

**The University of Sydney**  
**CENTRAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

**Minutes of the Meeting held on 10th June 2008**

**Distribution:**

- Central OHS Committee Members
- Deputy Vice-Chancellors - for information/action
- Pro-Vice-Chancellors - for information/action
- Deans of Faculties - for information/action & circulation to Heads of Departments
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Available at <http://www.usyd.edu.au/ohs/docs/committees/Jun08COHSCMins.pdf> for:

- Zone OHS Committee Members
- Other interested staff and students.

This meeting of the Central OHS Committee was held in the Institute Board Room H03 and opened at 12:00.

**Members Present:**

Mr Colin Streeter	Director, Sydney People (Chair)
Mr John Cox	Director, Asset Management and Services, Campus Infrastructure Services
Mr David Griffin	Zone 1 OHS Committee
Mr Phil Granger	Zone 3 OHS Committee
A/P Alan Jones	Zone 4 OHS Committee
Ms Brenda Smith	Zone 5 OHS Committee
Mr John Usman	Zone 6 OHS Committee
Mr Mark Westcott	Zone 7 OHS Committee
Mr Ron Henderson	Zone 9 OHS Committee
Mr Michael Cretikos	Zone 8 OHS Committee
Dr Barrie Egerton	Zone 11 OHS Committee
Mr Clive Cooper	Zone 12 OHS Committee
Ms Rosemary Whitecross	SUPRA

**In Attendance:**

Ms Marie Murray	Assistant Director, Staff and Student Equal Opportunity Unit (for Anne Scahill)
Mr Ian Ferguson	Manager, Quality and Safety, Assets & Services, Campus Infrastructure Services
Mr Roland Smith	Zone 2 OHS Committee (proxy for Maggie Atherton)
Mr Jon D' Astoli	Manager, Occupational Health and Safety, OHS & Injury Management (OHSIM)
Ms Tessie Phan	Injury Management Coordinator, OHSIM
Mr Matthew Mitchell	OHS Officer, OHSIM
Ms Davorka Bilic	Biosafety & OHS Officer, OHSIM
Mr Howard Ackland	Radiation Safety Officer, OHSIM
Mr Colin Chua	OHS Officer, OHSIM
Ms Wendy Collis	Administrative Assistant and Project Officer, OHSIM

**1. PRELIMINARY BUSINESS**

☉ 1.1 Apologies:

Professor Don Nutbeam	Deputy Vice-Chancellor & Provost (Deputy Chair)
Ms Anne Scahill	Director, Change and Development
Ms Virginia Littlejohn	Manager, Injury Management & Workers Compensation, OHSIM
Ms Maggie Atherton	Zone 2 OHS Committee
Mr David Dewsbury	Zone 10 OHS Committee (Narrabri, Spring Ridge)

The Chairman opened the meeting at 12:05 pm and invited members present to introduce themselves.

## 1.2 Agenda “Starring”

Item 3.3 had been mistakenly “starred” for discussion.

## 2. **MINUTES OF THE PREVIOUS MEETING (04/04/08)**

The minutes of the previous meeting distributed to members were accepted as an accurate record of proceedings and were signed by the Chairman.

## 3. **BUSINESS ARISING FROM THE MINUTES**

### 3.1 Accident Reporting

#### *a. Incidents Summary*

Jon D’Astoli referred members to the attachment, reminding them that statistical reviews of incident reports are presented in the first and third quarters, whereas a summary of recent incidents is presented during the second and fourth quarters. The latter indicates the types of incidents being experienced and is informative about the types of preventative measures that may be applied.

For the first time a full listing of incident reports (summarised) was presented. Recent conversion of the incident database by ICT onto a new, stable platform has facilitated the ability of OHSIM to report incidents more readily. David Griffin questioned the use of the term “Administrative Function” particularly in relation to veterinary occupations. Jon D’Astoli acknowledged this comment and referred to the summary list where it was shown that the adoption of more descriptive employment classifications had commenced in March 2008. Colin Streeter added that the adoption of the OHS module of T2 would provide an integrated database that should facilitate a better capture and reporting of incident details.

John Cox indicated that the slips, trips and falls incident data for 2008 had been analysed in more detail and noted that a higher percentage was experienced by Shared Services than for other groups, including academics and students. He surmised that there may be different reasons for this, such as a good culture of reporting within Shared Services. It was recognised that a student tripping on their way home from the University would be unlikely to report this and that the data was only as good as the reporting allowed. Rosemary Whitecross also queried the student related incidents, suggesting that there would have been many more slips, trips and falls than the number reported. Jon D’Astoli added that increased attention is now being given to the exact location of slip, trip and fall incidents on campus in an effort to identify any related problems on University grounds or buildings.

#### *b. WorkCover NSW Investigation*

Matthew Mitchell reported that on Thursday 22 May a WorkCover Inspector met with staff from the School of Biological Sciences to investigate an incident involving exposure to a hazardous substance. At the time of the incident (January 2008), a laboratory was being cleaned out in preparation for construction work. When a member of staff picked up a plastic chemical container, the container disintegrated in her hand resulting in a chemical spill (powder). The worker inhaled some of the fine powder. The WorkCover Inspector sought confirmation that the local management understood their responsibilities with regard to hazardous substances and made it clear that a risk assessment and specific safe work methods must be established for unusual tasks. Each workgroup must keep an up-to-date register of chemicals and ensure that items that are not used are disposed of regularly. Fortunately, the employee did not suffer any ill effects from the exposure and WorkCover are not taking any further action.

It was suggested that there should be a standard exit process for clearing out chemicals etc. when post-graduate students leave or research projects conclude. The process should lead to the disposal of any chemicals that are no longer required. It should identify what chemicals have been used, their age, safe handling procedures and the required personal protective equipment.

#### *c. Incident Report Form*

Some minor adjustments have been made to the Injury and Incident Report form. These changes aim to make it clear which sections of the report must be completed and submitted to OHSIM within 24 hours. Extra space has also been provided for staff to detail the circumstances of the incident and the nature of the injury.

### 3.2 OHS Training [Mr Jon D’Astoli]

OHS training completed since the previous meeting includes:

- Chief Warden Training for 15 staff on 14 April
- Hazardous Substances Training for 19 staff /students on 15 April
- Biosafety Training for 62 staff/students in April, May & June
- Disposal of Hazardous Waste Procedures for 14 staff/students on 5 May
- First Attack Fire Fighting for 38 staff in April & May
- Chief Warden Training (Cumberland Campus) for 35 staff in May & June
- Machinery Safety for Civil Eng on 16 April, AMME on 21 April and Physics on 8 May.

Current planned training includes:

- Hazardous Substance Training (Camden) in June
- Radiation Safety Training in July
- Machinery Safety for Camden Campus in June and SCA, Rozelle Campus in July
- In house auditor training on June, July & August.

*Learning Solutions* is currently developing an e-learning module that will be used for the on-line orientation of new staff. This e-learning package includes an interactive OHS module that covers a number of topics including OHS responsibilities, ergonomics and manual handling. The OHS module also uses a questionnaire to identify other relevant subject matter for the new member of staff and directs them to this information. To finish the OHS module, participants are required to complete a quick assessment task. The on-line induction package will be released to a pilot group of new employees this month (June 2008).

### ✪ 3.3 Dangerous Goods Program [Matthew Mitchell]

#### *a. Depot Upgrading Program*

A WorkCover Inspector has inspected the Heydon-Laurence Building's Gas Reticulation System and reviewed Version 2 of the risk assessment. In addition to the implementation of the control measures that are detailed in the risk assessment, WorkCover has recommended that the NSW Fire Brigade be consulted directly regarding the location of the gas cage in relation to the adjacent fire hydrant booster. The Fire Safety Division of the NSW Fire Brigade was subsequently consulted and was satisfied with the risk management approach of the University in this regard.

The planned work to the Pharmacy Flammable Liquids and Hazardous Waste depots is scheduled to commence in June. Planning, design and tender processes are currently underway for a number of other dangerous goods related projects including:

- Construction of a Chemical Waste Depot at the Medical Foundation Building.
- Refurbishment of the Pharmacology Teaching Laboratory Preparation Room.
- Relocation of the Macleay Museum specimens that are preserved in alcohol.
- Construction of a new Gas Cylinder and Reticulation Depot at the Shute Building.
- Refurbishment of the Shute Building Flammable Liquids Depot.
- Refurbishment of Chemical Stores at the Chemical Engineering Building.

#### *b. Dangerous Goods Database*

Matthew Mitchell reported that a proposal to manage the University's dangerous goods inventory using the Archibus system is progressing well. On 19 May a core group of stakeholders attended a final consultation session on the proposed Emergency/Dangerous Goods Module of Archibus. This session included a demonstration of the proposed functionality of the system and a discussion of the work flow. Feedback from this session is being used in the final development stages with implementation anticipated in September/October 2008.

#### *c. Explosives and Security Sensitive Ammonium Nitrate (SSAN)*

A number of areas have still not responded to the explosives and SSAN survey. These departments will be followed up individually. The investigation of disposal options for some of the substances identified by the survey is ongoing.

### ✪ 3.4 PCB's in Electrical Engineering [Matthew Mitchell]

Ian Ferguson indicated that he had been delegated responsibility for the overview of PCB management on behalf of CIS. Matthew Mitchell explained that the PCB's removed from the Electrical Engineering Building in December 2005 had been transported to Young, NSW for treatment and disposal. Unfortunately one of the electrical capacitors containing PCB's was lost whilst in the care of an EPA licensed storage facility. As a result the second 25% payment to the disposal contractor has

been withheld (in accordance with the contract). The second 25% and third 50% payment will not be made until the University receives confirmation that all of the remaining waste has been destroyed. Final treatment and disposal will effectively eliminate this once significant risk. Further discussion revealed that the University may have installations that contain PCB's but there are no significant volumes in storage.

### ★ 3.5 Campus Infrastructure Services Items

John Cox reported that CIS has been working on a traffic management strategy for the Camperdown/Darlington Campus with the objective to achieve one way traffic flow, better pedestrian pathways and easy access for battery powered wheelchairs. Works will include the widening of some footpaths and will therefore impact upon available parking spaces. Fisher Road in particular will be affected by these changes. Rosemary Whitecross enquired about re-establishment of the disabled parking spaces that were in close proximity to Fisher library. John Cox confirmed that two more spaces would be made available.

Jon D'Astoli enquired as to whether a response had ever been received from Baulderstone Hornibrooke (the contractor for the Eastern Avenue Public Domain works) to the enquiry about the compliance of the uneven cobblestones with the relevant standards. John Cox indicated that he was unaware of any related correspondence but would follow-up on this.

David Griffin raised concern about the difficulty for movement of wheelchairs across the rough cobblestones. John Cox offered to provide a drawing outlining the smooth paths for wheelchairs through the rough patches of cobblestones and he anticipated that when the barricades are removed from the remaining areas of work that movement should be more seamless.

In relation to the service pit covers outside the Anderson Stuart Building John Cox explained that the covers will be replaced to make removal and replacement more manageable.

**Action: John Cox**

### ★ 3.6 Emergency Management Committee [Matthew Mitchell]

Matthew Mitchell reported that the emergency signage project is being rolled-out across the University. These will be readily visible to staff and students using University facilities. These emergency signs will also be made available electronically as part of the Archibus Emergency/Dangerous Goods module. John Cox indicated that at times there is difficulty gaining access to some facilities. CIS personnel do need to know about the dangerous goods locations, but they also want to be sure that rooms they may be entering do not contain research materials that may be compromised. Matthew confirmed that a range of information would be provided by the system, however direct liaison with the relevant department would still be required to coordinate entry for maintenance purposes. Jon D'Astoli added that OHSIM has a certain amount of related information eg. location of biological hazards and radiation sources.



Matthew Mitchell referred members to the proposal for a Chief Warden Loading or Performance Bonus that had been distributed separately to the Agenda. Feedback on this proposal was sought. The Dean of Science had initially put forward a proposal to pay the Chief Wardens within the Faculty of Science a "responsibility loading". The loading will be performance based with the aim of achieving compliance and also recognising the additional work and responsibility that is associated with the Chief Warden role. The details of the proposal will be discussed at the Dean's Advisory Committee in July.

It was acknowledged that there are certain responsibilities associated with being a Chief Warden and that it is desirable they be held accountable for performing this function effectively. Currently individual staff members perform their Chief Warden functions as part of their normal duties and with increasing other demands the emergency management role can sometimes be given inadequate priority. Matthew Mitchell suggested that the Chief Warden duties could be performed in addition to normal duties, attracting a loading or bonus payment as a result. Matthew explained the duties that are expected of a Chief Warden and the proposed method of review. He went on to describe the advantages and disadvantages of the proposal, as tabulated in the document provided. Colin Streeter noted that none of the "disadvantages" were worrying, but he enquired whether we currently had difficulty recruiting Chief Wardens. Matthew confirmed this and indicated that in some circumstances the performance of the Chief Warden was not up to the expected standard. The loading or bonus payment may provide an incentive for appropriate performance standards to be upheld by Chief Wardens. The majority of members present supported the proposal. Colin Streeter acknowledged this

and while noting that it could not be seen as a decision, there was sufficient support to proceed with the proposal.

Marie Murray enquired about the gender breakdown of employees involved in OHS support roles, including Chief Wardens and Nominated First Aid Officers. The process involves formal nomination by the relevant department head(s) and successful completion of relevant training. Matthew Mitchell indicated that a higher percentage of Chief Wardens were male. Jon D'Astoli added that conversely there may be a higher percentage of female Nominated First Aid Officers.

