This meeting of the Central OHS Committee was held in the Institute Board Room H03 and opened at 11:00.

Members Present:

Mr John Dyer Director, Sydney People (Chair)
Mr John Cox Director, Asset Management and Services, Campus Infrastructure Services
Mr David Griffin Zone 1 OHS Committee
Ms Maggie Atherton Zone 2 OHS Committee
Mr Phil Granger Zone 3 OHS Committee
Mr John Usman Zone 6 OHS Committee
Mr Mark Westcott Zone 7 OHS Committee
Mr Michael Cretikos Zone 8 OHS Committee
Mr Clive Cooper Zone 12 OHS Committee
Ms Rosemary Whitecross SUPRA

In Attendance:

Ms Brenda Smith Zone 5 OHS Committee
Mr John Cox Campus Infrastructure Services
Mr Eric Wessels General Manager, Security Services
Mr Jon D’Astoli Manager, Occupational Health and Safety, OHS & Injury Management (OHSIM)
Ms Virginia Littlejohn Manager, Injury Management & Workers Compensation, OHSIM
Ms Tessie Phan Injury Management Coordinator, OHSIM
Ms Jenny Dawkins Biosafety & OHS Officer, OHSIM
Mr Matthew Mitchell 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 Seahill Director, Change and Development
- Ms Tanya Gerrie Zone 5 OHS Committee
- Mr Ron Henderson Zone 9 OHS Committee
- Mr David Dewsbury Zone 10 OHS Committee (Narrabri, Spring Ridge)
- Mr Greg Gaal Zone 11 OHS Committee (Cumberland Campus)

1.2 Agenda “Starring”

Item 3.4 was “starred” for discussion.
Members were reminded about the Peter Dunlop Memorial OHS Award presentation to be held at 1:00 pm after the meeting.

2. MINUTES OF THE PREVIOUS MEETING (13/09/07)
John Cox sought for Item 3.1a of the minutes to be amended to indicate that trip hazards on the campus would be attended to where practicable. With this amendment the minutes were confirmed as a correct record.

3. BUSINESS ARISING FROM THE MINUTES

3.1 Accident Reporting

a. Significant Incidents.

Hydrogen Leak at Optical Fibre Technology Centre (OFTC)
At approximately 5:00 pm on Wednesday 3 October there was an accidental release of a large volume of hydrogen (approximately 400m3) when a regulator located in the OFTC’s external gas cylinder cage failed. OFTC and Australian Technology Park (ATP) staff evacuated the adjoining building and the NSW Fire Brigade attended the scene. The NSW Fire Brigade applied a gas dispersing water spray to the gas cage and then entered the cage to isolate the gas supply from the failed regulator. Post-incident equipment testing indicated that the diaphragm in the regulator had split and that the gas escaped from the regulator housing. The gas supplier has recommended that the faulty regulator be replaced with a regulator that has a stainless steel diaphragm. Other improvements to the gas reticulation system have also been recommended, but these may not be implemented given the impending closure of the OFTC. John Dyer enquired whether the hydrogen release had the potential to cause fatalities and Matthew Mitchell explained that this was unlikely.

Student Fell Through Man-Hole, School of Physics
A student fell through a manhole at the rear of a tiered lecture theatre in the Physics Building. Fortunately the student only suffered cuts, abrasions and bruising, but there was the potential for more serious consequences. It seems that the manhole cover was present but not properly fixed in place at the time of the incident. Indications are that the cover had been tampered with prior to the incident. The manhole covers in all three of the Physics lecture theatres have now been secured in place to prevent tampering.

John Dyer asked about the potential severity of the injury and Matthew Mitchell indicated that a more serious outcome had been fortunately avoided. OHSIM has requested that Campus Infrastructure Services (CIS) investigate the manhole covers in other areas of the University. John Cox advised that this matter was under active consideration by CIS and that discussion had been held with two contractors and works have been planned to improve compliance in 10 buildings.

Eye injury from battery acid, School of Aerospace, Mechanical and Mechatronic Engineering
On 31 October 2007 a Senior Technical Officer suffered an injured right eye when he was squirted with liquid from a “C” size Energizer alkaline battery as he used a hacksaw to extract a piece of carbon from the battery. Post-incident investigation indicated that an unsafe practice and failure to read the product safety datasheet were contributing factors. AMME is carrying out a risk assessment and will develop and implement procedures on the safe use, handling, storage and disposal of batteries.

Serious Cut by Glass Winchester Bottle, Faculty of Pharmacy
A postgraduate student in the Faculty of Pharmacy seriously cut his hand and required surgery when he dropped a glass winchester containing waste solvent. OHSIM provides approved plastic drums for the collection of hazardous waste, and glass winchester bottles should always be transported in purpose designed carriers.

