Minutes of the September meeting of the OHS Committee held at 10:30am September, 21, 2010 in 36.304.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT: Ian Laird, Chairperson (Engineering and Informatics WAC representative);
Kylie Knight, Secretary;
Darren Smith (Manager OHS);
Daniel Leo (Health and Safety Adviser, Representative for Law, Education, Arts,
Student Services and Commerce WACs);
Cathie Andrew (Injury Management Coordinator)
Brent Michell (B&G and Accommodation Services WAC representative);
Joanne George (Innovation Campus WAC representative);
Assoc. Prof. Stephen Wilson (Management representative);
Peter Gray (Library and ITS WAC representative);
Kellie Ridges (HBS and Science WAC representative);
Julie Gray (CPSU representative);
Prof. John Patterson (Management representative);
John Steele (Management representative);
Prof. Luke McNamara (Deans representative);
Stephen Cooper (UniCentre representative).

APOLOGIES: Lynne Wright (Director EED);
Edward Wolfers (NTEU representative);

ABSENT: Assoc. Prof. Muttucumaru Sivakumar (Management representative);

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE

Prof. Luke McNamara, Faculty of Law, was welcomed to the meeting.

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 17th of August 2010 were confirmed following amendment to action item 5.1:

Action: Julie Gray to organise a meeting with key stakeholders from the OHS Unit and the Faculty of Science to identify scope of problem and discuss available options to help achieve compliance.
2 BUSINESS ARISING

2.1 WAC SURVEYS

2.1.1 The OHS unit has reviewed data from the WAC survey results and identified where positive actions can be taken to improve WAC functioning. OHS Advisers will communicate this information to WACs at their respective meetings.

2.1.2 The Manager OHS discussed factors delaying the implementation of online training programs and changes to the consultative process. The new Model National Legislation (Model Safe Work Regulations) is muted to be released for comment in October 2010. The Model Safe Work Act introduces a new training requirements and the consultative arrangements do not include an option to use the current UOW “otherwise agreed arrangement” model. It was proposed that current training regimes would continue until the impacts of new legislation are known. In the interim, an alternative may be to provide training at WAC meetings.

2.1.3 OHS Unit will continue to liaise with WACs on the distribution of inspection summaries to deans, heads of schools and managers.

2.2 CAMPUS INSPECTIONS

There was a brief discussion with regards to 9 corrective actions not assigned a SafetyNet or B&G Job Number from July’s campus inspections, and in particular item 19 – exposed wires.

Action: OHS Unit to follow up status of corrective actions.

2.3 MANAGEMENT REPORT

Steve Wilson asked for clarification on item 2.6 R12 - grading scales. The Manager OHS explained that auditors recommended clearer reporting to improve the way hazards and incidents are categorised.

Julie Gray was concerned that the report hadn’t touched on student access to SafetyNet. John Steele advised that this was currently under development with ITS, and that as an internal audit, the OHSMS itself wasn’t scrutinised as vigorously as by WorkCover.

2.4 DRAFT CONSTITUTION

2.5.1 Queries with regards to the draft Committee Constitution were discussed as follows:

What was the reasoning behind de-grouping some WACs?

The Manager OHS explained that he had met with both the Law and Education faculties and that at it was agreed that both could be well serviced by a Representative given their low risk profile.

On what basis were WACs grouped together?

Groupings were based on commonalities with like faculties and divisions that have similar risk profiles, and that share similar risks.

Will WAC Group Representatives covering satellite campuses need to travel in order to attend meetings?

It was not considered necessary for representatives to attend meetings (due to distance) as long as regular communication was maintained e.g. distribution of WAC meeting minutes. If an OHS issue needs to be raised by a satellite campus to the OHS Committee this can be communicated via the WAC Group Representative, OHS Committee Chair or Manager OHS.

How will faculties [that had a WAC previously] continue to meet all their safety requirements with just one OHS Representative?

The Manager OHS advised that the key role of the OHS Representative is to act as the mechanism for consultation between employees and management of the area with regard to OHS issues. The OHS
Representative is not responsible for the implementation of OHS activities in the area but rather to monitor implementation, raise awareness on OHS activities and be a first contact for information. It is expected that supervisors and managers will oversee the implementation of OHS requirements for their area.

**Action:** OHS Unit to clearly define the role of an OHS representative in the WAC Terms of Reference, mechanism for selection, and specify allocation of time and resources.

Why was the Graduate School of Medicine deemed to only require an OHS Representative given the nature of its work and external placements?

The Manager OHS explained that he met with the Executive Manager of GSM to discuss OHS consultation options. The option of a WAC or an OHS representative was discussed and the preferred outcome was the proposal of an OHS representative following consultation with employees. Julie Gray expressed her concern that with no GSM WAC there may be a decrease in OHS awareness and an increase in the risks being taken by staff/students. The Manager OHS explained that the duties being undertaken by employees in GSM were simulated medical procedures and their risk profile for GSM was very low compared with Science or Engineering.

Other members asked whether the risk profile had been developed in consultation with general staff. Kellie Ridges asked if it was possible to see a copy of the profile.

**Action:** Manager OHS to provide the Committee with a copy of the GSM risk profile.

### 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>
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<tbody>
<tr>
<td>High</td>
<td>Suspected gas leak in fume cupboard of 35.G10C</td>
<td>- gas isolated immediately.</td>
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<td></td>
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<td>- maintenance contractor attended site and faulty relay was replace.</td>
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<tr>
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<td></td>
<td>- equipment was returned to service.</td>
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<tr>
<td>High</td>
<td>Electric shock from power supply to electromagnetic coil</td>
<td>- A staff member was undertaking maintenance on the equipment when they sustained an electric shock of approximately 240 volts.</td>
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<td></td>
<td></td>
<td>- An investigation of the incident has found the equipment – which is imported- was associated with an earlier incident (fire), that it does not comply with Australian Standards, and that there are inherent flaws in its design.</td>
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<tr>
<td></td>
<td></td>
<td>- The equipment has been removed from service pending the outcomes of continuing investigations.</td>
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<tr>
<td></td>
<td></td>
<td>- The incident was not reportable to WorkCover.</td>
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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 assessments 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>
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<td>Working with Hazardous Substances</td>
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<td>1/10/2010</td>
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<td>Comments are welcome on this document up to the close of</td>
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4 NEW BUSINESS
4.1 PROGRESS UPDATE - SHARE THE AIR
Cathie Andrew spoke about progress of the Share the Air campaign to date. The campaign was launched mid August to promote a new smoke free area in the Library/Panizzi forecourt. Posters, flyers and on the ground promoters were used to communicate the smoke-free changes to staff and students. Bins in the areas with ashtrays were fitted with plain tops, and permanent signage was installed to brickwork and tables as well as utilisation of the digital media signage network.

Overall there has been positive endorsement for the change and little resistance encountered from smokers from the increased awareness and education. Following this success, plans are in place to promote the campaign at the beginning of each session and Wollongong College Australia intake.

4.2 OHS AWARDS
The Manager OHS reminded the Committee that nominations were now open for the 2010 OHS Safety Awards in the categories of:
- Best solution for a workplace hazard;
- Best team contribution to improving health and safety;
- Safety leadership award.

The Committee were reminded that this was a great way to recognise staff who champion safety and were encouraged to support nominations in their respective areas and raise awareness of the initiative.

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