Michael Cretikos enquired about the relationship between Chief Wardens and Zone OHS Committees and how after-hours building emergencies are dealt with. Matthew Mitchell explained that Chief Wardens are not usually members of the local OHS Committee, although communication between them was encouraged. Security Services provides the first response to building emergencies that occur outside normal operating hours.

Further notes relating to emergency management were distributed with the meeting agenda:

- The Emergency Management Committee has not met since August 2007.
- The Chief Operating Officer has sought advice on establishing a high level steering group (Professional Services Board) and a Working Group to implement plans to manage significant university crises, emergencies and subsequent business continuity.
- The format of the University's emergency signage has been finalised (attached) and a framing solution has been identified. Installation will be gradual, but this is expected to commence in the coming months.
- Local emergency contact details and electronic copies of the emergency signage will be stored and made accessible to all staff and students via the ARCHIBUS Emergency/Dangerous Goods module.
- The Chief Wardens at the Cumberland Campus were trained in May/June. Local emergency procedures are currently being reviewed and a series of evacuation exercises are scheduled for August 2008.

### ✪ 3.7 ohsrm Program

Colin Chua reported that the 2008 OHS risk management systems audit will be conducted University wide from July to September 2008. The 2006 ohsrm audit tool will be used as the basis for the 2008 OHS risk management (ohsrm) audit and will be conducted by a mixture of in-house and external auditors. The main audit elements will include:

- Management leadership and commitment
- Safety Planning
- Consultation and involvement
- Hazard identification, risk assessment and control
- OHS training and instruction
- Emergency preparedness
- Incident reporting and investigation, and
- Purchasing

University departments with fewer than 10 staff will be offered the services of an OHS consultant to conduct their OHS audit. OHSIM has sought expressions of interest from various consultancy organisations for this purpose. Larger departments are expected to be self sufficient, as per the previous successful audit in 2006. In-house OHS Auditors will be nominated by Department Heads. OHSIM will conduct In-house OHS Auditor training from June to August 2008 to cater for this exercise and audit results submitted by In-house OHS Auditors will, as previously, be subject to a quality control process prior to finalisation. The audit results will be presented to Department Heads, Deans, Directors and senior officers in October 2008.

**Action: OHS & Injury Management**

### ✪ 3.8 Radiation Safety

Howard Ackland referred members to several key radiation safety items as noted below and to the detailed report of items discussed at the Radiation Safety Committee [RSC] meetings attached.

*a. Legacy Radiation Source Repository*

The discovery of additional unsealed radioactive material in the School of Physics has altered the design criteria of the Repository. This material (radium) emits gaseous radioactivity which significantly increases the hazard for those managing the repository. Expert advice is being sought regarding the packaging of this material and subsequently the design of the facility.

John Cox enquired whether the University should have a series of radiation stores, referring specifically to lower level radioactive materials that were not destined for the repository. Howard Ackland indicated that the Repository was the only facility being planned for and that this facility would accommodate all known legacy sources that require long term secure storage. Jon D'Astoli added that users of radioactive substances have been informed for many years that there is no capacity for disposal of radioactive waste arising from research, therefore research protocols must be designed to eliminate generation of this waste where possible.

*b. Radiation Repository working rules.*

Requirements for the identification, labelling, packaging and containment of sources and material have been drafted. This is to document the criteria that all radioactive sources or materials must meet prior to being accepted into the repository.

*c. Radiation Laboratory Upgrade progress*

The upgrade work is progressing well. The Camperdown Campus work should be near completion by the time of the next COHSC meeting.

*d. Radiation Safety Training*

Further sessions of accredited radiation safety training are planned for 9 & 10 July 2008. The increasing number of training participants in 2008 is a contributing factor in rising training costs. Training sessions one year ago were run at a cost of \$1500 per session flat rate. Current training costs now run at approx \$3000 per session (borne by OHSIM). Other providers have been contacted and it appears that this is a fairly standard industry rate. On occasions when *Learning Solutions* training facilities have not been available it has been necessary to use the Darlington Centre which incurs additional costs for catering.

*e. Sources found in Physics*

Material recently found in the School of Physics can NOT be moved without specialist assessment and packaging. Material includes Radium [Ra-226] that emits Radon gas and requires special packaging and ventilation. Recommendations have been made to Physics on how to proceed.

*f. RSO Workshop*

The next workshop for local Radiation Safety Officers will be held on 27 June at *Learning Solutions*.

**Action: Campus Property Services and OHS & Injury Management**

★ 3.9 Biosafety

*a. IBC Activities*

Davorka Bilic reported that the Institutional Biosafety Committee (IBC) met on 12th June 2008 to review 12 research project applications and 1 teaching project application.

All projects involving the use of Genetically Modified Organisms (GMOs) and/or recombinant DNA techniques must be approved by the IBC prior to any work with GMOs commencing. This is a legislative requirement. The IBC meets quarterly and applications cannot be assessed outside of these meetings. Meeting dates and deadlines for submission of applications are available on the Biosafety web site at <http://www.usyd.edu.au/ohs/biosafety/meetingdates.shtml>.

*b. Facility Certifications*

This year has seen an increase in the number of laboratory and animal house facilities that have or are undergoing refurbishment and of those that are in the planning/design phase for upgrade and certification to a PC1 or PC2 level of containment. This is due to a number of factors including the Office of the Gene Technology Regulator's (OGTR) reclassification of some previously exempt dealings that now require a specified level of containment, as well as new research projects involving work with GMOs and/or recombinant DNA techniques that are to be conducted in new locations.

New PC2 certifications have been approved for the following recently upgraded facilities:

- Plant Facility, School of Biological Sciences, Macleay Building,

- Animal Facility, MMB, Biochemistry and Microbiology Building,
- Laboratory Facility, Faculty of Veterinary Sciences, J. L. Shute Building, Camden,

The following refurbishments are in progress or have been completed and are awaiting OGTR certification:

- BOSCH Laboratory Facility, Blackburn Building (refurbishment completed and awaiting certification),
- Laboratory Facility, Department of Infectious Diseases and Immunology, Blackburn Building (refurbishment in progress),
- BMRI Animal Facility, Building G, Mallett Street (PC2 certification in progress),
- BMRI Ken Parker Laboratories and Animal Facility, Mallett Street (design stage),
- Laboratory Facility, Department of Pathology, MFB Building (PC1 certification in progress),
- Laboratory Facilities, Electron Microscope Unit, Madsen Building (major refurbishment in progress)

To comply with the revised requirements of the OGTR's Guidelines for containment facilities, the Biosafety Officer has consulted with architects, project managers and relevant staff to provide the necessary advice in the planning and design phase of these facilities, has conducted post-building/refurbishment inspections, and submitted subsequent applications to the OGTR for the certification of facilities to either a PC1 or PC2 level of containment. The Biosafety Officer and OHSIM will continue to monitor progress and compliance within these facilities.

#### *c. Biosafety Training*

With the number of upgrades to facilities and the subsequent increase in dealings involving GMOs, the demand for Biosafety training has also increased with 4 sessions already completed this year (March, April, May – Camden, June). The Northern Clinical School, which includes the Kolling Institute for Medical Research, have requested Biosafety training for all research staff and postgraduate students (approx 200-300) who will be working in the newly completed Kolling Institute Research and Education Building. This training is currently being arranged through OHSIM.

#### 3.10 Research Project Risk Assessments [Howard Ackland]

The Research Management Project (RMP) is progressing as per the Horizon 1 implementation timeline previously distributed to the Central OHS Committee. The Project Management team has concluded a series of consultation sessions with stakeholders, including OHSIM on 8 May. It is intended that particular OHS risks involved with proposed research will be flagged when research applications are first submitted. A risk assessment and confirmation of suitable risk control measures would be required prior to the commencement of approved projects. Current information is available from the RMP website: <http://www.usyd.edu.au/ro/rmp/welcome.shtml>

#### 3.11 First Aid [Jon D'Astoli]

Jon D'Astoli reported that OHSIM had commenced an assessment of available Automatic Electronic Defibrillator (AED) models in preparation for procuring and introducing these in strategic locations across the University during 2008. Ready access to these "Packer Whackers" (so called after the treatment of Kerry Packer) devices will provide the capability to treat victims of cardiac failure, which may be critical to their survival. Modern AEDs can detect if the person being treated has a normal heart rhythm and will not activate in these circumstances. OHSIM will consult with the NFAO network in establishing this first aid enhancement and will provide the custodians of this equipment with appropriate training. John Cox suggested that as a cardiovascular surgeon Professor Richmond Jeremy should be included in the review of the AED models being considered.

OHSIM is reviewing the provision of first aid training. At present all of the ~180 Nominated First Aid Officers (NFAOs) are referred to an external training provider (St. John Ambulance) for training requirements. It is recognised that ~180 separate administrative arrangements for NFAO training is inefficient, so the option of providing regular (monthly) training on campus is being investigated. It may be possible to provide this training more efficiently and conveniently on-site at a reduced cost.

Each NFAO is responsible for providing first aid locally and for maintaining first aid equipment and kit stocks in accordance with the [University First Aid Policy and Procedures](#). The importance of the NFAO role is recognised in the University's Enterprise Agreement that states NFAOs are rewarded for providing first aid service via a salary loading. It has recently been proposed by CIS that a period

contract could be setup for the maintenance of University first aid kits. John Cox anticipates that there may be economies of scale through using one provider for first aid kit contents. Jon D'Astoli acknowledged that there was a desire amongst the NFAO's for a University preferred supplier, however there were widely varying experiences with having an external provider re-stocking the kits eg. satisfactory at Cumberland Campus, but very poor at Camden.

**Action: OHS & Injury Management**

### 3.12 OHS Committee Elections

Colin Chua reported that the two year term of office for employee representatives on the University's 12 Zone OHS Committees expires on 30 June 2008. Nominations for employee representatives to serve on the Zone Committees for the next two years commenced on 19 May and ended on 30 May. The full details of nominations are attached.

Zone	Number of nominations	Number of vacancies	Election required
1 Vet, Agric, Biol. Sci	3	1	
2 Medicine, Nursing, Dentistry	4	2	
3 Engineering, Architecture	4	0	
4 Science, Pharmacy	4	2	
5 Administration, Library	6	0	Yes
6 Education, Conservatorium	4	1	
7 Economics, Law	3	1	
8 CIS, ICT, CCE, International	6	0	Yes
9 Camden	5	0	Yes
10 Narrabri, Spring Ridge	4	0	
11 Cumberland	4	1	
12 Rozelle	4	0	

Elections for Zones 5, 8 and 9 will be held from 16 June to 30 June. Those nominated have been invited to submit candidate information to support their election bid. The election results will be announced at the beginning of July.

The Zone OHS committees are constituted according to the NSW OHS Act section 13 and the NSW OHS Regulation 2001 chapter 3 and is determined on the basis of geographical proximity and functional similarity.

The preparation work required to achieve successful zone committee elections included:

- Meetings with ICT;
- A meeting with CIS to review and update the building names and codes for all campuses;
- Review and updating of the Zone OHS Committee constitutions;
- Review and update the OHSIM Workplace OHS Committees Elections 2008 webpage;
- Building the electoral roll for elections from Talent2;
- Repeating the successful on-line election process used in 2006.

John Cox enquired whether there was a core group on the Zone OHS Committees, indicating a desire for CIS to be permanently represented. Jon D'Astoli confirmed that this was the case and that the Zone OHS Committees were grateful to have CIS representation. The attendance and input from Tim O'Sullivan (on behalf of CIS) in recent months has been both reliable and of a high standard.

**Action: OHS & Injury Management**

## 4. NEW BUSINESS:

### 4.1 Zone OHS Committee Annual Reports

#### a. *Zone 1 OHS Committee (Agriculture, Veterinary Science, Biological Science)*

David Griffin spoke on the Zone 1 report emphasizing that the asbestos clad Ross St Building continues to be a blight within the Zone and should be replaced as quickly as possible. He also acknowledged the development of an on-line OHS induction training and sought additional training modules so that training could be constantly available, not periodic. Jon D'Astoli indicated that hazardous substances training (one of the areas of interest) had been available on-line for some years and is routinely used by the Faculty of Agriculture, Food and Natural Resources for training Agriculture students.

John Cox mentioned that the Campus 2020 plans were available for viewing on the University intranet. This may include an outline of the predicted future of the Ross St building.



*b. Zone 2 OHS Committee (Medicine, Nursing)*

The Zone 2 report had been submitted by Maggie Atherton. Roland Smith (representing Zone 2 in Maggie's absence) indicated no major issues were to be raised. He did note that the Zone is gradually increasing in size, including the recent addition of the Mallett St Campus (formerly within Zone 1).



*c. Zone 3 OHS Committee (Engineering, Architecture)*

Phil Granger referred to the workplace OHS inspections undertaken by the Zone 3 OHS Committee and indicated that they had been attentive to issues such as slips, trips and falls. He was pleased to report that the long standing heat and glare issues in the Civil Engineering laboratory had finally been resolved. The other issues were documented in the Zone 3 report attached.

There had been a recent fire in Aeronautical, Mechanical and Mechatronic Engineering caused by somebody using a pedestal fan that had been clearly tagged as faulty and not to be used. John Cox referred to a recent discussion about cutting the plugs off faulty electrical equipment – this would have prevented the use of faulty equipment. Jon D'Astoli indicated that this incident would be highlighted in the next OHSIM Newsletter.