Impact of Construction Works, University Veterinary Clinic (UVC)
Several members of staff from the UVC Camperdown have reported respiratory distress, nose bleeds, headaches and eye irritation following exposure to building dust and noise associated with the current refurbishment of the clinic. The staff at the clinic believe that the builders have been taking reasonable controls, but suggest that in the future consideration should be given to scheduling noisy and dusty work outside of normal working hours, or to closing the clinic for short periods of time while this work is carried out.
John Dyer reflected on his previous experiences with incident analysis and suggested that a MORT assessment (Management Oversight and Risk Tree) should be considered for these types of situations.  
**Action: OHS & Injury Management**

*b. GO8 Safety Performance Statistics [Jon D’Astoli]*

The University’s workers’ compensation insurer has been asked to provide University figures that segregate journey related accidents from lost time injury statistics. This will allow for a fairer comparison with other GO8 Universities who exclude these figures in their annual OHS benchmarking submissions.

*c. Workers’ Compensation – Claim prevention initiative [Virginia Littlejohn]*

The WorkPace software license will be purchased for supply to appropriate rehabilitation clients and to the staff members who participated in the trial and wish to continue to use the program. Negotiation is in process with ICT and the software vendor with regards to the licensing possibilities.  
**Action: OHS & Injury Management**

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

OHS training conducted since the previous meeting includes:

- Chief Warden Training (emergency procedures) for 4 staff on 1 October
- Emergency Briefing for all Civil Engineering staff on 26 October
- Warden Training (emergency procedures) for 11 staff from the Education Building on 30 October
- EWIS (fire alarm panel) Training for 3 staff during October
- OHS Refresher Training for 17 OFTC staff and students on 26 November.

The OHS module of the on-line induction is nearing completion. Penny Oxford, Learning Advisor with Learning Solutions (formerly Sydney Learning) has led this project and provided direction to the software developers in consultation with OHSIM. It is anticipated that this on-line OHS module will be available for use early in 2008.

The September edition of the OHSIM Newsletter has been published and distributed. This is available on-line from: [http://www.usyd.edu.au/ohs/news.shtml](http://www.usyd.edu.au/ohs/news.shtml)

3.3 **Dangerous Goods Program [Matthew Mitchell]**

*a. Depot Upgrading Program*

Heydon-Laurence Building gas reticulation system - the installation of this new system has been completed, but staff with concerns about the safety of the installation demanded a risk assessment of the depot. This has since been completed resulting in favourable outcomes that have been supported by an external dangerous goods consultant. Concerned staff have now requested that WorkCover NSW further review the installation.

Pharmacy Solvent Store and Hazardous Waste Depot - documentation for the refurbishment of this depot is currently being reviewed by an external dangerous goods consultant.

Information on the status of the following projects has been sought from Campus Infrastructure Services:

- External Placarding of Dangerous Goods Depots
- Macleay Museum storage of samples preserved in ethanol
- SCA Print Media Acid Room
- Plant Breeding Institute Pesticide and Fuel Storage
- Shute Building (Camden) Liquid Nitrogen Tank.

*b. Cumberland Campus* - The dangerous goods depots at the Cumberland Campus were inspected in September. Data from this inspection will be used both to identify the need for any minor upgrading works to the existing depots and to determine whether the University is required to notify WorkCover NSW of the dangerous goods stored on campus. A preliminary review of the data collected indicates that a WorkCover notification will not be required.

*c. Dangerous Goods Database* - CIS is preparing the technical brief for customising the ARCHIBUS/FM Database for the management of the University's dangerous goods data. A core group of stakeholders will soon be asked to comment on the proposed format and work flows.
d. Hazardous Areas around Flammable Liquid Cabinets (FLCs) - There has been no significant progress on this item. The University of Queensland engaged a consultant to carry out a similar assessment and this demonstrated that in a number of circumstances the actual hazardous areas surrounding FLCs is substantially less than that prescribed by the examples in the current Australian Standards. Although each situation must be considered and calculated separately, this project does not have a high priority and therefore will not be pursued at this point in time.

d. Explosives and Security Sensitive Ammonium Nitrate (SSAN) - A large number of departments have responded to the reminder about the explosives and SSAN survey. Several departments have identified that they hold small amounts of SSAN and potentially explosive chemicals - these are currently being reviewed. OHSIM is investigating disposal options for these materials and will continue to engage with the small number of departments that have not responded to the survey.

**Action:** Departments holding explosives, OHSIM

3.4 PCBs in Electrical Engineering

The PCBs removed from the Electrical Engineering Building in December 2005 have now been transported to Young NSW for treatment and disposal. The second 25% payment instalment for disposal (due upon transfer to Young) is pending the location of two of the larger capacitors that have not yet been accounted for.

The High Voltage Laboratory in the School of Electrical & Information Engineering (E&IE) which previously housed the PCBs has recently been cleaned out by Energy Australia. The only task still remaining is the removal of the parquetry flooring material. It is hoped that Energy Australia will also complete this task. OHSIM is liaising with E&IE to ensure that the flooring is disposed of in accordance with current environmental legislation.

A large collection of PCB-containing lighting capacitors from the University of Sydney has been identified at the old Plastech Waste Site, St Marys. This PCB waste was sent to CWDS approximately 5 years ago for long-term storage while CIS (FMO at the time) sought funding for its disposal. This waste now needs to be disposed of asap. The cost of disposal is currently being estimated.

