Minutes of the November meeting of the OHS Committee held at 10:30am 16 November 2010 in Building 11 Function Centre 2.

1 PRELIMINARY BUSINESS

1.1 WELCOME AND APOLOGIES

PRESENT: Joanne George, Chairperson (Innovation Campus WAC representative); Dylan Smith, (Secretary); Daniel Leo (Administration and Commerce WAC representative); Brent Michell (B&G and Accommodation Services WAC representative); Edward Wolfers (NTEU representative); Laura Mothersdill (Alternate CPSU representative); Chris Grange (Alternate management representative); Clare Atkinson (Alternate HBS and Science WAC representative); Tim McDonald (Alternate Engineering and Informatics WAC representative); Assoc. Prof. Stephen Wilson (Management representative); John Steele (Management representative); Prof. Will Price (Deans representative); Stephen Cooper (UniCentre representative). Darren Smith (OHS Manager);

APOLOGIES: Prof. John Patterson (Management representative); Kellie Ridges (HBS and Science WAC representative); Ian Laird, (Engineering and Informatics WAC representative); Lynne Wright (Alternate Management representative); Peter Gray (Library and ITS WAC representative); Assoc. Prof. Muttucumaru Sivakumar (Management representative); Julie Gray (CPSU representative);

1.2 WELCOME TO THE DEAN’S REPRESENTATIVE

Prof Will Price; Faculty of Science was welcomed to the meeting.

1.3 CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 19 October 2010 were confirmed without change.
2 BUSINESS ARISING

2.1 *DRAFT CONSTITUTION
The OHS Committee Constitution has been updated to reflect the most recent changes to the University’s organisational structure. The addition of the Academic Services Division as a new Workplace Advisory Committee has been incorporated into the document. With the addition of this new committee the Workplace Advisory Committees represented by employee members on the Central OHS Committee have been realigned to ensure appropriate representation at meetings. The OHS Unit will assist any units/departments that were identified as lacking OHS representation to set up their new consultation arrangement.

In addition the OHS Consultation Statement has been updated to include information on OHS Representatives including their roles and responsibilities in regards to consulting on OHS issues.

Action: OHS Unit to include SMART as a part of the Faculty of Engineering WAC in the OHS Constitution.

2.2 *INTERNAL TELEPHONE SYSTEM OUTAGES
Darren Smith informed the Committee that ITS had confirmed that all issues associated with old phones on the UOW 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 October which included:

- two claims required medical treatment;
- one claim that was deemed insignificant.

Darren Smith informed the Committee that all claimants are now on pre injury duties. Additionally, in comparison to the same time last year there were a total of 87 claims in 2009 compared to 57 claims in 2010.

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. |

Darren Smith informed the Committee that the introduction of a ventilation system for these rooms was being considered in the University’s minor works projects for 2011.

3.1.3 SAFE WORK PROCEDURES
Total number of safe work procedures finalised in SafetyNet:

- 486, previously 474 in September.
3.1.4 RISK ASSESSMENTS
Total number of risk assessment approved in SafetyNet:
- 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. Brent’s innovative solution for the safe storage of the core samples and gantry use on the SEES boat were indicative of his solutions based approach to OHS.

Category 2. Best Team Contribution to Improving Health and Safety: Awarded to Soft Materials Research Group (Luke Sweetman, Kahirul Anuar Mat Amin, Ali Adalbahi, Leighton Alcock), School of Chemistry. This team edged out the other strong nominations given they are post graduate students who have taken the onus on themselves to ensure a high level of awareness with regards to OHS in their area.

Highly Commended awarded to Anatomy Laboratory Group (Nicole Novosel, Nicole Busby, Todd Price), School of Health Sciences. While working within a highly sensitive and high risk environment, the team approach their responsibilities with a great deal of commitment to ensure that the users of the space are appropriately inducted and adequately aware of the OHS requirements established.

Category 3. Safety Leadership Award: Jointly awarded to Dr Kellie Ridges, Operations Manager Laboratory and Clinical Research, IHMRI, and Mrs Julie Gray, School Manager, School of Biological Sciences. Kellie has provided clear leadership to ensure that the commissioning of the IMHRI building met the complex OHS requirements and helped establish a positive safety culture for the institute from day one. Julie has worked tirelessly promoting OHS to staff and students from different generations and backgrounds, improving the amount and quality of OHS compliance around the School, serving as a dedicated committee member and chair for over 10 years.

Bruce Flint congratulated the OHS Unit on this initiative and encouraged more invitations to OHS professionals from other industries to speak at future UOW Safe Work Awards Ceremonies.

3.2 OHS DOCUMENTATION REVIEW

3.2.1 DOCUMENTATION REVIEW FOR NOVEMBER

<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>OHS Committee Constitution</td>
<td>1/11/2010</td>
<td>1/12/2010</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 *LATE BUSINESS

5.1 BUILDING 70 ECOLOGICAL RESEARCH CENTRE FIRE
Darren Smith reported that a small fire occurred in Building 70 on the 15th November. The fire occurred inside an oven where plant material wrapped in paper sheets was being dried. While no one was injured, there was damage to equipment and the room due to the smoke and water from the fire brigade. The OHS Unit is conducting an investigation on the incident and will report back findings at the next meeting.

6 NEXT MEETING
The next meeting is scheduled to be held on Tuesday December 7, 2010 at 3:00pm in Building 11 Function Centre 3. WAC Chairs will be invited to attend the meeting as well as WAC representatives for drinks after the meeting.