4.2 Zone Committee boundaries – Zone 8 [Jon D'Astoli]

Jon D'Astoli sought the Committees endorsement of proposed changes to the boundaries of Zones 7 & 8 and to membership of the Zone 8 OHS Committee. Information and Communication Technology (ICT) operations are primarily located in the Services Building G12 (Zone 8) and the Computing Centre H08 (Zone 7). The division of ICT across two Zones has presented some difficulty with seeking employer representation from ICT for an OHS Committee. Consultation with both Zone 7 and 8 OHS Committees has resulted in an agreement that the Computing Centre should be included in Zone 8 rather than Zone 7. The Chief Information Officer has since nominated an ICT management representative to join the Zone 8 OHS Committee.

The Sydney Central Building G02 will be coming on-line in July/August 2008. The tenancies that will be accommodated in the Sydney Central Building are mainly administrative units, including the International Office, ISSU, Unistaff, Madsen Library, Strategy Implementation, Digital and Print Media, Careers Centre etc. Based on its geographical proximity and functional similarity (the determining factors for Zone OHS Committee boundaries) it was proposed that the Sydney Central Building G02 be included in Zone 8. This proposal was endorsed by the Central OHS Committee. As this building represented a significant addition to Zone 8, expansion of the Committee membership by one employee and one employer representative was deemed necessary to help manage the extra workload.

Colin Streeter enquired about pedestrian traffic through the new building. John Cox indicated that a roller door would be opened during the day. Library access will be maintained, there will be some shops and commercial services and a couple of entry and exit points. It was recognised that there would be a lot of stairs, but there will also be two sets of elevators. Rosemary Whitecross sought confirmation that these lift would be made available during all hours of normal operation for the benefit of those with physical disabilities.

With the conclusion of business Colin Streeter closed the meeting and acknowledged the dedication and professionalism of those around the table. He alerted members to the date of the next meeting as follows:

**5. NEXT MEETING:** 15 September 2008 at 11:30 in the Western Tower Room.

The meeting closed at 1:15 pm.

Incident Report Summary, January - June 2008

Department	Occupation	Group	Injury Date	Injury Time	Injury Type	Description of Incident
1 Veterinary Science	Administrative function	J.L.SHUTE	2/01/2008	14:00:00	BITE BY ANIMA	SUPERFICIAL DOG BITE ON NOSE.
2 Veterinary Science	Administrative function	EVELYN WILLIAMS	4/01/2008	11:30:00	OTHER	NAUSEA, VOMITING AND HEADACHE. DRIVEN HOME BY MOTHER.
3 Chemical & Biomolecular	Administrative function	CHEMICAL ENGINEERING	7/01/2008	0:00:00	FALL	STRADDLING SCOOTER WITH FEET ON GROUND WHILE TYRES WERE BEI
4 CIS Management & Administr	Administrative function	JOHN WOOLLEY	10/01/2008	0:00:00	TRIP	TRIPPED OVER LOW LEVEL COPPER PIPE ON WALLACE THEATRE ROOF I
5 University Library	Administrative function	FISHER LIBRARY	10/01/2008	15:15:00	OTHER	DEEP CUT ON FINGER CUTTING FRUIT FOR AFTERNOON TEA IN COMMON
6 Veterinary Science	Administrative function	J.L.SHUTE	10/01/2008	14:00:00	EXPOSURE TO	APPEARS TO HAVE ALLERGIC REACTION TO MITES IN OATEN CHAFF.
7 NH&MRC Clinical Trials Centri	Administrative function	MALLET ST CAMPUS	11/01/2008	16:30:00	FALL	FELL OFF BIKE ON WAY HOME FROM WORK. GRAZED AND BRUISED LEFT
8 Civil	Administrative function	CIVIL & MINING ENGINEE	11/01/2008	11:30:00	OVEREXERTIO	LEFT SHOULDER STRAIN FROM MOVING HEAVY EQUIPMENT FROM SOIL I
9 Veterinary Science	Administrative function	EVELYN WILLIAMS	14/01/2008	15:30:00	BITE BY ANIMA	BITE WOUND FROM RECOVERING DOG.
10 Veterinary Science	Administrative function	EVELYN WILLIAMS	14/01/2008	11:30:00	TRIP	TRIPPED ON UNEVEN FLOOR INSPECTING CONSTRUCTION AREA. PROBL
11 Economics & Business - other	Administrative function	MEREWETHER	14/01/2008	0:00:00	SLIP	BROKE NOSE SLIPPING ON STAIRS AFTER PRESENTING PAPER AT DEMO
12 Information & Communications	Administrative function	INFORMATION SERVICES	14/01/2008	17:20:00	FALL	CAUGHT FOOT BETWEEN BOXES IN FOYER. FELL AND SAT ON BOX. NO IN
13 Agricultural Sciences	Administrative function	BIOCHEMISTRY	14/01/2008	11:00:00	HIT BY MOVINC	PUSHED OPEN DOOR TO KITCHEN, KNOCKED OVER PANEL LEANING AGA
14 AFNR Administration, Other	Administrative function	J.R.A.MCMILLAN BUILDIN	14/01/2008	0:00:00	OTHER	MALARIA ATTACK. PRESUMABLY INFECTED DURING FIELDWORK IN PAPU
15 Veterinary Science	Administrative function	EVELYN WILLIAMS	15/01/2008	13:50:00	CONTACT WITH	ELECTRIC SHOCK WHEN TOUCHED POWER PANEL.
16 Science Administration, Other	Administrative function	CARSLAW	15/01/2008	0:00:00	CONTACT WITH	FIRE DOOR PAINTED WITH OILBASED PAINT. NO CONSULTATION WITH ST
17 Veterinary Science	Administrative function	EVELYN WILLIAMS	16/01/2008	21:30:00	VEHICLE ACCII	FELL ASLEEP AT WHEEL OF CAR WHILE DRIVING TO WORK.
18 Exercise & Sport Science	Administrative function	CUMBERLAND CAMPUS	17/01/2008	7:00:00	FALL	TWISTED LEFT ANKLE ON STAIRS AT WESTMEAD TRAIN STATION ON WAY
19 Biological Sciences	Administrative function	MACLEAY	17/01/2008	16:30:00	CONTACT WITH	DISINTEGRATION OF PLASTIC CONTAINER CONTAINING WHITE SAPONIN I
20 Agricultural Sciences	Administrative function	BIOCHEMISTRY	17/01/2008	9:00:00	OVEREXERTIO	SEVERE LOWER BACK PAIN TWO DAYS AFTER LIFTING.
21 Veterinary Science	Administrative function	RURAL VETERINARY CEN	18/01/2008	10:30:00	BITE BY ANIMA	BITTEN ON FACE BY FEMALE GERMAN SHEPHERD WHILE TAKING HEART
22 Mathematics & Statistics	Administrative function	CARSLAW	18/01/2008	17:00:00	CONTACT WITH	ELECTRIC SHOCK FROM LIGHT SWITCH.
23 Veterinary Science	Administrative function	EVELYN WILLIAMS	18/01/2008	12:00:00	HIT BY ANIMAL	DEEP SCRATCHES TO BACK OF ELBOW AND LOWER ARM FROM CAT WHI
24 Veterinary Science	Administrative function	EVELYN WILLIAMS	18/01/2008	16:40:00	OTHER	WARM SENSATION DOWN SPINE FROM BASE OF NECK TO MID THORAX A
25 School of Letters, Art & Media	Administrative function	JOHN WOOLLEY	19/01/2008	0:00:00	EXPOSURE EN	HEAT & HUMIDITY IN WOOLLEY BLDG CREATES AN OH&S HAZARD FOR M
26 Veterinary Science	Administrative function	J.L.SHUTE	19/01/2008	8:55:00	VEHICLE ACCII	DRIVING TO WORK IN RAIN CAR LOST TRACTION AND SPUN OFF ROAD MI
27 Nursing	Administrative function	MALLET ST CAMPUS	21/01/2008	0:00:00	EXPOSURE ME	ON LEAVE BECAUSE OF WORKPLACE STRESS.
28 Infectious Diseases	Administrative function	BLACKBURN	22/01/2008	15:30:00	FALL	FELL DOWN STAIRS DESCENDING STAIRS IN RESPONSE TO FIRE ALARM.
29 Sydney Conservatorium of Mu	Administrative function	CONSERVATORIUM OF M	23/01/2008	11:45:00	OTHER	ABDOMINAL STRAIN CAUSED BY COUGHING FIT.
30 University Library	Administrative function	FISCHER LIBRARY BOOK	24/01/2008	10:00:00	TRIP	TRIPPED UP STAIRS AT ENTRY TO FISHER LIBRARY NOW ALTERED BY CC
31 HR Service Centre	Administrative function	MARGARET TELFER	25/01/2008	10:30:00	REPETITIVE M	PULLED MUSCLE FROM CONTINUAL TWISTING AT WORKSTATION.
32 HR Service Centre	Administrative function	MARGARET TELFER	25/01/2008	0:00:00	OTHER/MULTIF	DUST AND FUMES FROM DEMOLITION AND RENOVATION ON LEVELS 2 AN
33 Veterinary Science	Administrative function	EVELYN WILLIAMS	25/01/2008	10:55:00	SLIP	SLIPPED IN PUDDLE OF DOG SALIVA WHEN ENTERING CLINIC.
34 Physiology	Administrative function	ANDERSON STUART	25/01/2008	14:00:00	BUMPING INTC	FINE SHARP GLASS ELECTRODE PENETRATED SKIN OF BACK OF HAND.
35 CIS Management & Administr	Administrative function	MEDICAL FOUNDATION	25/01/2008	0:00:00	TRIP	PAIN IN RIGHT KNEE WHILE USING MOVEABLE BINS. MISSED FOOTING ON
36 Veterinary Science	Administrative function	VETERINARY PATHOLOG	29/01/2008	0:00:00	EQUIPMENT D/	XYLENE LEAK FROM FAULTY WASHER IN DRUM.
37 Architecture, Design & Plannin	Administrative function	WILKINSON	29/01/2008	9:00:00	FALL	FELL ON STEPS HARD ON RIGHT HIP. CONTINUING PAIN IN BACK AND NE
38 Pharmacy	Administrative function	PHARMACY	29/01/2008	18:05:00	EQUIPMENT D/	PROTRUDING MATERIAL ON STEP CAUSING SERIOUS TRIP HAZARD.
39 Education and Social Work	Administrative function	NEW EDUCATION	30/01/2008	10:30:00	CONTACT WITH	BOILING WATER SPILT ON HAND WHILE MAKING TEA.
40 CIS Management & Administr	Administrative function	SERVICES	31/01/2008	15:00:00	BUMPING INTC	DIGGING HOLES WITH CORER WHICH GRABBED ONTO SOMETHING IN GR
41 Chemistry	Administrative function	CHEMISTRY	31/01/2008	14:10:00	OTHER	CUT RIGHT THUMB WITH BROKEN PIPETTE.
42 Chemistry	Administrative function	CHEMISTRY	31/01/2008	15:15:00	CONTACT WITH	FACIAL SKIN CONTACT WITH CHEMICALS (2-BROMOMESTYLENE AND OT
43 Veterinary Science	Administrative function	EVELYN WILLIAMS	1/02/2008	12:15:00	BITE BY ANIMA	REMOVING SEDATED CAT FROM CAGE FOR ULTRASOUND. CAT BECAME
44 Veterinary Science	Administrative function	J.L.SHUTE	1/02/2008	8:30:00	BITE BY ANIMA	STUNG BY WASPS WHEN WALKING NEAR BUILDING.
45 Infectious Diseases	Administrative function	BLACKBURN	1/02/2008	11:00:00	CONTACT WITH	ACCIDENTALLY BURNT RIGHT INDEX FINGER WHEN INOCULATING BACTE
46 University Library	Administrative function	FISHER LIBRARY	1/02/2008	17:15:00	OVEREXERTIO	Sharp pain in back when pushing shopping trolley after work.
47 Veterinary Science	Administrative function	EVELYN WILLIAMS	2/02/2008	16:10:00	BITE BY ANIMA	SCRATCHED BY CAT WHILE TAKING CAT'S TEMPERATURE.
48 Medicine	Administrative function	BLACKBURN	4/02/2008	16:45:00	CONTACT WITH	CONTACT WITH HYDROQUINONE SOLUTION (100% ALCOHOL AND SODIUM
49 Medicine	Administrative function	ROYAL NORTH SHORE	4/02/2008	9:00:00	SLIP	SLIPPED AND FELL ON WAY TO WORK.
50 Biological Sciences	Administrative function	HEYDON-LAURENCE	5/02/2008	16:40:00	BUMPING INTC	HIT & CUT HEAD ON INCUBATOR DOOR WHEN LOOKING UNDER INCUBATI