**Action:** School of Electrical and Information Engineering and OHS & Injury Management

3.5 Campus Infrastructure Services Items

John Cox reported that CIS have been working with OHS consultant Davis Langdon on developing a series of procedural documents, including procedures for working on roofs. He has made enquiries about the liability cover for those who sign-off the provision for roof access. Jon D’Astoli indicated that the OHS systems being adopted such as safety induction, restriction of access and safe work procedures would all be acknowledged by an OHS regulator. However John Dyer advised that insurance cover would not provide protection if an employee is negligent or if a fatality results from a poor decision.

- **General Laboratory Compliance:** Laboratory decontamination prior to refurbishment has become an issue of concern. A construction contractor (Ichor) was recently alarmed at the condition of some laboratories scheduled for refurbishment. Construction workers should not be exposed to residual hazards in any workplaces, particularly laboratories. A practical process for cleaning/decontaminating these facilities and certifying the same prior to any refurbishment is being sought.

- **CIS reformation:** John Cox tabled the new organisational chart for CIS cautioning members that the structure had not yet been finalised.

- **Emergency Maintenance response:** The loss of electricity to the Carslaw and Madsen Buildings several weeks ago caused by the Eastern Ave earth works necessitated a prompt and specific emergency response to restore electrical and mechanical services. CIS plans for responding to these types of situations in the future are being revised in response to the departure of some experienced trades personnel.

- **CIS support for Zone OHS Committees:** CIS has for many years provided representation on Zone OHS Committees as a means of information exchange and to flag infrastructure related issues that impact on the health and safety of those on Campus. John Cox indicated that it was his intention to attend these meetings personally (initially) however this has not come to fruition due to competing
demands. John Dyer suggested that a proxy be appointed to fulfil this role for John Cox. David Griffin added that the CIS delegate would be recognised as an employer representative on the Zone OHS Committee.

e. Prevention of slips, trips and falls on campus: the extent of slips, trips and falls that are caused by irregularities within University buildings and grounds is to be determined in order to inform a review of related maintenance priorities. Virginia Littlejohn indicated that during discussion with Phil Sorbello he advised that an audit at Cumberland Campus had been fruitful in reducing the number of slip, trip, and fall hazards on the Cumberland Campus. OHSIM will extract slip/trip/fall incident data and provide relevant details for CIS consideration.

f. Abuse of disabled parking spaces: John Cox sought the Committees support in raising concerns about the perceived abuse of disabled parking spaces on campus. He added that the RTA and Disabilities Australia have commenced a campaign to discourage able bodied people from using these parking spaces. Jon D’Astoli advised that the matter should be referred to the management units directly involved with monitoring parking (Security Services) and the provision of Disability Services within Margaret Edmond’s portfolio. Rosemary Whitecross enquired about what to do in a situation where abuse of disabled parking is witnessed. John Cox advised that this should be reported to Security Services.

g. Campus 2010 update: Campus 2010 works are progressing well. A status report will be provided which will include expected time frames for stage completions. Details about the status of the Campus 2010 project are available on-line from: http://www.usyd.edu.au/campus2010

Action: Campus Infrastructure Services

3.6 Emergency Management Committee

mC² Pacific has been engaged by Audit, Risk Management and Assurance to draft Crisis Management and Business Continuity Plans. The consultant has collated emergency management information in consultation with Security Services and OHSIM. Our response to typical emergency situations faced by the University is generally well managed and coordinated. However it is anticipated that a crisis management team that engages with senior University Officers will be required to plan for and to respond to crisis situations that are likely to have potentially serious consequences for University operations. Further to this, once a crisis is brought under control the mechanisms for return to normal operations need to be understood.

Eric Wessels posed several questions in relation to emergency management. How do we house people when their usual work facilities are unavailable? What spare learning spaces are available for back-up use? How do we establish backup IT services? Answers to these questions will need to be sought.

There has been further discussion with the Senior Executive Group about the installation of CCTV across campus. It is anticipated that these installations will be beneficial in a range of circumstances, including crime detection and prevention, post-incident investigation and crisis management. Consultation with the University community is planned to allay any fears about invasion of privacy and conformance with relevant standards.

Action: Security Services

3.7 ohsrm Program

The 2007 OHS audit of hazardous activities commenced on 22 October and concluded on 14 November. In total 39 audits were conducted, as listed in the attached spreadsheet. Colin Chua acknowledged those who cooperated with the audit exercise, but noted that unfortunately there were several occasions when the contact person was unavailable at the scheduled audit time and date. This resulted in the relevant audits having to be re-arranged with additional costs incurred for the contract auditor’s time.

The draft audit results were presented to OHSIM on 30 November prior to the finalisation and distribution of audit results to the participating departments in December. Comments on the draft audit results are being sought from these departments prior to the finalisation and distribution of these results. General comments extracted from the draft audit report include:

• The interrelationship between Risk Assessments (RAs) and Standard Operating Procedures (SOPs) is not well understood. A number of sites rely on a RA as their SOP and vice versa. The
University ohsrm forms are not fully utilised and there is limited understanding of the hierarchy of hazard control.

