1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE:
Prof. Will Price – Faculty of Science.

1.3 CONFIRMATION OF MINUTES
That the minutes of the previous meeting held on the 19th of October 2010 be confirmed and signed as a true and accurate record.

2 BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 DRAFT CONSTITUTION
Committee members to review the proposed amendments to OHS Committee Constitution and OHS Arrangement Statement with regards to WAC groups and OHS representatives.

2.2 INTERNAL TELEPHONE SYSTEM OUTAGES
ITS confirmed on 9 November 2010 that the issue with old phones not connecting with external numbers or phones on the new network had been rectified.

2.3 UNICENTRE EMERGENCY EVACUATIONS
UniCentre management to review the Building 11 emergency management procedures with the bank and report findings back to the Committee.

3 GENERAL BUSINESS

3.1 OHS UNIT REPORT

3.1.1 PERFORMANCE SUMMARY
There were three new workers compensation claims lodged in November which included:
- two claims required medical treatment;
- one claim that was deemed insignificant.
3.1.2 HAZARD AND INCIDENT REPORTING
The number of reported hazards and incidents (including students and visitors) in October was 61. Of reports received, two referring to the same hazard were reported as extreme or high risk.

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Description of incident/hazard</th>
<th>Corrective action taken</th>
</tr>
</thead>
</table>
| Extreme, High | Inhaling second hand cigarette smoke in 18.123 & 18.131 | ▪ Designated smoke free area declared for Library/Panizzi forecourt with improved signage, education and awareness.  
▪ Regular monitoring of smoke free area for compliance. |

3.1.3 SAFE WORK PROCEDURES
Total number of safe work procedures finalised in SafetyNET 31 October 2010:
▪ 486, previously 474 in September.

3.1.4 RISK ASSESSMENTS
Total number of risk assessment approved in SafetyNET 31 October 2010:
▪ 137, previously 130 in September.

3.1.5 TRAINING
There were three OHS training courses conducted in October with 37 participants.

3.1.6 UOW SAFE WORK AWARDS
The University formerly recognised the significant achievements from staff and students involved in the implementation of occupational health and safety initiatives by the second annual UOW Workplace Health and Safety Awards. The Vice-Chancellor presented the awards with invited guest Mr Barry Formosa, Vice President of Safety, Health, Environment and Community for BHP Billiton, speaking on the importance that line management and individuals have on promoting a positive safety culture.

The award recipients for each category were:

Category 1. Best Solution for a Workplace Hazard: Awarded to Brent Peterson, Technical Officer, School of Earth and Environmental Sciences.

Category 2. Best Team Contribution to Improving Health and Safety: Awarded to Soft Materials Research Group (Luke Sweetman, Khairul Anuar Mat Amin, Ali Adalbahi, Leighton Alcock), School of Chemistry. Highly Commended awarded to Anatomy Laboratory Group (Nicole Novosel, Nicole Busby, Todd Price), School of Health Sciences.

Category 3. Safety Leadership Award: Awarded to Dr Kellie Ridges, Operations Manager Laboratory and Clinical Research, IHMRI, and Mrs Julie Gray, School Manager, School of Biological Sciences.

3.2 OHS DOCUMENTATION REVIEW

3.2.1 DOCUMENTATION REVIEW FOR [MONTH]

<table>
<thead>
<tr>
<th>Document Information</th>
<th>Review Period Open</th>
<th>Review Period Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHS Consultation Statement</td>
<td>1/11/2010</td>
<td>1/12/2010</td>
</tr>
<tr>
<td>is currently open for review and comments. Comments are welcome on this document up to the close of the review date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHS Committee Constitution</td>
<td>1/11/2010</td>
<td>1/12/2010</td>
</tr>
<tr>
<td>is currently open for review and comments. Comments are welcome on this document up to the close of the review date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4 NEW BUSINESS

4.1 WAC SURVEYS

The OHS Unit will distribute the second round of its biannual WAC surveys to WAC Chairs during November.

5 NEXT MEETING

The next meeting is scheduled to be held on Tuesday 7 of December 2010 at 3:00pm in Building 11 Function Centre 3.