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Attachment for Item 3.1a

51	CIS Management & Administration	Administrative function	SERVICES	5/02/2008	12:30:00	CONTACT WITH DRANK ABOUT 100MLS OF CONTAMINATED WATER FROM THE WATER CC
52	CIS Management & Administration	Administrative function	SERVICES	5/02/2008	12:30:00	CONTACT WITH DRANK ABOUT 1/4 LITRE OF CONTAMINATED WATER.
53	Medicine	Administrative function	WESTMEAD	7/02/2008	15:30:00	OTHER CUT RIGHT INDEX FINGER OPENING GLASS VIAL WHICH SHATTERED.
54	Veterinary Science	Administrative function	EVELYN WILLIAMS	11/02/2008	19:00:00	BITE BY ANIMAL BITTEN BY DOG ON RIGHT THUMB DURING PHYSICAL EXAMINATION OF D
55	University Library	Administrative function	CARSLAW	11/02/2008	7:45:00	TRIP TRIPPED ON UNEVEN PAVING LANDING ON RIGHT HIP, CALF, WRIST AND
56	Information & Communications	Administrative function	LINK	11/02/2008	10:00:00	OTHER COLLAPSED AT WORK AT APPROX 10AM. ADMITTED TO WESTMEAD EMEF
57	CIS Management & Administration	Administrative function	INFORMATION SERVICES	12/02/2008	17:15:00	BUMPING INTO HIT RIGHT HIP ON TRESTLE TABLE WHILE CARRYING IT UP STAIRS (?). SC
58	CIS Management & Administration	Administrative function	CUMBERLAND CAMPUS	12/02/2008	12:00:00	EXPOSURE TO STOMACH PROBLEMS FROM ANXIETY BROUGHT ON BY STRESS INDUCED
59	Chemistry	Administrative function	CHEMISTRY	13/02/2008	8:15:00	OTHER CUT FINGER ON BROKEN GLASS IN STUDENT CUPBOARD WHEN REPAIRING
60	Agricultural Sciences	Administrative function	BIOCHEMISTRY	13/02/2008	14:15:00	OTHER CUT LEFT INDEX FINGER WITH SCALPEL BLADE WHEN OPENING PETRI DISH
61	Physics	Administrative function	PHYSICS	13/02/2008	13:05:00	OTHER FOOTPATH TILE RAISED BY ONE INCH, ROLLED ANKLE WHILE WALKING.
62	University Library	Administrative function	FISHER LIBRARY	14/02/2008	7:50:00	SLIP SLIPPED ON WET METAL PLATE SET IN FOOTPATH NEAR REDFERN STATUE
63	University Library	Administrative function	MADSEN	14/02/2008	17:00:00	TRIP TRIPPED OVER TREE ROOT WHEN WALKING ROUND GROUP OF STUDENTS
64	School of Philosophical & Historical Studies	Administrative function	CHRISTOPHER BRENNAN	14/02/2008	0:00:00	REPETITIVE MOTION INCREASING PAIN IN LEFT AND RIGHT FOREARMS ESPECIALLY WHEN TRYING
65	Biological Sciences	Administrative function	HEYDON-LAURENCE	15/02/2008	15:00:00	OTHER ROLLED ANKLE ON UNEVEN PAVEMENT ON SCIENCE RD WALKING FROM
66	HR Service Centre	Administrative function	MARGARET TELFER	15/02/2008	12:00:00	FALL FELL DOWN STAIRS BETWEEN MANNING BAR & EDUCATION BUILDING AND
67	Financial Services	Administrative function	MARGARET TELFER	18/02/2008	17:00:00	HIT BY VEHICLE HIT BY CAR WHEN CROSSING ROAD (AT CORNER OF GLEBE POINT RD AND
68	Central Clinical School	Administrative function	ADVANCED TECHNOLOGY	19/02/2008	15:00:00	HIT BY FALLING JAMMED FINGERS OF LEFT HAND IN WINDOW.
69	Medicine	Administrative function	MAIN BUILDING	20/02/2008	9:25:00	TRIP TRIPPED UP STAIRS. ABRASIONS AND BRUISING ON RIGHT LEG.
70	Chemistry	Administrative function	CHEMISTRY	21/02/2008	11:50:00	EQUIPMENT DAMAGE SEaled QUARTZ CAPILLARY TUBE EXPLODED AFTER REMOVAL FROM
71	CIS Management & Administration	Administrative function	MAIN BUILDING	21/02/2008	10:15:00	OVEREXERTION PAIN IN UPPER BACK AND NECK AREA WHILE MOVING AND STACKING CH
72	University Library	Administrative function	FISHER LIBRARY	22/02/2008	15:00:00	CONTACT WITH INHALED PHOTOCOPY TONER WHEN CHANGING TONER IN MACHINE. WE
73	University Library	Administrative function	FISHER LIBRARY	22/02/2008	15:30:00	CONTACT WITH INHALED TONER FROM PHOTOCOPIER FOLLOWING TONER SPILL.
74	Electrical and Information Technology	Administrative function	ELECTRICAL ENGINEERING	25/02/2008	0:00:00	FALL LEFT LEG TWISTED WHILE WALKING HOME ALONG KING GEORGES RD FROM
75	Education and Social Work	Administrative function	NEW EDUCATION	26/02/2008	9:30:00	TRAPPED IN/BEHIND TRAPPED IN LIFT. MADE EMERGENCY CALL TO KELLY WHO NEVER CALLED
76	Veterinary Science	Administrative function	EVELYN WILLIAMS	27/02/2008	10:00:00	EXPOSURE TO FEELING UNWELL SINCE 24 FEB. VOMITING & DIARRHOEA ON 27 FEB. SENT
77	Pharmacology	Administrative function	BOSCH	28/02/2008	17:30:00	OTHER JABBED FINGER WHILE INJECTING RAT.
78	Dean's Unit	Administrative function	QE II RESEARCH INSTITUTE	29/02/2008	18:30:00	TRIP TWISTED RIGHT ANKLE MISSING BOTTOM STEP ON WAY OUT OF BUILDING
79	Medicine	Researcher	WESTMEAD	3/03/2008	6:40:00	FALL Fell while walking to catch ferry and twisted big right toe. Became swollen and painful
80	Information & Communications	Administrative function	SERVICES	4/03/2008	11:00:00	BITE BY ANIMAL BITTEN ON RIGHT ANKLE BY WASP. LOCALISED RED RAISED AREA, SWELLING
81	Veterinary Science	Administrative function	EVELYN WILLIAMS	4/03/2008	14:30:00	EQUIPMENT DAMAGE CAR PULLED OUT IN FRONT ON WAY TO WORK. MINOR ACCIDENT - NO MOVEMENT
82	CIS Management & Administration	Administrative function	SERVICES	4/03/2008	11:00:00	OTHER TRYING TO UNJAM TRUCK TAILGATE LEVER HAND SLIPPED CAUSING RIG
83	University Library	Administrative function	CUMBERLAND CAMPUS	5/03/2008	10:30:00	HIT BY FALLING VOLUMES OF JOURNALS FELL ON RIGHT HAND. UNSURE WHETHER SHELL
84	Biological Sciences	Administrative function	MACLEAY	5/03/2008	13:00:00	BITE BY ANIMAL STUNG BY WASP ON 4TH FINGER OF RIGHT HAND WHILE REMOVING WEE
85	Veterinary Science	Administrative function	J.L.SHUTE	5/03/2008	12:00:00	TRAPPED BETWEEN HAND JAMMED BETWEEN SOW'S HEAD AND METAL FENCE WHEN SOW PULLED
86	Physiotherapy	Student	CUMBERLAND CAMPUS	5/03/2008	7:45:00	HIT BY VEHICLE Travelling toward Chapel Rd Sth on Macauley Ave when a car pulled out in front of
87	Electron Microscope Unit	Administrative function	MADSEN	7/03/2008	10:00:00	EQUIPMENT DAMAGE STRANGE UNKNOWN ODOURS IN OFFICES LG08 AND LG09 IN MADSEN FLOOR
88	Seymour Theatre Centre	Administrative function	SEYMOUR THEATRE CENTRE	7/03/2008	8:30:00	BUMPING INTO WALKED THROUGH AREA USED FOR MANY YEARS BUT HEAD DOWN LOOKING
89	Seymour Theatre Centre	Administrative function	SEYMOUR THEATRE CENTRE	8/03/2008	22:30:00	FALL ROLLED RIGHT ANKLE ON STAIRS AND FELL 6-8 STEPS. ABRASIONS TO LEFT
90	Biological Sciences	Administrative function	OLD GEOLOGY	9/03/2008	16:15:00	CONTACT WITH ARM BELOW GLOVE TOUCHED HOT METAL AS BOTTLES WERE REMOVED
91	Chemistry	Administrative function	CHEMISTRY	10/03/2008	0:00:00	CONTACT WITH MERCURY THERMOMETER HEATED IN OVEN TO OVER MAX TEMP AND PRESSURE
92	Veterinary Science	Administrative function	VETERINARY PATHOLOGY	10/03/2008	11:00:00	EQUIPMENT DAMAGE 2 LITRE WINCHESTER OF ETHANOL FOUND TO HAVE EXPLODED ON BENCH
93	Pharmacy	Administrative function	PHARMACY	10/03/2008	0:00:00	REPETITIVE MOTION RIGHT FOREARM/WRIST TENDONITIS DUE TO TYPING.
94	Veterinary Science	Student	J.L.SHUTE	10/03/2008	12:00:00	VEHICLE ACCIDENT Skidded on gravel road and lost control of car while driving back from Arthursleigh
95	School of Philosophical & Historical Studies	Administrative function	MUNGO MACCALLUM	11/03/2008	7:30:00	OVEREXERTION STRAINED SHOULDER MUSCLE WHILE STRAIGHTENING DESKS AND CHAIRS
96	Engineering Administration, Other	Administrative function	CIVIL & MINING ENGINEERING	12/03/2008	7:20:00	HIT BY VEHICLE SITTING IN CAR IN STATIONARY TRAFFIC WHEN CAR BEHIND DROVE INTO
97	Veterinary Science	Administrative function	J.D.STEWART	12/03/2008	12:50:00	EQUIPMENT DAMAGE CONTAINERS EXPLODED IN FACULTY WASTE DEPOT (ROOM 109) AND DANGER
98	Veterinary Science	Administrative function	VETERINARY PATHOLOGY	12/03/2008	11:45:00	OTHER/MULTIFACETED URINE SAMPLE PRESENTED TO LABORATORY RADIOACTIVE BUT UNLABELED
99	Financial Services	Administrative function	MARGARET TELFER	12/03/2008	9:00:00	UNSPECIFIED INJURY TO LEFT ARM/SHOULDER.
100	Physiotherapy	Lecturer, tutor, teacher or	CUMBERLAND CAMPUS	12/03/2008	0:00:00	UNSPECIFIED INJURY Back pain as consequence of manipulation by fellow student in class.
101	Medicine	Student	WESTMEAD	12/03/2008	11:00:00	OTHER Cut index finger with matrix band.

