

CORPORATE STRATEGY & SERVICES
Occupational Health & Safety Committee
MINUTES

Wednesday 10 February 2010, 2.00 pm – 3.30 pm
AD Meeting Room 2, Werrington North

Present: Barbara Gow, Kathy Adam-Cross, Fran Ryan, Danielle Roddick, Alex Tillman, Geza Karacsony (minutes)

Apologies: Barry Flanagan, Terry Gozzard, Mark Kearns, Magda Przybylo

1. Welcome and apologies – above

2. Secretarial role for rest of year:

14/04 Mark Kearns
09/06 Terry Gozzard
11/08 Barry Flanagan
13/10 Fran Ryan
08/12 Danielle Roddick

3. Highlights of 2009 – *Listing attached to agenda*

Discussed, noted.

4. 2009 workplace inspections

Remarks:

- Coordination with buddy and area manager, plus actual inspection and preparation of report for a number of workplaces may be too onerous on committee members..
- Trial the following approach: managers are alerted by committee of need to carry out inspection. Assistance to be offered but the inspection is to be carried out by the managers
- Who checks/follows up action items on individual reports?

Action: Alex will check policy to clarify whose responsibility it is to have the inspections done and who should follow up on action items

5. Deer cull issue – Barbara

The history of the case was briefly discussed. 28/10/09 Barbara wrote to OH&S Committee and to the Head of School. Head of School advised of no further on-campus mass culling after April 08. Workplace assessment requested, possibly for occasional culling of injured deer. Workcover also investigated following invitation by Audit & Risk Unit. The divisional OHS committee has now passed the matter over to the Alex Tillman of the OHS unit.

6. Review of action items from previous meetings

See below.

7. 2010 OHS Committee Funding

Future funding will be provided only through proposals submitted to the Committee assessing such requests. Barbara is our representative on that Committee. Some ideas for funding are listed under the following item.

8. Plans for 2010

These suggestions are to be minuted and circulated to gauge level of interest.

- 10000 steps – organise at Divisional level, rather than across UWS, if there is interest
- Yoga
- Health checks
- OHS Management Essentials training for Division managers.
Action: Barbara to check with Head of Division
- Communication with Division managers. Various options and opportunities were discussed:
 - Request of agenda items ahead of OHS Committee meetings
 - Circulating minutes, email alerts
- eNewsletter – bi-annual Divisional OHS electronic newsletter. Barbara to sketch format; contributions are invited
- Committee chairs training
- Seminars - conducted / organised by the OHS Committee, covering issues particularly relevant to Divisional staff but of interest to all UWS staff e.g. workplace stress
- Live Workplace Sam – Geza to investigate options for innovative OHS alerts for Divisional staff.

9. [Standing item] UWS-wide OH&S initiatives

Nothing to report at this stage.

10. [Standing item] Accident and injury reports

Noted. Alex is working on various ways of interrogating the data.

11. Other business

None.

Close at 15:25. Next meeting on 14 April 2010.

Review of action items:

	Item	Who	Date raised	Current status
CLOSED ITEMS				
1.	Additional fire exit needed in Bldg AD?	Alex / Terry Michael Shellshear	15/10/08	10/2/10: Decision made that no extra fire exit needed.
2.	COB Seminar - <i>Occupational stress - is it me or is it my job and the workplace?</i> Should we do something similar?	Barbara	28/10/09	10/2/10: Included in possible initiatives for 2010
ONGOING ITEMS				
3.	Is there a TOR template for OH&S committees?	Alex	8/8/07	10/2/10: Alex to provide template
4.	Hazard: building BH car park, safety for pedestrians and bus stop	Alex/Michael Shellshear/ Fran	15/10/08	See minutes of previous meeting for full history. 10/2/10: Alex/Fran to follow up and provide update at next meeting.
5.	Issue with bins	Alex Michael Shellshear	??	See minutes of previous meeting for full history. 10/2/10: Alex to send e-Update.
6.	Deer culling issue	Geza/ Kathy/ Barbara	19/8/09	See minutes of previous meeting for full history. 10/2/10: Alex to follow up and provide update at next meeting.
7.	Clarify requirement for OH&S inspection prior to occupation of a new or refurbished workplace	Alex	19/8/09	10/2/10: Alex to check policy to clarify authority to request inspections before occupation of new or refurbished workplaces
8.	Clear statement needed on requirement for tagging and testing of small electrical appliances	Alex	19/8/09	10/2/10: Alex to provide wording, to be included in alert to managers and appended to workplace inspection checklist
9.	Workplace inspections – where are we up to?	Barbara	28/10/09	10/2/10: Barbara to compile reports; Alex to check who/how to follow up on action requirements in the reports
10.	Check if OH&S is included in the EBA	Fran	28/10/09	10/2/10: Fran to circulate relevant part of EBA
NEW ITEMS				
11.	Management Essentials: OH&S Module	Barbara	10/2/10	10/2/10: Barbara to write to Rhonda Hawkins to ask her to request Managers to complete this module in 2010
12.	OH&S Awareness Survey conducted in November 2009	Alex	10/2/10	10/2/10: Alex to provide update