- Access to information provided by OHSIM was well understood.
- The procedures for reporting of incidents and the disposal of hazardous waste were well understood and used. A significant improvement in knowledge about reporting of incidents in recent years was noted.
- Incident follow-up and tracking completion of corrective actions warrants improvement.
- The keeping of safety training records was often not considered to be a high priority.
- Risk assessment relating to field work requires improvement.

An example of an audit report was presented to the Committee. John Cox requested a soft copy of any details pertaining to physical infrastructure deficiencies. John Dyer observed that noise appears to be an issue, but that some good scores were evident for work with hazardous substances and machinery.

**Action: OHS & Injury Management**

### 3.8 Radiation Safety

Howard Ackland referred members to several key radiation safety items as noted below and expanded upon in the report attached. The Radiation Safety Committee met on 15 October and 5 December and considered these issues to be of great significance to the University:

- Radiation laboratory upgrades - further delays have been caused by the tender process and there are now changed expectations about clearing the laboratories in readiness for refurbishment works.
- Legacy Radiation Source Repository - the University has received notification that these sources must be stored more securely by October 2008. Potential storage locations have been discussed, but no firm commitment has been made.
- Laboratory compliance inspections are being made to confirm that radiation registration requirements are being met.
- Cobalt 60 source removal - ANSTO has provided a quote for the removal of this source. The Faculty of Medicine is looking at funding this project.
- Pharmacy radioactive waste - ANSTO has provided a report that provides details of waste that can and cannot be disposed of.

John Cox indicated that a purpose built radiation source repository at Camden was currently the favoured option. Howard Ackland listed some of the security arrangements (like back to base alarms and prompt response to security breaches) that may be difficult to achieve at Camden. It is expected that the repository will be under the custody of the Radiation Safety Officer who is situated at Camperdown campus.

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

### 3.9 Biosafety

The Institutional Biosafety Committee (IBC) met on 30th November 2007 and reviewed 14 research project applications. 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](http://www.usyd.edu.au/ohs/biosafety/meetingdates.shtml).

Jenny Dawkins reported that the Office of The Gene Technology Regulator had released its revised Gene Technology Regulations on the 1st July 2007. A number of the changes in the Regulations have an impact on researchers across the Uni dealing with genetically modified organisms.

For those working in certified PC2 facilities, new, more detailed Certification Guidelines have been issued and new updated Guidelines for the transport of genetically modified organisms have also been issued. It is the responsibility of facility managers and facility users to ensure that the new guidelines are being complied with. Compliance with the new guidelines will be monitored during the annual inspection of each of the University’s PC2 facilities which are conducted by a member of the Institutional Biosafety Committee. All new Guidelines are available from the website of the Office of Gene Technology Regulator. The new Guidelines will be further publicised in the December OHSIM newsletter.
In addition to the revised Guidelines, there have been some changes to the classification of certain types of work involving genetically modified organisms. Details of the new classifications are available from the OGTR website and the University’s Biosafety website.

Despite the changes in the Gene Technology Regulations, the University’s procedure for applying for approval to work with genetically modified organisms has not changed. An application form for all projects involving the use of genetically modified organisms must be submitted to the University’s Biosafety committee (http://www.usyd.edu.au/ohs/biosafety/docs.shtml) and work must not commence on the project until written approval has been granted by the Biosafety committee.

3.10 Research Project Risk Assessments [Howard Ackland]
The contract for RIMS software (InfoEd) was awarded early in November. The project implementation phase (Horizon 1 – grants management) has commenced with the project team now in place. Christian Eberhardt has just joined the team as Change Manager. He is leading the Program’s change management stream which is responsible for all change management activities including program/project communication with the business, business impact assessment, change readiness, training and roll-out. There will be regular communication to the stakeholders about the program/project status as it moves forward. An indicative high-level implementation plan is attached.

3.11 Monitoring OHS risks from purchases [Jon D’Astoli]
It is intended that the number of purchasing classification codes will be dramatically reduced in order to streamline the e-procurement process. Numerous categories have been suggested for different hazardous laboratory procurements, however in order to avoid confusion there will be a rationalisation where definitions align or overlap eg. dangerous goods and hazardous substances.

3.12 First Aid [Jon D’Astoli]
First Aid Fora were held with Nominated First Aid Officers (NFAOs) on 3 and 20 September. The high demand for attendance necessitated two sessions. These addressed practical issues facing NFAOs, including:
- The role of the NFAO, including building emergency situations
- First Aid equipment and maintenance
- Dealing with health disorders
- Case studies of First Aid situations.

The sessions allowed for healthy discussion and the sharing of experiences between the NFAOs. Numerous suggestions were made for improvement to the University’s First Aid network, such as:
- University staff involved with hazardous activities should consult with their local NFAO so that possible scenarios can be planned for and the relevant First Aid provided if needed.
- Provision of all First Aid supplies (kits and contents) from a preferred, convenient source such as a Pharmacy on Campus.
- Acquire mobile First Aid kits to allow the NFAO to attend situations where the injured person is located elsewhere.
- Advertise a simple way of finding the First Aid information on-line, or elevate its prominence on-line.
- Establish a First Aid “blog” on-line where First Aid information can be shared.
- Ensure that remote sites (those that do not have prompt emergency ambulance service) are serviced by an occupational First Aider (more highly trained) and have a First Aid room.
- Distribute relevant Zone OHS Committee minutes to NFAOs.