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Attachment for Item 3.1a

102 Pharmacy	Administrative function	PHARMACY	14/03/2008	8:30:00	OVEREXERTIO	RIPPED MUSCLE WHILE CROSSING ROAD TRYING TO AVOID CAR.
103 CIS Management & Administration	Administrative function	SERVICES	15/03/2008	11:55:00	FALL	WALKING UP STAIRS IN GARDEN NEXT TO EDWARD FORD BLDG WHEN SLIPPED
104 Biological Sciences	Lecturer, tutor, teacher or	HEYDON-LAURENCE	15/03/2008	15:00:00	OVEREXERTIO	Jarred knee while kneeling to observe ants. Sharp pain now when knee bears weight
105 Medicine	Administrative function	OPHTHAMOLOGY & EYE H	17/03/2008	17:30:00	HIT BY VEHICL	RIGHT SIDE OF NECK AND SHOULDER PAIN AND STIFFNESS AFTER CAR F
106 University Library	Administrative function	BADHAM	17/03/2008	12:30:00	BUMPING INTC	WALKING OUT OF SHOP AT BROADWAY SHOPPING CENTRE AND WALKED
107 Dentistry	Researcher	WESTMEAD	17/03/2008	8:30:00	FALL	Riding bicycle through intersection on Darcy Road when car turned in front and cc
108 Pharmacy	Lecturer, tutor, teacher or	PHARMACY	17/03/2008	14:00:00	CONTACT WITH	Touched bottom of styrofoam box which contained raw autoclave waste. Washed
109 Archives & Records Management	Administrative function	SERVICES	17/03/2008	11:00:00	HIT BY MOVING	Compactus unit moved and handle hit left wrist.
110 Anatomy & Histology	Researcher	ANDERSON STUART	17/03/2008	0:00:00	REPETITIVE M(	Tennis elbow (lateral epicondylitis) and mild case of ulnar nerve neuropathy on rig
111 Medicine	Computer or IT systems c	BOSCH	18/03/2008	11:00:00	CONTACT WITH	Fumes from work being undertaken by VEOLIA water network for Lismore City Cc
112 Medicine	Administrative function	BOSCH	18/03/2008	11:00:00	CONTACT WITH	Fumes from water pipe sealing work (undertaken by Veolia Water Network) create
113 Chemistry	Student	CHEMISTRY	18/03/2008	11:45:00	CONTACT WITH	Chemical burn (dichloromethanemethanol) to skin near right eye. Result of solver
114 Veterinary Science	Animal handler or attende	EVELYN WILLIAMS	18/03/2008	18:00:00	BITE BY ANIMA	Bitten by cat while hand feeding. Cat accidentally bit intern's finger while feeding.
115 Physics	Administrative function	BIOCHEMISTRY	18/03/2008	9:30:00	HIT BY VEHICL	Hit by reversing van in delivery laneway next to Microbiology Building (G08). Fell c
116 Health Sciences Administration	Lecturer, tutor, teacher or	CUMBERLAND CAMPUS	18/03/2008	0:00:00	REPETITIVE M(	Wrist discomfort (tenosynovitis).
117 Medicine	Researcher	WESTMEAD	19/03/2008	7:45:00	TRIP	Burned left hand with hot coffee when tripped walking up stairs.
118 Veterinary Science	Veterinary Officer	STUDENTS /VISITORS /C	19/03/2008	12:00:00	HIT BY ANIMAL	Dog recovering from anaesthesia thrashing due to emergence reaction. Trying to
119 Economics & Business - other	Administrative function	MEREWETHER	19/03/2008	0:00:00	HIT BY VEHICL	Motor vehicle accident on Phillip St Parramatta. Bruised right toe, right shoulder a
120 Veterinary Science	Administrative function	EVELYN WILLIAMS	20/03/2008	10:00:00	NO CODE ENTI	Blocked toilet and contents all over clinic floor. Unpleasant smell.
121 Exercise & Sport Science	Lecturer, tutor, teacher or	CUMBERLAND CAMPUS	20/03/2008	11:30:00	FALL	Giving demonstration on treadmill to student who stopped running without warnin
122 University Library	Library staff	MADSEN	25/03/2008	0:00:00	REPETITIVE M(	Tingling in left hand, sore wrist and forearm from scanning book barcodes with ba
123 HR Service Centre	Administrative function	MARGARET TELFER	25/03/2008	13:45:00	TRIP	Trip caused bruising and abrasions to face, right hand and left leg.
124 Education and Social Work	Lecturer, tutor, teacher or	NEW EDUCATION	27/03/2008	17:40:00	FALL	Admitted to RPAH following fall from bicycle hitting pothole. Bruise to left face, sh
125 CIS Management & Administration	Administrative function	SERVICES	27/03/2008	18:00:00	OTHER/MULTIF	Collapsed in women's toilets in G12 while working late. Collapsed again on way to
126 CIS Management & Administration	Administrative function	SERVICES	27/03/2008	11:00:00	EXPOSURE ME	Allegedly requested by manager Samantha Harder in a strong commanding tone i
127 Information & Communications	Administrative function	STUDENTS /VISITORS /C	28/03/2008	9:00:00	STEP/JUMP FR	Stepped off curb and rolled ankle. Mild sprain, some swelling. First aider applied F
128 CIS Management & Administration	Administrative function	SERVICES	1/04/2008	0:00:00	EXPOSURE ME	Sick leave submitted citing stress-related symptoms as result of work environmen
129 Chemistry	Student	CHEMISTRY	1/04/2008	17:00:00	OTHER	Cleaning test tube when it snapped and cut thumb.
130 Exercise & Sport Science	Workshop or Studio staff	CUMBERLAND CAMPUS	1/04/2008	13:00:00	FALL	Overbalanced at top of stairwell trying to hold onto handrail. Hand slipped off rail a
131 Physics	Student	STUDENTS /VISITORS /C	1/04/2008	14:00:00	NO CODE ENTI	Student found curled up in corridor of A28 with obvious stomach pain. Ambulance
132 Veterinary Science	Animal handler or attende	EVELYN WILLIAMS	2/04/2008	15:00:00	OTHER	Found collapsed and semiconscious in bathroom at work. Appears to have faintec
133 Veterinary Science	Student	EVELYN WILLIAMS	2/04/2008	11:30:00	BUMPING INTC	Playing touch football nose hit opponent's shoulder. Fell back landing on back, sh
134 School of Letters, Art & Media	Administrative function	JOHN WOOLLEY	3/04/2008	14:25:00	FALL	Heel of flat shoe caught between uneven paving stones. Pitched forward severely
135 Pharmacy	Visitor	ROSS STREET BUILDING	3/04/2008	8:50:00	TRIP	Walking down stairs twisted left ankle (?).
136 Arts Administration, Other	Administrative function	MAIN BUILDING	3/04/2008	13:50:00	HIT BY FALLING	Sitting on a bench near Fisher tennis courts when a sign that was improperly secu
137 Veterinary Science	Student	EVELYN WILLIAMS	3/04/2008	0:00:00	CONTACT WITH	Scalded by hot water while making coffee.
138 Health Sciences Administration	Library staff	CUMBERLAND CAMPUS	3/04/2008	0:00:00	EXPOSURE TO	Sneezing, watery eyes, postnasal drip, headaches. Allergic to dust. Test done at C
139 Biological Sciences	Student	STUDENTS /VISITORS /C	5/04/2008	16:00:00	CONTACT WITH	Contact conjunctivitis eye injury from spiky plant known as 'wait-a-while' while on f
140 Biological Sciences	Lecturer, tutor, teacher or	HEYDON-LAURENCE	7/04/2008	20:30:00	HIT BY PERSON	Robbery outside Heydon-Laurence building. Cuts to right hand and chest.
141 Grounds	Attendant / driver	MEREWETHER	7/04/2008	21:00:00	FALL	Walking down Peter Nicoll Russell Building (J02) lecture theatre stairs and lost foc
142 Sydney Conservatorium of Music	Administrative function	CONSERVATORIUM OF M	7/04/2008	0:00:00	EXPOSURE ME	Psychological stress and anxiety created by difficult changes in condition and pers
143 Veterinary Science	Animal handler or attende	J.L.SHUTE	7/04/2008	13:30:00	BITE BY ANIMA	Stung on face by wasp while repairing gate.
144 Pharmacy	Laboratory worker	PHARMACY	8/04/2008	13:30:00	OTHER	Bottle broke while taking off top. Very deep cut on index finger of left hand.
145 School of Letters, Art & Media	Administrative function	R.C.MILLS	8/04/2008	9:30:00	SLIP	Slipped on wet pavement (scattered with figs and tree debris) and fell scraping rig
146 Archives & Records Management	Administrative function	MAIN BUILDING	8/04/2008	8:30:00	HIT BY VEHICL	Travelling to work on electric bike and hit by fuel tanker at roundabout at corner of
147 Economics & Business - other	Administrative function	BURREN ST	8/04/2008	0:00:00	OVEREXERTIO	Back strain (left side) while clearing out old IT items and files.
148 Chemistry	Student	CHEMISTRY	9/04/2008	11:30:00	OTHER	Glass cut from micro test tube.
149 Medicine	Student	CUMBERLAND CAMPUS	9/04/2008	12:20:00	OTHER	Middle finger on left hand jammed in entrance door as door closed. Subsequently
150 COO Administration	Administrative function	MAIN BUILDING	9/04/2008	7:40:00	SLIP	Slipped on floor near Nicholson Museum and fell to ground bruising and grazing le
151 Medicine	Student	MEDICAL FOUNDATION	9/04/2008	0:00:00	SLIP	Slipped on ground floor courtyard on rainwet tiles. Chip fracture to the scaphoid b
152 Veterinary Science	Animal handler or attende	EVELYN WILLIAMS	10/04/2008	15:00:00	NO CODE ENTI	Restricted neck movement after jarring neck the day before. Heat pack applied. T

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Attachment for Item 3.1a

153 Pharmacy	Laboratory worker	PHARMACY	10/04/2008	12:30:00 CONTACT WITH	Solution of O.IMNaOH (?) burst out of filter during filtration and splashed onto face
154 Medicine	Administrative function	ROYAL PRINCE ALFRED I	10/04/2008	17:30:00 EXPOSURE ME	Phone call received at 5.30pm on 10 April advising Margaret would be absent due
155 Chemistry	Lecturer, tutor, teacher or	CHEMISTRY	10/04/2008	16:45:00 CONTACT WITH	Bottle containing ca 300ml of thiocyanate (?) broken and liquid spilled outside fun
156 Architecture, Design & Plannin	Workshop or Studio staff	WILKINSON	10/04/2008	8:30:00 HIT BY VEHICL	Vehicle turned left across my path knocking me off my motorcycle. Injury to left wr
157 Veterinary Science	Veterinary Officer	J.L.SHUTE	10/04/2008	0:00:00 EXPOSURE ME	Alleged anxiety and depression.
158 Other - not listed	Administrative function	STUDENTS /VISITORS /C/	10/04/2008	9:00:00 TRIP	Tripped on covering material on Manning Rd footpath falling onto hands bruising a
159 Veterinary Science	Student	EVELYN WILLIAMS	11/04/2008	0:00:00 BITE BY ANIMA	Bitten on right thumb by cat.
160 Biological Sciences	Student	HEYDON-LAURENCE	13/04/2008	14:30:00 FALL	Fell down couple of stairs. Bruise on lower calf. Unable to put weight on leg.
161 Student Administration Service	Administrative function	NEW EDUCATION	14/04/2008	0:00:00 REPETITIVE M/	Increasing and ongoing pain in left shoulder, neck and arm related to sitting and k
162 Agricultural Sciences	Researcher	ROSS STREET BUILDING	14/04/2008	10:30:00 OVEREXERTIO	Twisted back while trying to remove trolley from base of empty two drawer filing ca
163 Sydnovate	Administrative function	SCHOOL OF INFORMATI	14/04/2008	8:45:00 TRIP	Fell while walking injuring knee.
164 Dentistry	Administrative function	UNITED DENTAL HOSPIT/	14/04/2008	6:40:00 TRIP	Tripped and fell up stairs at Epping railway station.
165 Physiotherapy	Student	CUMBERLAND CAMPUS	14/04/2008	15:00:00 OVEREXERTIO	Felt immediate discomfort after screw manipulation. Discomfort relieved on standi
166 Sydney College of the Arts	Administrative function	KIRKBRIDE CAMPUS	15/04/2008	0:00:00 REPETITIVE M/	Neck and arm/hand pain for several months. Recently unable to work for a week c
167 Chemistry	Student	CHEMISTRY	16/04/2008	12:00:00 BUMPING INTC	Burner inside of finger on tripod when tripod tipped over.
168 Chemistry	Student	CHEMISTRY	16/04/2008	12:05:00 BUMPING INTC	Small sharps injury to thumb from glass.
169 Veterinary Science	Student	BREAKWELL	16/04/2008	15:00:00 BITE BY ANIMA	Accidentally biton on thumb by cow while assisting first year student restraining t
170 Veterinary Science	Student	EVELYN WILLIAMS	16/04/2008	11:00:00 HIT BY ANIMAL	Rolled by horse. Strained right knee and painful left shoulder.
171 Chemistry	Student	BIOCHEMISTRY	16/04/2008	16:00:00 BUMPING INTC	Needlestick injury with sterile needle.
172 Veterinary Science	Veterinary Officer	EVELYN WILLIAMS	17/04/2008	15:30:00 SLIP	Rolled right ankle on wet floor while removing cat from cage. Broke fall on table b
173 Other - not listed	Administrative function	MARGARET TELFER	18/04/2008	8:30:00 TRIP	Sprained ankle on road when dropping off child at childcare on way to work.
174 Physiotherapy	Student	CUMBERLAND CAMPUS	18/04/2008	12:00:00 CONTACT WITH	Loose tendon on superficial upper limb specimen flicked up and flicked liquid (mai
175 Economics & Business - other	Lecturer, tutor, teacher or	ECONOMICS & BUSINESS	21/04/2008	9:30:00 HIT BY VEHICL	Vehicle crashed into the back of my car on the way to work while stationary. Sust
176 Seymour Theatre Centre	Administrative function	SEYMOUR THEATRE CEN	21/04/2008	10:10:00 OTHER/MULTIF	Jarred lower back when moving treads from theatre stopped suddenly.
177 Biological Sciences	Student	OLD GEOLOGY	21/04/2008	15:25:00 BUMPING INTC	Eye injury [unable to read handwriting on faxed copy]
178 Veterinary Science	Administrative function	VETERINARY SCIENCE C	21/04/2008	17:20:00 STEP/JUMP FR	Right ankle gave way stepping from kerb onto street and fell forward onto left kne
179 Sydney Conservatorium of Mu	Student	CONSERVATORIUM OF M	21/04/2008	0:00:00 OTHER/MULTIF	Student landed hard on ankle while rehearsing in Verbrugghen Hall. Rested ankle
180 Economics & Business - other	Lecturer, tutor, teacher or	MEREWETHER	21/04/2008	0:00:00 REPETITIVE M/	Shoulder injury due to workstation use.
181 Economics & Business - other	Lecturer, tutor, teacher or	ECONOMICS & BUSINESS	22/04/2008	6:00:00 HIT BY VEHICL	Hit car coming from left on Redfern St turning right into Regent St Redfern. Sustai
182 Student Administration Service	Administrative function	CUMBERLAND CAMPUS	22/04/2008	9:00:00 SLIP	Slipped on water from leaking refrigerator and fell on floor. Landed on left hip and
183 Pharmacy	Visitor	STUDENTS /VISITORS /C/	23/04/2008	18:20:00 TRIP	Tripped and fell walking from quadrangle to meeting in Pharmacy Practice Found
184 Pharmacy	Student	PHARMACY	23/04/2008	16:30:00 CONTACT WITH	Accidental splash of ibuprofen and NaOH near mouth.
185 Chemistry	Student	CHEMISTRY	23/04/2008	11:00:00 BUMPING INTC	Broke stirring rod and hurt finger.
186 Medicine	Researcher	BLACKBURN	23/04/2008	0:00:00 REPETITIVE M/	RSI type pain in arm and shoulder through shoulder blade and down the right side
187 Electron Microscope Unit	Student	STUDENTS /VISITORS /C/	23/04/2008	18:55:00 FALL	Back injury during judo. Suspects possible slipped disc.
188 Central Clinical School	Administrative function	BLACKBURN	23/04/2008	18:20:00 TRIP	Tripped on loose board covering council trench. Fell onto knee then onto face.
189 Arts Administration, Other	Administrative function	MAIN BUILDING	28/04/2008	0:00:00 REPETITIVE M/	Strained neck and upper back muscles from hunching over laptop.
190 Behavioural & Community Hea	Researcher	STUDENTS /VISITORS /C/	28/04/2008	11:00:00 FALL	Fell backwards when sensed sliding door closed. Not injured.
191 CIS Management & Administrat	Gardener	SERVICES	29/04/2008	8:30:00 HIT BY MOVINC	Brushcutting scrub using steel blade attachment when hit something hidden in the
192 Pathology	Researcher	BLACKBURN	29/04/2008	12:30:00 BUMPING INTC	Finger jammed in metal drawer while closing. Not very deep cut but bit of blood.
193 Molecular & Microbial Bioscien	Laboratory worker	BIOCHEMISTRY	1/05/2008	14:15:00 CONTACT WITH	Strong smell of bleach in office after bleach washed down sink in fume cupboard.
194 Chemistry	Student	CHEMISTRY	1/05/2008	13:45:00 CONTACT WITH	Spilled large quantity of mixture containing chromium and concentrated acetic aci
195 Pharmacy	Student	PHARMACY	1/05/2008	16:00:00 BUMPING INTC	Pricked with syringe containing serratia marcescens bacteria.
196 NH&MRC Clinical Trials Centr	Administrative function	MALLETT ST CAMPUS	1/05/2008	0:00:00 REPETITIVE M/	Pain in right arm and shoulder for the past six weeks.
197 Physics	Administrative function	PHYSICS	1/05/2008	0:00:00 REPETITIVE M/	Severe pain in both hands and wrists. Carpal tunnel syndrome. Hands now in wris
198 Chemistry	Student	CHEMISTRY	2/05/2008	13:50:00 CONTACT WITH	Separatory funnel containing glacial acetic acid and Cr(111) reagents cracked, sp
199 Health Sciences Administrati	Administrative function	CUMBERLAND CAMPUS	2/05/2008	9:30:00 FALL	Chair rolled back when sitting down and fell on right arm for support. Went to Aub
200 Student Administration Service	Administrative function	CUMBERLAND CAMPUS	5/05/2008	8:35:00 VEHICLE JARR	Jarred back when thrown forward and back in seat when bus suddenly braked.
201 Biological Sciences	Student	HEYDON-LAURENCE	5/05/2008	14:15:00 BUMPING INTC	Bumped head on furniture trolley when bending to pick up delivery form.
202 Health Sciences Administrati	Administrative function	CUMBERLAND CAMPUS	5/05/2008	8:35:00 BUMPING INTC	Banged knee and arm to stop from falling when driving. Hit the brake to avoid an
203 Psychology	Workshop or Studio staff	CHRISTOPHER BRENNAN	6/05/2008	13:00:00 EXPOSURE ME	Employee absent since February 2008. According to doctor not workers compens

