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); Prof. Edward Wolfers (NTEU representative); Assoc. Prof. Stephen Wilson (Management representative); Lynne Wright (Alternate Management representative); Peter Gray (Library and ITS WAC representative); Dr. Kellie Ridges (HBS and Science WAC representative); Julie Gray (CPSU representative); Prof. John Patterson (Management representative); John Steele (Management representative); Bruce Flint (Management representative).

APOLOGIES: Prof. Amanda Lawson (Deans representative); Assoc. Prof. MuttuCumaru Sivakumar (Management representative); Joanne George (Innovation Campus WAC representative); Stephen Cooper (UniCentre representative).

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE

The chair conveyed apologies from Prof Amanda Lawson (Faculty of Creative Arts) who was unable to attend today’s meeting.

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on the 21st of September 2010 were confirmed with amendment that Bruce Flint (management representative) was in attendance at the September meeting.
2 BUSINESS ARISING

2.1 CAMPUS INSPECTIONS
An updated summary of corrective actions arising from July’s campus inspections was tabled. It was noted that all high and medium risks had been appropriately attended to, and that any outstanding low risk hazards were in the process of being finalised.

2.2 DRAFT CONSTITUTION
Darren Smith advised that work has commenced on the development of role and responsibility arrangements for OHS representatives (derived from Code of Practice: Occupational Health and Safety Consultation, 2001). The draft, for inclusion in the OHS constitution, will be tabled for discussion at the November meeting.

Darren tabled a copy of the GSM Risk Profile. The Committee discussed hazards associated with student placement and it was established that specific individuals were tasked with facilitating OHS arrangements between the University and external organisation prior to placements. This includes maintaining necessary records and documentation.

Action: Committee members to review the GSM risk profile for the November meeting and resolve whether OHS consultation at the GSM can be adequately facilitated by an OHS representative.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT
Darren Smith delivered a summary of the OHS Unit report for September.

3.1.1 PERFORMANCE SUMMARY
There were five new workers compensation claims lodged in September which included:
- one insignificant claim;
- three claims that required medical treatment;
- one lost time claim which incurred one day lost time as a result of a back injury from lifting boxes. The employee has since resumed pre-injury duties.

3.1.2 HAZARD AND INCIDENT REPORTING
The number of reported hazards and incidents (including students and visitors) in September was 39. None were classified as posing a high risk.

3.1.3 SAFE WORK PROCEDURES
Total number of safe work procedures finalised in SafetyNET at 30 September 2010:
- 474, previously 445 in August.

3.1.4 RISK ASSESSMENTS
Total number of risk assessment approved in SafetyNET at 30 September 2010:
- 130, previously 109 in August.

Daniel Leo reported that the OHS Unit was continually reviewing newly developed SWPs and RAs. He commented that the purpose for this review was to improve the quality of risk management documentation in the design stage to ensure the adequate control of risks.

3.1.5 TRAINING
There were seven OHS training courses conducted in September with 101 participants.
3.2 OHS DOCUMENTATION REVIEW

3.2.1 DOCUMENTATION REVIEW FOR OCTOBER

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite Campus Building Warden Guidelines</td>
<td>1/9/2010</td>
<td>1/10/2010</td>
</tr>
<tr>
<td>Risk Assessment for Events serving Alcohol</td>
<td>1/9/2010</td>
<td>1/10/2010</td>
</tr>
<tr>
<td>Working with Hazardous Substances</td>
<td>1/9/2010</td>
<td>1/10/2010</td>
</tr>
<tr>
<td>Hazardous Substances Risk Assessment</td>
<td>1/9/2010</td>
<td>1/10/2010</td>
</tr>
</tbody>
</table>

4 LATE BUSINESS

4.1 REVIEW OF HAZARDS AND INCIDENTS IN SAFETYNET

A review of corrective actions for the first three quarters of 2010 indicated:

- 386 hazards have been entered into SafetyNET. Fifty six of these remain open with outstanding corrective actions, but of these, none are rated as having extreme or high risk.
- Fifty four near miss events have been entered into SafetyNET. Seventeen of these remain open with outstanding corrective actions, but of these, none are rated as having extreme or high risk.
- 157 near miss events have been entered into SafetyNET. Twenty of these remain open with outstanding corrective actions, one of these being rated as a high risk. Comments on the investigation report have since been finalised.

Action: OHS Unit to continue the review of outstanding reports with the objective of finalising overdue corrective actions.

5 NEW BUSINESS

5.1 INTERNAL TELEPHONE SYSTEM

Peter Gray raised the issue that recently UOW Security was unable to call ‘000’ following an incident due to phone system being unavailable. Concern was expressed that emergency phones may also be affected. Other committee members agreed that they had also experienced dial in/out difficulties in the past.

Action: OHS Unit to investigate this issue with ITS and report back to the Committee on the extent of the issue and interim arrangements in place.
5.2 DEANS REPRESENTATION AT CENTRAL COMMITTEE MEETINGS
Prof. Patterson raised the issue of the Deans representation at Central Committee meetings. John expressed the view that the Deans presence at the meeting was important to demonstrate support for OHS across the University as well as keeping them informed of OHS issues relevant to their faculties. John raised the issue of the best method of representation with the Deans and it was decided to keep the current rotational system.

5.3 UNICENTRE EMERGENCY EVACUATIONS
It was noted that (on at least two occasions) the National Australia Bank and ATM has continued to function during building 11 emergency evacuations. Concern was expressed that this was not a good practice as the building should be evacuated whenever the alarm sounds.

Action: UniCentre management to review the Building 11 emergency management procedures with the bank and report findings back to the Committee.

5.4 SAFETY AWARDS 2010
Darren Smith reminded the Committee that the 2010 UOW Safe Work Awards presentation would be held on Monday 25th October at 10.00am in 36.305. An invitation was extended to all members with a request to RSVP their attendance to the OHS Unit before Monday.

6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday 16 November, 2010 at 10:30am in 36.304.