OHSIM will pursue suggestions arising from the First Aid Fora. A budget has been allocated to purchase 10 automatic defibrillators in 2008 to be strategically located across the University for use in relevant medical emergencies.

Action: OHS & Injury Management

3.13 Zone OHS Consultation Training [Jon D’Astoli]
OHSIM has prepared a list of long-serving OHS Committee members who would benefit most from attending refresher training. This training will be offered early in 2008.

Action: OHS & Injury Management

3.14 Mobile Phone use while driving [Colin Chua]
In recognition of the increased risk of accidents for drivers who are using a mobile phone while driving (even with a hands-free kit) the Central OHS Committee (COHSC) endorsed the preparation of simple guidelines for the reference of University staff. It is anticipated that the draft guidelines will be presented at the next COHSC meeting.

3.15 Peter Dunlop Memorial OHS Award
Jon D’Astoli reported that five nominations had been received for the 2007 OHS Award. The nominees were:

- Carlo Piscicelli, School of Chemistry
- Peter Loxton, Conservatorium of Music
- Valerie Odewahn, Sydney College of the Arts
- Sam Carroll-Bell, Faculty of Science
- Jasmine Feeney, Faculty of Veterinary Science

The judging panel comprising of Alan Jones, Tanya Gerrie, Michael Joseph, John Usman, Jon D’Astoli and Wendy Collis met on 26 October to consider the nomination submissions and decide on the ultimate winner. Their decision has been endorsed by John Dyer, Chair of the Central OHS Committee. In a departure from previous years the winner of the OHS Award will only be revealed at the Award Ceremony in the Darlington Centre on 10 December. All five nominees will be acknowledged at that time. Committee members were encouraged to attend the function being held immediately after the meeting.

4. NEW BUSINESS:

4.1 Zone OHS Committee Annual Reports

a. Zone 7 OHS Committee (Law, Economics and Business)
Mark Westcott referred members to the attached report.

b. Zone 8 OHS Committee (ICT, CIS, International Office)
Michael Cretikos referred members to the Zone 8 annual report.

c. Zone 9 OHS Committee (Camden Campus)
The Zone 9 annual report was tabled for the information of members.

4.2 Safe Work Australia Week Events
Safety promotion events were held across the University during Safe Work Australia Week, 21 – 27 October 2007. Jon D’Astoli spoke to photographs from these events (hosted by OHSIM). They included a free morning tea, presentation of topical safety training films, a contest for best PPE (personal protective equipment) with prizes to the winners, and expert OHS advice and information was made available. Attendance at each of the events was lower than expected, possibly due to the failure in transmission of an All Staff e-mail advertising the event. Despite this, those who did attend expressed enjoyment it and found the information to be worthwhile.

4.3 Pressure Vessel Design Failure Results in Prosecution of University of South Australia
The University of South Australia has been prosecuted and fined $37,500 in relation to an incident where a pressure vessel designed and assembled for use in research and exploded when it was pressurised for the first time. A student was injured when she was struck by an object that was projected by the explosion.

The judgement concluded that:

- The University had failed to conduct an adequate hazard identification and risk assessment in relation to use of the plant.
- The injured student had received no instruction or training on OHS issues.
- There was no system in place to ensure that the designs, calculations, or the finished assembled product had been independently checked before being put into operation.
- The designer was deemed to be appropriately qualified and competent, however he had erred in his calculations and did not allow an adequate margin for error.
Since the incident the relevant School requires that a risk assessment and standard operating procedure be completed and forwarded to the School’s Research Committee before any new pressure equipment is used.

Jon D’Astoli indicated that University of Sydney departments involved with the design and assembly of research (or other) equipment would be alerted to the requirements for hazard identification and risk assessment, and must therefore seek independent/peer review of designs that have the potential for catastrophic failure.

**Action: OHS & Injury Management**

4.4 OHS implications of Nanotechnology

The emergence and significance of nanotechnology has resulted in numerous researchers now beginning to handle nanomaterials. Jon D’Astoli explained that workers handling these materials may be exposed to them via inhalation, dermal exposure and ingestion, although as yet safe levels and the harmful effects of such exposure are unknown. Researchers involved with nanotechnology are referred to the following article (extracts shown). It is recommended that exposure to these ultrafine particles be kept as low as reasonably practicable through the effective application of the hierarchy of controls - as described in the University Guidelines for Working with Hazardous Substances:


“The generally accepted approach is the application of the hierarchy of risk controls which incorporate the broad elements of elimination, substitution, engineering controls, administrative controls and – finally – the use of personal protective equipment”.