Incident Report Summary, January - June 2008

Attachment for Item 3.1a

204 Biological Sciences	Student	MACLEAY	6/05/2008	13:45:00 BUMPING INTC	Cut finger with razor blade during standard removal of polyacrylamid gel.
205 Chemistry	Laboratory worker	CHEMISTRY	7/05/2008	8:00:00 CONTACT WITH	Burned left hand on boiling water dispenser in staff room.
206 Health Sciences Administration	Administrative function	CUMBERLAND CAMPUS	7/05/2008	8:30:00 HIT BY VEHICL	Vehicle accident, car damaged. Employee not responsible for accident, removal tr
207 Chemistry	Student	CHEMISTRY	7/05/2008	16:25:00 BUMPING INTC	Needle stick injury. Blood drawn.
208 Sydney Conservatorium of Mu	Lecturer, tutor, teacher or	CONSERVATORIUM OF M	7/05/2008	15:30:00 EXPOSURE ME	Discussion after rehearsal with student conductor who was extremely rude, aggre
209 Medicine	Student	STUDENTS /VISITORS /C	7/05/2008	15:00:00 OVEREXERTIO	Back pain while repeatedly and unsuccessfully attempting to assist patient to mov
210 Chemistry	Student	CHEMISTRY	8/05/2008	11:30:00 BUMPING INTC	Accidentally lightly pricked finger with needle. Provided by experiment kit as cap v
211 Centre for Continuing Educatic	Administrative function	160 MISSENDEN ROAD (C	8/05/2008	14:15:00 OTHER	Sprained left ankle when crossing road. Had to buy crutches.
212 University Library	Library staff	FISHER LIBRARY	8/05/2008	0:00:00 REPETITIVE M	Flexor tenosynovitis in left ring finger (diagnosis from doctor) due to repetitive stra
213 Economics & Business - other	Lecturer, tutor, teacher or	ECONOMICS & BUSINESS	9/05/2008	0:00:00 EXPOSURE ME	Stress-related health issues.
214 Sydney College of the Arts	Student	KIRKBRIDE CAMPUS	9/05/2008	11:55:00 BUMPING INTC	Cut finger while trying to cut piece of brass with hand saw.
215 Dentistry	Administrative function	UNITED DENTAL HOSPIT/	9/05/2008	12:30:00 SLIP	Slipped walking down stairs, ankle rolled and landed on bottom and back. In extre
216 Western Clinical School	Researcher	WESTMEAD	12/05/2008	14:30:00 BUMPING INTC	Glass rod broke while preparing tissue samples and pierced right little finger.
217 International Office	Administrative function	RAGLAN ST	12/05/2008	0:00:00 OTHER	Lateral epicondylitis in right arm.
218 CIS Management & Administrat	Attendant / driver	SERVICES	13/05/2008	13:15:00 HIT BY VEHICL	Rear ended by vehicle while waiting at red light at Georgina & King Sts. Notified N
219 Other - not listed	Student	SERVICES	13/05/2008	16:00:00 TRIP	Tripped and fell on footpath. Small cut on knee. Cleaned with water, antiseptic and
220 Chemistry	Student	CHEMISTRY	13/05/2008	11:30:00 CONTACT WITH	Dropped sulphuric acid onto fingers. Swelled (?)
221 Community Administration, Off	Administrative function	1 ROSS ST (THE BOX FAC	13/05/2008	14:30:00 FALL	Fell down stairs of footbridge, Parramatta Rd when returning to office from meetin
222 Medicine	Medical Practitioner or CI	OPHTHAMOLOGY & EYE HI	13/05/2008	0:00:00 TRIP	Tripped on mats just inside main doors of Eye Hospital when escorting a patient to
223 Chemistry	Student	CHEMISTRY	13/05/2008	16:30:00 BUMPING INTC	Cut finger on broken testtube.
224 Information & Communications	Administrative function	SERVICES	14/05/2008	12:45:00 STEP/JUMP FR	Rolled ankle when crossing road on corner of Butlin Ave and Darlington Rd. Uncle
225 Education and Social Work	Lecturer, tutor, teacher or	NEW EDUCATION	14/05/2008	9:15:00 TRIP	Tripped on uneven footpath on Science Rd. Security officer administered first aid ;
226 Chemistry	Student	CHEMISTRY	15/05/2008	12:00:00 BUMPING INTC	Hit head on metal corner of whiteboard when standing up and moving out of fume
227 Pharmacy	Trades person, apprentice	STUDENTS /VISITORS /C	15/05/2008	10:30:00 BUMPING INTC	Cut/abrasion to back of head from bumping into perspex box when positioning a k
228 Pathology	Student	BLACKBURN	15/05/2008	13:20:00 NO CODE ENTI	Storage cupboard above a student desk collapsed. No injuries sustained.
229 Veterinary Science	Student	VETERINARY PATHOLOG	15/05/2008	13:00:00 CONTACT WITH	Spilt about 5ml m...ethanol on experimental desk.
230 University Library	Library staff	BOSCH	15/05/2008	18:45:00 TRIP	Tripped on heater cord and fell onto right arm.
231 Pharmacy	Student	PHARMACY	15/05/2008	15:20:00 BUMPING INTC	Pricked by needle on left first finger. Blood drawn. Bandaid requested of demonst
232 Grounds	Gardener	SERVICES	16/05/2008	7:15:00 TRAPPED IN/B	Little finger on right hand jammed between tailgate and back of truck when attempt
233 Geosciences	Lecturer, tutor, teacher or	MADSEN	16/05/2008	17:00:00 NO CODE ENTI	Wheel broke and detached from boat trailer. Cable snapped while retrieving boat t
234 Sydney Conservatorium of Mu	Student	CONSERVATORIUM OF M	19/05/2008	14:30:00 UNSPECIFIED I	Taken ill during or shortly after lunch. Complained of aching limbs and feeling cold
235 Veterinary Science	Animal handler or attend	EVELYN WILLIAMS	20/05/2008	11:40:00 CONTACT WITH	Superglue squirted into left eye while repairing lock on handtowel dispenser.
236 Chemistry	Administrative function	CHEMISTRY	20/05/2008	16:25:00 SLIP	Slipped on piece of food on floor when walking into lab. Impacted right knee only.
237 Chemistry	Administrative function	CHEMISTRY	20/05/2008	11:45:00 OTHER/MULTIF	Twisted tip of left index finger while securing [unable to read handwriting]in Chemi
238 Archives & Records Managem	Administrative function	SERVICES	20/05/2008	15:30:00 BUMPING INTC	Hit on left hand by compactus unit handle (has happened before).
239 University Library	Library staff	FISHER LIBRARY	20/05/2008	19:10:00 HIT BY VEHICL	Vehicle accident caused by EO. Outcome: disabled radius, fracture of right wrist. (
240 Chemistry	Student	CHEMISTRY	21/05/2008	14:30:00 NO CODE ENTI	2L of platinum waste in 3L beaker in fumehood discovered to have tipped over on
241 Veterinary Science	Veterinary Officer	RURAL VETERINARY CEN	21/05/2008	13:30:00 BITE BY ANIMA	Bitten by cat on left hand while doing vitals on cat recovering from anaesthetic.
242 Chemistry	Student	CHEMISTRY	21/05/2008	14:30:00 CONTACT WITH	Burned fingers on faulty bunsen. The flame had burnt back into the bottom.
243 Molecular & Microbial Bioscien	Laboratory worker	BIOCHEMISTRY	21/05/2008	12:30:00 BUMPING INTC	Job caught on drill while using pedestal drill and spun around and hit back of left h
244 Geosciences	Lecturer, tutor, teacher or	MADSEN	21/05/2008	16:30:00 BUMPING INTC	Struck forehead on corner of wooden lectern when bending to sort out computer c
245 Biological Sciences	Student	MACLEAY	22/05/2008	12:15:00 CONTACT WITH	Spilled H2SO4 on hand while pipetting.
246 Seymour Theatre Centre	Cook/kitchen staff	SEYMOUR THEATRE CEN	23/05/2008	18:30:00 BUMPING INTC	Cut palm of left hand (approx 5cm long) and left thumb on teeth of industrial size c
247 University Library	Library staff	FISHER LIBRARY	23/05/2008	16:40:00 TRIP	Tripped on phone cord when getting up from desk, losing shoe and pulling phone
248 University Library	Library staff	FISHER LIBRARY	26/05/2008	9:55:00 TRIP	Tripped on edge of paying stones outside Carslaw building [unable to read hand
249 Veterinary Science	Student	EVELYN WILLIAMS	26/05/2008	11:00:00 BUMPING INTC	Drawing lethabarb out of bottle with needle and syringe and sliced hand with neec
250 Pharmacy	Student	PHARMACY	26/05/2008	11:00:00 BUMPING INTC	Pricked by sterile needle on index finger. Bandaid placed on injury, no need for fu
251 Infectious Diseases	Lecturer, tutor, teacher or	BLACKBURN	27/05/2008	8:20:00 FALL	Twisted ankle and fell on knee between Western Ave carpark and Bosch building.
252 Chemistry	Student	CHEMISTRY	27/05/2008	16:40:00 BUMPING INTC	Cut on thumb sample vial which broke when tapped on lab bench.
253 Economics & Business - other	Administrative function	INSTITUTE	28/05/2008	0:00:00 REPETITIVE M	Overuse injury. Right arm and neck pain.
254 Economics & Business - other	Lecturer, tutor, teacher or	ECONOMICS & BUSINESS	28/05/2008	8:50:00 HIT BY VEHICL	Stationary car damaged by truck outside Insitute building. Had stopped to let truck



**SECTION C: INJURED PERSON'S DETAILS: To be completed for any injury to an employee, student or visitor.**

Name of Injured person:		Date of Birth:
Residential address:		
Home Phone Number:	Work Phone Number:	
Mobile Phone Number:	Email address:	
Injury Reported to:	Date reported:	
Initial treatment given by:		
<input type="checkbox"/> First Aid Officer (name): ..... <input type="checkbox"/> Other (details) .....		

**SECTION D: INJURED EMPLOYEE DECISION ON CLAIMING WORKERS COMPENSATION**

**For all injuries to employees please tick one of the following:**

**NOTIFY AS AN INCIDENT ONLY:** At this time I do not wish to lodge a claim for workers compensation for this incident and take personal responsibility for any medical expenses and sick leave associated with this matter.

**OR**

**NOTIFY AS A WORKERS COMPENSATION CLAIM:** I wish to lodge a claim for workers compensation for medical expenses and time off work associated with this injury or illness. Please complete Section E below. The insurance company will mail claim forms to the above address

**Sections A, C & D must be completed and copied or faxed to OHS & Injury Management within 24 hours (fax 9351 5868).**

**SECTION E: REQUIRED FOR EMPLOYEE TO BEGIN A CLAIM FOR WORKERS COMPENSATION**

1. A NSW Workers Compensation Medical Certificate must be submitted to OHSIM for all claims as soon as possible by fax on 93515868 or by mail to OHSIM, K07, University of Sydney, 2006.
2. NSW legislation limits wages claims to a maximum of \$1594.00 gross per week. Staff who earn over this amount will incur a wage loss until they resume full working hours.

Employment Status: <i>tick one</i> <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		Date Commenced Employment:	
Award Wage Rate per week (gross):		Award Hours per week:	
Average Weekly earnings: <i>(for casual staff only)</i>		Average Hours per week: <i>(for casual staff only)</i>	
Date Ceased work:		Time ceased work:	
Current work status: <i>tick one</i> <input type="checkbox"/> Unfit for work <input type="checkbox"/> Fit for pre injury duties <input type="checkbox"/> Fit for suitable duties		Date resumed work:	Lost hours to date:
Parts of Body Injured:			
Previous Related Injuries:		Marital Status: <i>tick one</i> <input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Single	Number of Dependents:
Treating Doctors Name:			
Doctors Address:			
Doctors Phone Number:		Doctors Fax Number:	
Treatment Program:			
Current Medical Certificate Date:		Review Date:	

**Completed by:** ..... **Signed:** ..... **Date:** .....

## PROPOSAL CHIEF WARDEN LOADING/PERFORMANCE BONUS

### What is the proposal?

Pay Chief Wardens a responsibility loading or performance bonus. This would initially be trialled within the Faculty of Science.

