s health and safety
- Improve, consolidate and imbed the capability to reduce risk associated with operational activities
- Reduce the impact of occupational injury, illness and disease

Summary is attached.

A request was made that members be provided with a copy of the Co-Joint UOWIA-Deloitte Review.

**Action:** Report to be distributed to members with September agenda.

### 2.5 IMPAIRED MOBILITY ACCESS URAC BUILDING 13

Lynn Wright met with David Anderson and modifications to the ring-road near URAC meet the access needs of the mobility impaired.

### 3 GENERAL BUSINESS

#### 3.1 OHS UNIT REPORT

##### 3.1.1 PERFORMANCE SUMMARY

There were 5 new workers compensation claims lodged in July which included:

- 1 lost time injury that has not yet been accepted.
- 1 medically treated injury which was a slips trips and fall incident; and
- 3 insignificant claims 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 July was 49. 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 – July 2010:

- 445, previously 416 in June.
3.1.4 RISK ASSESSMENTS
Total number of Risk Assessment approved in SafetyNET – July 2010
   ▪ 109, previously 99 in June.

3.1.5 TRAINING
There was 3 OHS Unit training course conducted in July with 34 participants.

3.2 OHS DOCUMENTATION REVIEW

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<td>OHS Committee Constitution</td>
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<td>Communication Of Emergency Procedures To Students</td>
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Action: Dylan Smith/Kylie Knight to circulate the Draft Constitution with the August minutes.

4 NEW BUSINESS
Nil

5 LATE BUSINESS

5.1 SCIENCE FACULTIES STRUGGLING TO IMPLEMENT THE OHS MANAGEMENT SYSTEM
Kellie Ridges advised on behalf of the Faculty of Science WAC that staff are currently finding it difficult to comply with the University’s OHS management system requirements on top of their existing duties. Julie Gray confirmed that this consensus was also an issue in the School of Biological Sciences.

Kellie Ridges cited the example of engineering who have dedicated a full-time staff member to stay on top of their OHS duties.

Action: 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.
5.2 SMOKE FREE WORKPLACE
Stephen Wilson enquired as to whether the OHS Unit will be discussing a smoke-free workplace initiative “Share the Air” that is soon to be launched in the library forecourt. Daniel advised that the promotion has been discussed at a previous meeting.

5.3 OHS DOCUMENT REVIEW
Daniel Leo advised that documents on the OHS management system can be reviewed and updated outside the set review period if needed.

6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 21 September 2010 at 10:30am in 36.304.