Specifically, until appropriate workplace exposure standards can be established, the nanotechnology industry should control exposures through the application of risk management programs using “as low as reasonably practicable” approach. Substitution is unlikely to be an applicable hazard reduction method because the unique properties of nanomaterials will drive their production and use. Nevertheless, traditional engineering and administrative controls and the use of PPE should be effective in reducing the exposure of workers. As such, these should be used in all nanotechnology facilities.

5. **NEXT MEETING**: 4 April 2008 at 12:00 in the Institute Board Room.

The meeting closed at 1:00 pm.
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<td>EVELYN WILLIAMS &amp; VET CLINIC</td>
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<td>5</td>
<td>MCE</td>
<td>Tamara Midwinter</td>
<td>ANDERSON STUART</td>
<td>Anatomy/Development</td>
<td>Camperdown&amp;Darlington</td>
<td>Roland Smith</td>
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<td>9-11 am</td>
<td>29/10/2007</td>
<td>6</td>
<td>MCE</td>
<td>David Moore, John Marks</td>
<td>ANDERSON BUILDING</td>
<td>Electron Microscope Unit (EMU)</td>
<td>Camperdown&amp;Darlington</td>
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<td>6</td>
<td>MCE</td>
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<td>School of Chemistry</td>
<td>Camperdown&amp;Darlington</td>
<td>John Duckworth</td>
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<td>MCE</td>
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<td>BIOCHEMISTRY &amp; MOLECULAR BIOLOGY</td>
<td>Molecular &amp; Microbial Biociences</td>
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<td>SCA ROZELLE (Radical)</td>
<td>Sydney College of the Arts Campus</td>
<td>Camperdown&amp;Darlington</td>
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<td>University Publishing Services (UPS)</td>
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<td>Camperdown&amp;Darlington</td>
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<td>J.L. HUTCH CAMPUS</td>
<td>Veterinary Science</td>
<td>Campden</td>
<td>Ron Henderson</td>
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<td>MCE</td>
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<td>MAY CORSTORPHINE FARM, CAMPEN</td>
<td>Veterinary Science</td>
<td>Campden</td>
<td>Kim McKean</td>
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<td>DELTA</td>
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<td>Plant Breeding</td>
<td>Campden</td>
<td>Peter Sharp</td>
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<td>JONES BUILDING</td>
<td>Cereosciences</td>
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<td>CIVIL ENG, LAB/WORKSHOP</td>
<td>School of Civil Engineering</td>
<td>Campderdown&amp;Darlington</td>
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The Radiation Safety Committee [RSC] met on 15 October and 5 December 2007. Representatives from CIS were in attendance on 15 October to report on the current status of the Radiation Laboratory Upgrades and the Legacy Source Repository.

1. Radiation laboratory upgrades

Coffey International has taken over the management of the radiation laboratory upgrade project. They have prepared a timetable for work to start in early November 2007 and finish at the end of January 2008. Researchers were advised of these time frames.

At the time of the RSC meeting on 15 October approval should have been given by the Tender Board for the contract to be awarded. This approval had been delayed for about another 3 weeks. This delay would make it unlikely that work will start until 2008. The RSC was very concerned about the slowness of progress in this regard and stressed to the CIS representatives that the University could be found to be in violation of its legal obligations. The original plan was that these works would be completed by January 2007. At the writing of this report the Tender Board still had not given approval for the project to proceed.

The Committee also expressed concerns that if work is conducted simultaneously in laboratories in the same area, then research facilities will be closed concurrently. The original plan was to do one laboratory at a time to allow for removal of material and transferral of operations into the nearby radiation laboratory.

There is also uncertainty about who is responsible for organising the removal and relocation of laboratory equipment in preparation for the upgrade work. When this IPP (Infrastructure Project Proposal) was lodged in May 2006 it was a function of (then) CPS to coordinate the removal/relocation process prior to work commencing. This service is no longer provided by CIS and it is up to the Project Manager. This was never costed into the original IPP. The CIS representatives advised that when the contract is awarded a meeting will be held between CIS, the Project Manager and laboratory representatives to discuss these issues.

Two other issues have since emerged, which may cause further delay in the commencement of this project.

(a) The Project Manager has requested that the handover of the laboratories for construction work will require a sign off by the University that the area is clean of all radioactive material, chemical compounds and contaminated fixtures [bench-tops, shelving, and cupboards]. A draft procedure for checking radioactive contamination and sign off has been prepared by the Radiation Safety Officer, but this has yet to be accepted by the Project Manager. The request for contamination checks for all chemicals on fixtures and disposal of all fixtures as contaminated waste is considered to be excessive and will add significant costs to the project. A
standard procedure for handover of chemical laboratories for construction work needs to be developed and approved.

(b) Security Services has requested a detailed analysis of the security needs for each of the laboratories involved in the project. The current security measures for radiation laboratories, as required for EPA registration, have been assessed by the Radiation Safety Officer to be adequate. These measures may include swipe card access, combination lock access or key lock. The original scope of work stated that these preliminary security measures would be satisfactory. If Security Services now has a policy of introducing swipe card access for all upgraded laboratories, this cost will have to be factored into the project budget.