### Why?

- To recognise the additional responsibility and work required to be a successful Chief Warden.
- Make Chief Wardens more accountable for their role.
- Improve compliance with the Emergency Policy and hence improve emergency preparedness.

### How much?

For small simple buildings a small payment, equivalent to the Nominated First Aid Officer loading (\$600 pa) is proposed. For larger, more complex and/or high risk buildings the proposed payment would be equivalent to twice the current first aid loading (\$1200 pa). There are two options for payment – a loading paid fortnightly or a lump sum performance bonus paid on confirmation that the performance criteria have been met.

### What do the Chief Wardens need to do?

No more than they are already required to do. The difference is that they will be expected to do it in addition to their normal duties and their performance will be assessed.

### Performance Criteria

- Maintain an up-to-date emergency procedure document (revised every six months).
- Maintain greater than 75% Emergency Control Organisation membership.
- Chair and minute two ECO meeting each year.
- Regularly report (minimum twice per year) to the local Heads of Department and/or Administrative Managers.
- Respond to building emergencies (when present) and report to OHSIM on all emergencies.
- Liaise with local management, OHSIM, Security Patrol, CIS and NSW Fire Brigade personnel to resolve local problems/concerns relating to emergency procedures; and
- Where necessary, complete an annual evacuation exercise.

### How and when would performance be assessed?

Performance would be assessed after one year of service, by the nominating Head of Department or Administrative Manager. The relevant manager would use a standard checklist to measure performance against the criteria. Ideally this would be incorporated in the staff members PM&D.

### What happens if the Chief Warden has not met the requirements?

Performance Bonus withheld. Review again in 3 months time. If there has still been no progress, the Deputy Chief Warden will be promoted to Chief Warden.

### Are there any other significant changes?

In addition to the existing selection criteria for ECO personnel, before new Chief wardens can be appointed they will need to have completed Chief Warden Training and have served as a Deputy Chief warden for a minimum of 6 months. The Chief Warden role will need to be rotated regularly (where practical) to allow other suitable staff to fill the role.

Pros	Cons
Recognition of additional work by Chief Wardens.	Minor cost – source of funding to be determined.
Compliance with Emergency Policy & improved emergency preparedness.	Additional HR processes to manage the payments.
Management tool for compliance.	New process for local managers to become familiar with.
Chief Warden role will be more attractive.	Potential for local management to take less interest and/or deny responsibility.

## **RADIATION SAFETY REPORT** CENTRAL OHS COMMITTEE - 10 June 2008

**Howard Ackland**  
**University Radiation Safety Officer**

Since the last COHSC meeting the Radiation Safety Committee [RSC] met once on 14 April 2008. This report summarises the items discussed at that meeting.

The main items for discussion were:

- Legacy Radiation Source Repository
- Repository working rules
- Laboratory Upgrade progress
- Radiation Safety Training
- Radium Sources found in Physics

➤ Radiation Repository

There has been a change in direction from the original intended functions of the Legacy Source Repository. With the discovery of additional material in the School of Physics there is now the need to accommodate unsealed gaseous emitting material (radium). Expert advice is being sought on the packaging and containment of this material and subsequently the design of the facility.

➤ Repository working rules.

The Radiation Safety Officer (RSO) has drafted a set of working rules to specify exactly what could be placed into the Repository. These rules are required to ensure that only identified, labelled, packaged and suitably contained legacy sources and material will be accepted. Already there has been pressure to place unsuitable unsealed material into the repository.

➤ Laboratory Upgrade progress

The upgrade work is progressing well. The only problem has been the clearance sign-off process, which requires clearance by the RSO as near as possible to commencement of the construction work.

In part this problem is a result of work progressing ahead of schedule so clearances are required with limited notice.

The Camperdown Campus work should be near completion by the time of the COHSC meeting.

➤ Training

Radiation Safety Training sessions were run on 21 & 22 February 2008 with an additional session on 11 March 2008. All sessions were full: 16 -18 participants per session

While it is pleasing to see the level of participation there has been a blow-out in training costs. These sessions were originally run at a cost of \$1500 per session flat rate. This changed at the end of last year last year to a cost of \$1500 per 8 people plus an additional charge of \$200 per additional person – training costs now runs at approx \$3000 per session (borne by OHSIM). Other providers have been contacted for comparison with their charges and it appears that this is now the standard industry rate.

Scheduling the sessions is also more difficult as a result of the loss of one Learning Solutions' training room in the Telfer Building. Additionally if we run courses in the Darlington Centre an additional mandatory catering cost of \$300 per session is incurred.

➤ Sources found in Physics

Material recently found in the School of Physics is not suitably packaged and can **NOT** be moved without assessment and packaging. There are several radium [Ra-226] sources that emit radon gas which require special packaging and ventilation! The material found in this room requires specialist assessment, packaging and then special containment facilities.

Recommendations have been made to Physics on the way to proceed with proper assessment and packaging.

The radium source finding has raised the question of what sources should be allowed to go into the legacy source repository. The original Infrastructure Project Proposal (IPP) for the repository was for **SEALED** sources only; to comply with the ARPANSA Security of Sources Code.

The recently found legacy sources are **UNSEALED** and require special containment, therefore the design of the repository will need to be modified.

Howard Ackland  
University Radiation Safety Officer  
Phone: 9351 7722  
Email: howarda@usyd.edu.au

**Employee Representative Nominations as of 5pm Friday 30 May 2008**

<b>Zone 1 representatives to be elected:</b> 4 employee representatives, at least one from the academic staff and at least one from the general staff				
Name	Position	Department/Unit	Category	Results
David Griffin	Lab Manager	Faculty of Vet Science	General Staff	Elected Unopposed**
Michael Joseph	Professional Officer	Biological Sciences	General Staff	Elected Unopposed**
Iona Gyorgy	Technical Officer	Faculty of Agriculture, Food & Natural Resources	General Staff	Elected Unopposed**
** The three (3) elected members will consider the filling of the remaining employee representative vacancies (including an academic representative).				

<b>Zone 2 representatives to be elected:</b> 6 employee representatives, at least one from the academic Staff, at least one member from Anderson Stuart Building, at least one member from Blackburn Building, at least one member from Edward Ford Building and at least one member from Medical Foundation Building and at least one member from Mallett St campus				
Name	Position	Department/Unit	Category	Results
Stephen Kum Jew	Technical Officer	Pathology	General Staff	Elected Unopposed**
Simon Flecknoe	Laboratory Manager	Faculty of Medicine	General Staff	Elected Unopposed**
Slade Matthews	Associate Lecturer	Pharmacology	Academic	Elected Unopposed**
Elvia Macchione	Clinical Lab Manager	Nursing & Midwifery	General Staff	Elected Unopposed**
** The three (3) elected members will consider the filling of the three (3) available employee representative vacancies (including Anderson Stuart, Edward Ford).				

<b>Zone 3 representatives to be elected:</b> 4 employee representatives, at least one from the academic staff and at least one from the general staff				
Name	Position	Department/Unit	Category	Results
Brett Jones	Technical Officer	Civil Engineering	General Staff	Elected Unopposed
Rodney Fiford	Computer Services Officer	AMME	General Staff	Elected Unopposed
Philip Granger	Manager	Architecture	General Staff	Elected Unopposed
Garry Towell	Senior Technical Officer	Chemical Engineering	General Staff	Elected Unopposed
The committee has a full complement of employee representatives.				

**Zone 4 representatives to be elected:** 6 employee representatives, at least one from the academic staff and at least one from the general staff; no more than two from any one Department/School/Unit

Name	Position	Department/Unit	Category	Results
Jamie Gabriel	Admin Manager-Operations	Pharmacy	General Staff	Elected Unopposed**
Ziaul Islam Ahmad	School Lab Manager	MMB	General Staff	Elected Unopposed**
Frankie Stevens	Biomolecular Imaging Specialist	Electron Microscope Unit	General Staff	Elected Unopposed**
Sebastian Perrier	Chemistry	Chemistry	Academic	Elected Unopposed**

\*\* The four (4) elected members will consider the filling of the two (2) available employee representative vacancies.

**Zone 5 representatives to be elected:** 4 employee representatives, at least one from the academic staff, at least one from the library staff and at least one from the administrative staff

Name	Position	Department/Unit	Category	Results
Mark Winstanley	Facilities Coordinator	Fisher Library	Library	***
Julie Baz	Communications Advisor	Internal Communications	General Staff	***
Peter McAndrew	Precinct Officer	Campus Infrastructure Services	General Staff	***
Wendy Collis	Project Officer	OHSIM	General Staff	***
Richard Black	Library Assistant	Fisher Library	Library	***
Phil Hughes	Logistics Officer	Alumni Relations Office	General Staff	***

\*\*\* An online election is to be held to determine the filling of the four (4) available employee representative position (including a Library representative).

**Zone 6 representatives to be elected:** 5 employee representatives, at least one from the academic staff, at least one from the general staff and at least one from the Conservatorium of Music

Name	Position	Department/Unit	Category	Results
John Usman	Manager-Facilities	Education & Social Work	General Staff	Elected Unopposed**
Kaya Zmijewski	Admin Assistant	Education & Social Work	General Staff	Elected Unopposed**
Cheryl Brown	Professional Experience Coordinator	Education & Social Work	General Staff	Elected Unopposed**
Adrian Atkins	Admin Assistant	School of Philosophical & Historical Inquiry	General Staff	Elected Unopposed**

\*\* The four (4) elected members will consider the filling of the remaining available employee representative vacancy (including an academic representative and Conservatorium of Music).

**Zone 7 representatives to be elected:** 4 employee representatives, at least one from the academic staff and at least one from the general staff

Name	Position	Department/Unit	Category	Results
Susan Greer	Senior Lecturer	Accounting	Academic	Elected Unopposed**
Gordon Hodges	Shelving Supervisor	Law Library	General Staff	Elected Unopposed**
Mark Westcott	Lecturer	Work & Organisational Studies	Academic	Elected Unopposed**

\*\* The three (3) elected members will consider the filling of the remaining employee representative vacancy.

**Zone 8 representatives to be elected:** 4 employee representatives, at least one from Campus Infrastructure Services

Name	Position	Department/Unit	Category	Results
Jude Hore	Executive Assistant	Information & Communications Technology	General Staff	***
Michael Cretikos	Facilities Planner	Campus Infrastructure Services	General Staff	***
Fortini Athanasakos	Customer Service Coordinator	International Office	General Staff	***
Catherine McArthur	Resource Officer	Centre For Continuing Education	General Staff	***
Rachel Gale	Grounds Supervisor	Campus Infrastructure Services	General Staff	***
Murdo Macrae	Finisher	University Publishing Services	General Staff	***

\*\*\* An online election is to be held to determine the filling of the four (4) available employee representatives position (including a CIS representative).

**Zone 9 representatives to be elected:** 4 employee representatives, at least one from the academic staff and at least one from the general staff

Name	Position	Department/Unit	Category	Results
Stefan Zielonko	Security/Caretaker	Camden Properties	General Staff	***
Wendy Muir	Lecturer	Vet Science	Academic	Elected Unopposed
Ron Henderson	Facilities Coordinator	Vet Science/Vet Hospital Camden	General Staff	***
Paul Kavanagh	Technical Officer	Plant Breeding Institute	General Staff	***
Colin Spinks	Maintenance Officer	Corstorphine Farm	General Staff	***

\*\*\* An online election is to be held to determine the filling of the three (3) available employee representatives position.

<b>Zone 10 representatives to be elected:</b> 4 employee representatives				
Name	Position	Department/Unit	Category	Results
Noel Ticehurst	Manager	PBI Narrabri	General Staff	Elected Unopposed
David Dewsbury	Service Manager	PBI Narrabri	General Staff	Elected Unopposed
Annette Tredrea	Research Assistant	PBI Narrabri	General Staff	Elected Unopposed
Patrick Wall	Farm Manager	PBI Narrabri	General Staff	Elected Unopposed
The committee has a full complement of employee representatives.				

<b>Zone 11 representatives to be elected:</b> 5 employee representatives, at least 1 from each of the areas: Learning and Teaching, Research and Innovation, Biomedical Sciences, FHS Library and one other staff member. At least 1 of the representative positions is to be filled by members of the academic staff; the remaining positions are not designated for any particular group of staff.				
Name	Position	Department/Unit	Category	Results
Gregory Gaal	Manager, Facilities & Assets	Faculty Services	General Staff	Elected Unopposed**
Diana Oakes	Lecturer	Biomedical Sciences	Academic	Elected Unopposed**
Barrie Egerton	Lecturer	Medical Radiation Sciences	Academic	Elected Unopposed**
Martin Mackey	Lecturer	Physiotherapy	Academic	Elected Unopposed**
** The four (4) elected members will consider the filling of the remaining employee representative vacancy (including a FHS Library representative).				