2. Central Radiation Legacy Source Repository – current status

The EPA has given notice of a deadline of September 2008 for the University to comply with the Commonwealth Code of Practice for the Security of Radiation Sources. Current facilities where these sources are kept do not comply with this Code of Practice, therefore a secure facility to house our legacy radiation sources is required.

The long term plan for the legacy source repository is to incorporate a suitable facility into the new SIHMR building (Sydney Institute for Health and Medical Research) but this is on the 5 -10 year plan. Since there are some legacy sources currently stored in an area marked for demolition, an area is required for their relocation before demolition can begin.

CIS had suggested modification of the “Pizza Hut”, a flammable liquids depot that services the Blackburn building. OHSIM rejected this option based on incompatibility with the flammable liquids stored and security risks associated with multiple users of the facility. The hazardous waste storage area near the Physics Building was put forward as an alternative. CIS engaged a safety consultant to look at the work required to modify the facility and concluded that modifications could be made for it to be a suitable short term [5-10 year] solution. The RSC recommended that CIS proceed with this second option. CIS agreed to appoint an architect for the project by the end of the week [19 October 2007].

The architect inspected the proposed area on 21 November and will provide a report on the costs of modifications. To fulfil the requirements of the Security Code of Practice improvement works to the depot would need to include:

- removal of roller shutter entrance door
- bricking-off that entrance
- fitting an internal security door
- fitting security bars to ventilation windows
- fitting security card swipe access to the room
- fitting a back-to-base intrusion alarm.

While the deadline of September 2008 appears to give us a generous time frame for establishing a legacy source repository, experience from the progress of upgrades to radiation laboratories would indicate that we will be pressed to meet this deadline. The Radiation Safety Committee has concerns that we will not be able to meet our regulatory responsibilities in regard to the secure storage of these sources.

3. Laboratory Compliance Inspections
Since the last RSC meeting radiation laboratories 554 in Blackburn and 348 in Gunn have been inspected by the Chair of the RSC and the University RSO. The inspection team made several recommendations for improvement – these primarily related to items such as labelling of stored material [quantity & dose rate], inventory of stock in fridges and records of contamination monitoring. The team considered that in general the level of compliance with registration was satisfactory and that research groups were aware of their regulatory obligations.

OHSIM also initiated a high risk OHS audit that addressed radiation safety among other hazards across the University. The audit was conducted by external auditors and is expected to provide an independent view of the University’s radiation safety management systems. The results of this audit are to be presented by the auditors to OHSIM at end of November.

4. ANSTO Quote for Cobalt-60 Source Removal

The University has received a written quote from ANSTO for the removal of the Cobalt-60 source from the Blackburn Building. This has been forwarded to Tom Rubin, Executive Officer Faculty of Medicine, who will seek funding for the project.

5. Pharmacy Waste – ANSTO Assessment

ANSTO has forwarded their report indicating what waste can be disposed of from the Pharmacy basement and what must be retained. Pharmacy has submitted a request for disposal of the relevant waste. The material that cannot be disposed of is being stored by Pharmacy.

Howard Ackland  
University Radiation Safety Officer  
Phone: 9351 7722  
Email: howarda@usyd.edu.au
Horizon 1 - Implementation Timeline

- Gradual process change (not a ‘Big Bang' approach), initially focusing on RO and later extending to other related admin offices and researchers.
Zone 7 OH&S Committee

Report to Central Committee: December 2007

The Area

The Zone 7 OH&S Committee covers a variety of buildings throughout the University, including Merewether, Economics & Business, Institute, Computing Centre, the Law School, International House, Burren St Campus and Wentworth Building.

Members

The current Committee members are:

<table>
<thead>
<tr>
<th>Elected Employee Representatives</th>
<th>Appointed Employer Representatives</th>
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<tbody>
<tr>
<td>Mark Westcott</td>
<td>Christine Myerscough</td>
</tr>
<tr>
<td>Work &amp; Organisational Studies</td>
<td>Faculty of Economics &amp; Business</td>
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<tr>
<td>Juliet Davies</td>
<td>George Bibicos</td>
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<td>Student Information Office</td>
<td>Faculty of Law</td>
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<tr>
<td>Linda Cowan</td>
<td>Robert Stanborough</td>
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<tr>
<td>Workplace Research Centre</td>
<td>Campus Infrastructure Services</td>
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<td>Vacant</td>
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</table>

Linda Cowan and Mark Westcott agreed to share the role of the Chair Person. John Goodhew attended several meetings as a visitor (Econometrics & Business Statistics). The Committee expresses its sincere thanks to John Goodhew for his continued involvement.

Juliet Davies is now on maternity leave until January 2008, so there are two casual vacancies for employee representatives.

Inspections

Committee Members have conducted several inspections over the past year:
- Darlington Centre, H02
- Institute Building, H03 – Levels 3 & 4

The most common hazards found were general housekeeping. All in all there have been no major issues. The Committee was pleased where Departments acted promptly to rectify deficiencies identified during inspections, e.g., purchase of cord cover for electrical cords over floor.