<b>Zone 12 representatives to be elected:</b> 4 elected employee representatives, with at least one from the technical staff; at least one from the administrative staff; at least one from the academic staff except that when there are no candidates from the academic staff, the other positions will be filled by the candidates with the next highest numbers of votes.				
Name	Position	Department/Unit	Category	Results
Valerie Odewahn	Senior Technical Officer-Visual Arts	SCA	Technical Staff	Elected Unopposed
Clive Cooper	Ceramics Studio Supervisor Workshop	SCA	Technical Staff	Elected Unopposed
Duncan Bourne	Technical Officer- Photomedia	SCA	Technical Staff	Elected Unopposed
Jan Guy	Lecturer-Ceramics	SCA	Academic	Elected Unopposed
The committee has a full complement of employee representatives.				

**Note:**

An email will be sent on the 16<sup>th</sup> June 2008 to all Staff within Zone 5, Zone 8 and Zone 9 with a link to the online election. The election period is from 16<sup>th</sup> June to 30<sup>th</sup> June 2008 with voting closing at 5:00pm on Monday 30<sup>th</sup> June 2008.



# The University of Sydney

Zone 1 Occupational Health & Safety Committee,

c/o OH&S Officer,  
OHS & Injury Management, K07  
University of Sydney. 2006.  
Ph 9351 4126

## Zone 1 Occupational Health and Safety Committee      Annual Report 2008

Zone 1 covers a group of buildings along the northern border of main campus between Science Road and Parramatta Road. These include parts of the Faculties of Science including the School of Biological Sciences (SoBS), the Faculties of Agriculture Food & Natural Resources (FAFNR), Veterinary Science and the Wallace Theatre. The Zone also represents the Crommelin Research Station at Pearl Beach (SoBS). Nursing at the Mallet St Campus is no longer part of Zone 1.

Membership of the Committee changed significantly during the past year, July 2007 to June 2008). We have welcomed new members:

- Matthew Mitchell has replaced Sean Gaudron as OHSIM representative;
- Shirley Ray (Vet Sci) as employer representative
- Dr Murray Thomson as both employee and academic representative.
- Tim O'Sullivan has replaced John Kelly as employer representative (CIS).

Long serving members:

- Colin Bailey (FAFNR), Employer representative
- Michael Joseph (SoBS) Chair, Employee representative
- Iona Gyorgy (FAFNR), Employee representative
- David Griffin (Vet Sci). Employee representative

During the last year the Zone 1 Safety Committee has been actively involved in promoting safety, resolving safety related issues, regularly meeting and inspecting buildings in the Zone.

The timetable of building inspections is always difficult to meet. Over the past 12 months, 6 building inspections were conducted and reports sent (A12 and A13 pending). These buildings were Watt Building A04, McMillan Building A05, Veterinary Conference Centre B22, Wallace Lecture Theatre A21, Macleay Building A12, Botany Annex A13.

### Major achievements in the Zone over the last year include:

**1. On-line OHS module.** Zone 1 proposed that safety induction be presented to all staff as a compulsory on-line module. We are pleased to see that this project was taken up at a high level and is well advanced.

**2. Radiation Safety.** A number of registered radiation premises in the Zone were upgraded by CIS for compliance. One area in Biological Sciences, and two in Vet Sciences were upgraded. Of continuing concern is the large amount of legacy radioisotope stock held across the zone. These stocks cannot be removed through the hazardous waste disposal system, and therefore require purpose built long-term storage.

**3. Fire Safety.** The Zone is eagerly awaiting the roll out of standardized fire egress and evacuation plans across the Campus.

**4. Audit.** An external high-risk audit took place across campus.

**5. Training.** OHSIM continued to provide relevant training across campus. Of benefit to our Zone were courses on Chemical and Laboratory Safety, Radiation Safety, First Aid refresher courses and Fire Warden training.

Long serving committee members attended a refresher OHS Committee member training course. This has proved very useful in the need to be brought update with the recent legislation changes. It has also reaffirmed that members are still effective at looking at problems that the university faces in its day-to-day operations.

**6. Pedestrian Safety.** As a result of a submission from a staff member in the Zone, hedges were trimmed along Parramatta Road Ross St and Vet Science gates to allow better sight lines for pedestrians and motorists alike. Our appreciation is given to the Grounds section of CIS.

### **Specific Building Issues include:**

#### **Ross St Building – A03**

This building is non compliant with modern building codes and laboratory design standards. There are serious issues, which relate to the structure and design of the building itself. The external lining is crumbling. It is the view of the inspection committee, that the building's lack of sufficient safe egress points, lack of fire compartmentalization and flammable internal construction means that it is not safe or suitable for its present functions. Most laboratory floors are unsealed and would simply absorb any hazardous chemicals, and be difficult or even impossible to decontaminate. Some laboratories still have large areas of highly oxidized, lead-covered bench tops, and house inadequate fume hoods and storage facilities. The building has no disabled access.

This building has been raised at the Central Committee year after year as being a major safety hazard, and every year we have been told that the building is to be demolished. Again, no action has been taken. A serious inspection by an authority higher than Zone 1 is warranted.

#### **Wallace Lecture theatre – A21**

It is important to ensure that loose furniture does not make its way into lecture theatres. The likelihood of it hindering egress is significant. This should be monitored in all lecture theatres.

#### **University Veterinary Clinic, Sydney – B10**

The Clinic has had ongoing problems with personal security at late night shift turn over. Issues with Security staff and lack of lighting have been identified, but not yet resolved. This problem has been unresolved since December 2006.

#### **Heydon Laurence – A08**

The School of Biological Sciences continues to work with OHSIM, WorkCover and the Fire Brigade to address compliance issues for a gas cage installation in front of the building. Hand railing have been installed on main stairs in response to a major fall.

#### **Glasshouses Macleay – A13**

Still unresolved from previous year: The glasshouses and surrounding paths continue to slide towards Parramatta Road. At the beginning of 2008, one glasshouse was condemned for fear of total collapse. This is having serious impact on teaching and research capability.

#### **Macleay Museum – A12**

Still unresolved from previous year: The storage of large amounts of flammable museum specimens in alcohol above access/egress points is problematic. The University is still looking at options for safe relocation and storage of these specimens in a purpose built facility, for which an IPP has been submitted and prepared.

### **Pickle Store – Botany Annex - A13**

CIS has provided improved ventilation in this large flammables depot.

### **Ventilation, and Thermal Comfort.**

As per every annual report, many of the complaints we have from students and staff are the lack of adequate ventilation and/or air conditioning. The age of the buildings along the eastern edge of main campus has meant that installation of air conditioning for thermal comfort has been a result of ad-hoc installation or else they occur through sheer luck.

Recent renovations such as the teaching laboratories in Edgeworth David Building, A11, have been air conditioned. Not only does this allow PC1 laboratory work, but students and staff alike have given very positive feedback.

### **Future aims**

1. To push for the relocation of the Ross St building staff and students.
2. To work with CIS to replace the glasshouses behind Macleay Building which are collapsing towards Parramatta Road.
3. Examine the possibility of making ohsrm program web based and compulsory for all staff, as per the online EEO modules.
4. To have Mallet St Campus excluded from the Zone and incorporated into another. It is off campus and does not fit into the Faculty of Science as do the occupants of other buildings in Zone 1.
5. Seek safe storage of legacy radioisotope stocks.

### **Conclusion**

In closing, it is largely thanks to the supportive nature and prompt action of Department Heads and Building Managers, CIS and OHSIM for their prompt action that OHS issues are quickly and appropriately resolved.

Michael Joseph  
Chair Zone 1 OHS Committee  
27 May 2008

## **The University of Sydney Zone 2 Occupational Health and Safety Committee Report 2007 – 2008**

### **Committee Coverage**

The Zone 2 OH&S Committee covers various areas associated with the Faculty of Medicine including areas off campus such as the Medical Foundation Building, Anzac Research Institute at Concord, the University Dental Hospital, Dentistry at Westmead and the recent transfer of Mallett St campus from Zone 1 to Zone 2. The zone also addresses safety concerns and issues at medical research centres. There have been several changes to membership of the committee, with Slade Matthews replacing Tina Hinton (maternity), and Simon Flecknoe replacing Christine Cargill as employee representatives and Tim O'Sullivan replacing Steve Buckland as the CIS representative. Also Sunil Bhandarkar has been added as the Employer representative of Mallett St campus. The committee would like to thank Steve Buckland for his contribution and commitment throughout his tenure of representation.

#### Employee Representatives:

- Maggie Atherton (Public Health)
- Steve Kum Jew (Pathology) (Chair)
- Slade Matthews (Pharmacology)
- Adel Mitry (Physiology)
- Simon Flecknoe (Medical Sciences)
- Bronwyn McAllan (Medical Sciences)

#### Employer Representatives:

- Tim O'Sullivan (Campus Infrastructure & Services)
- Sunil Bhandarkar (Nursing and Midwifery)
- Paul McInerney (Medicine)
- Roland Smith (Anatomy and Histology)
- Paul Williams (Medicine)

The Committee would also like to acknowledge the valuable role of OHS Officers Jenny Dawkins and her replacement, Davorka Bilic from the OHS & Injury Management Unit in co-ordinating and assisting the activities of the Committee.

### **Committee Business**

Membership has been maintained at 6 employee representatives and 5 employer representatives to ensure adequate coverage of the large area.

Throughout the past year, the Committee has closely monitored safety issues throughout the Zone. The main issues raised have been OH&S policy for Clinical Schools – the vaccination/immunization requirements of clinical schools; issues concerning performance of air conditioner plants and protection of the units from car collision and personnel; high risk external audit; revision of the constitution; the trip hazards caused by the irregular nature of cobblestones in Eastern Avenue; and delivery and storage of liquid nitrogen throughout the Zone. The safe storage and monitoring of liquid nitrogen is particularly problematic with multiple individual users lacking available space and funds.

Over the last 12 month period, 58 incidents occurred comprising of 19 slips and falls; 8 cuts/needle stick injuries; 2 involving manual handling/movement; 6 minor motor vehicle accidents; 4 minor chemical spills; 5 stress related incidents; 3 minor burns; 3 falling shelves; 2 repetitive sprain injury; 2 fume inhalation; and 1 case of assault.

The Blackburn building has undergone some extensive renovations organized by Steve Buckland. The teaching laboratories of Infectious Diseases, the Gordon Craig laboratories, Pharmacology have all been totally renovated or close to completion.

### **Workplace Inspections**

During 2007-8, Zone 2 representatives of the Committee have carried out workplace inspections in:

- Bosch Building lecture theatres
- Medical Foundation Building
- Pathology
- Western Area Parking Station

The Committee is reasonably up to date with inspections. Due to the Blackburn renovations some inspections have been held pending, until the work has been completed.

### **Summary of Zone 2 Matters**

- Positive & enthusiastic commitment from Committee members; meetings are held regularly on a rotating 6 week schedule.
- The safe storage and monitoring of liquid nitrogen in the Zone will be an on going problem due to multiple users and lack of space and funding.
- Many Zone 2 issues are facility type issues which are referred to the Campus Infrastructure Services.
- Most of the injuries have been minor comprising of slips/trips/falls and cuts,
- The OH&S Director has been actively promoting OHS awareness across the Faculty.

Stephen Kum Jew  
Chair  
Zone 2 OH&S committee  
June 2008

**Occupational Health and Safety Committee  
Zone 3  
Annual Report 2007/2008**

Zone 3, Occupational Health and Safety Committee on Darlington Campus, covers the Faculty of Engineering and the Faculty of Architecture

**COMMITTEE MEMBERS**

Employee Representatives

Phil Granger (chair) – Faculty of Architecture  
Brett Jones – School of Civil Engineering.  
Garry Towell – School of Civil Engineering  
Rodney Fiford – AMME  
John Kavanagh – Chemical Engineering

Employer Representatives

Tim O’Sullivan – CIS  
Ross Anderson – Faculty of Architecture  
Eric van Wijk – Faculty of Engineering

**AREA**

Aeronautical Engineering Building  
Mechatronic Engineering Building  
Link and PNR Buildings  
Electrical Engineering Building  
School of Information Technology  
OFTC Technology Park

Key Centre for Robotics Building  
Architecture Building  
Chemical Engineering Building  
Civil Engineering Building  
Shepherd Street Car Park

**MEMBERSHIP**

The Committee had trouble filling positions over the last twelve months, but now has the full complement. The Committee amended the Zone 3 OHS Committee Constitution to allow for a non-academic member of staff to be co-opted to this position in the absence of an academic nomination. The Committee would like to thank former members Javier Orellana, Simon Hayman, Steve Buckland and Ron Bailey.

**INSPECTIONS**

The following buildings have been inspected in the last twelve months. Chemical Engineering, Shepherd St Car Park, OFTC. There are continuing problems being seen by the inspection teams, like power leads across passageways and egress paths partially blocked.

**INCIDENT REPORTS**

During 2007/2008, there were a total of 12 incidents, involving cuts, trips, slips, the most serious one was a person stumbling over an uneven footpath – 31 days lost. The second serious incident was a person slipping over uneven pavers (at UNSW) – 19 days lost.

**GENERAL**

- Heat and Glare problems during the summer months in the Civil Engineering Structures Laboratory were finally rectified. This had been an item on the Zone 3 agenda for many years.
- PCB’s in Electrical Engineering were removed by Energy Australia.
- OHS Refresher Training has been completed by one long serving member of the committee.
- The High Risk Audit was very successful, prompting all staff on matters of safety.
- CIS – there has been very prompt action on many maintenance and health issues in various buildings in the Zone eg. toilet upgrades and walkways.
- Civil Engineering Hydraulic Fluids Laboratory – Mercury deposits, water quality in testing tanks.
- Electrical Testing and Tagging has been completed again in most buildings.

**SUPPORT FROM OHS & Injury Management**

There has been continual support on all issues from OHS & Injury Management, especially with regards to all the training sessions that have been organised. The Committee would like to particularly thank Colin Chua and also Sean Gaudron, for their efforts which are appreciated.