Specific Issues

1. Thermal Comfort

The problems with the air conditioning in the Economics and Business Building (H69) are still ongoing. Although there has been no reoccurrence of the white aluminium hydroxide powder being expelled from the air-conditioning vents, a large number of the air-conditioning fan coil units have yet to be chemically treated. Campus Infrastructure Services is seeking to chemically treat the remaining fan coil units in-situ. However, the approval of this process has been delayed pending a thorough assessment of the risk of potential chemical exposure of staff and students as a result of this process.
2. *Emergency Preparedness*

Emergency preparedness was discussed again this year. The Faculty of Economics & Business continues to give this issue attention. Although there are continuous changes to the emergency warden teams due to staff changes, the installation of the Emergency Evacuation signage during late 2006 seems to have raised awareness amongst the general population.

3. *Training*

Mark Westcott and George Bibicos attended the 4 day OHS Consultation training course this year.

The Committee would again like to thank the OHS & Injury Management team for their assistance over the last year and look forward to working with them in 2008.

Linda Cowan and Dr Mark Westcott  
Chairperson,  
Zone 7 OH&S Committee  
December 2007
Areas of Responsibility

The Zone 8 Committee is currently responsible for the following areas:
- G12 and G10: International Office and International Student Services Unit – Services Building and Raglan Building;
- G12 Campus Infrastructure Services (CIS) - Offices on L1 and L2 including Workshop and Mail Room on L1 and Security Services on L1 and L2;
- G12: University Publishing Service (UPS) on L3
- H05: Joiner’s Shop (CIS);
- G11: Trades Stores and Emergency Generator Area;
- L03F: Centre for Continuing Education.
- G09: UPS Copy Centre

Committee Membership

We would like to welcome Colin Chua as Secretary to the Committee (since August 07) as his experience will be a definite asset to the Zone 8 facilities.

We would like to thank the following retired members for their service on the Zone 8 Committee Secretary - Matthew Mitchell – Occupational Health & Safety Officer – OHSIM. With a special thanks to Employee Representative - Terry Toomey whose long service and dedication was much appreciated by all members on the Committee.

Employer Representative - Sue Ellingsen, (ICT) Major Projects and Employer Representative - Robert Giannella, (CIS), who both left the university in 2007.

Due to departmental changes within the ICT and CIS departments the Zone 8 Committee currently has 3 vacancies. Relevant managers of ICT and CIS have been contacted to nominate staff or join the committee and a full committee should be back on board in 2008. John Cox, Director Asset Management and Services (CIS) will be attending the last Zone 8 Committee meeting to discuss the issue of membership on 4 December 2007.

The Zone 8 Committee would also like to thank Wendy Collis, Administrative Assistant/Project Officer – OHSIM for attending and contributing to several meetings throughout the year.

Present Committee Membership

Employee representatives:
- Michael Cretikos – Campus Infrastructure Services (CIS)
- Murdo Macrae – University Publishing Service (UPS)
- Kathryn Dziubinski – (Chair) Centre for Continuing Education (CCE)
- Vacant – CIS Trades person

Employer representatives:
- Lidia Nemitschenko – International Student Support Unit (ISSU)
- Vacant - Campus Infrastructure Services
- Vacant - International Office
• Vacant - ICT Major Projects

Secretary:
• Colin Chua – OHSIM – Occupational Health and Safety Officer

The following Inspection Table outlines the Committees timetable for 2007/2008:

<table>
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<th>Sites Inspected in 2007</th>
<th>Inspection sites for 2008</th>
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<td>G12:ICT Major Projects</td>
<td>L03F:Centre for Continuing Education</td>
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<tr>
<td>G09:UPS Copy Centre</td>
<td>G12: CIS Offices on levels 1, 2</td>
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<td>G12:UPS - University Printing Service</td>
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<tr>
<td>G12 and G10:ISSU &amp; International Office – Dec. 07</td>
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Issues addressed for 2007:

Inspection follow-ups:
• Garage inspection report has been followed up, however the details of the report will only be executed if the University Garage remains open.
• Security inspection report as been resent to Smokey Bavister and Eric Wessels.
• UPS inspection resulted in a new induction manual being created for the department which has been advantageous for all UPS staff.

Other issues:
• Radiation warning signs and roof markings on Carslaw Building roof has been arranged by Michael Cretikos and carried out by CIS. This took a long time to achieve with the help of Howard Ackland, Radiation Safety Officer;
• Services Building Emergency Procedures have been overseen by the Committee throughout the year and both Matthew Mitchell and Michael Cretikos have liaised with ICT and CIS staff to consolidate procedures. The matter is ongoing;
• A First-Aid room in G12 building has been noted in ARCHIBUS for future development;
• Zone 8 Committee has also been amending a Constitution with a final document to be tabled at the last meeting on 4 December, 2007; some issues regarding a Quorum and Decision Making remain to be resolved;
• An electrician received an electric shock earlier in the year. This drew attention to the fact that the electrician was working alone and that trade staff should organise the presence of another person when attending to maintenance issues in less populated areas of the University;
• A review was required of a plumbing contractor in relation to their installation procedures due to an injury by a high pressure water line on campus;
• The University was issued with a WorkCover Improvement Notice to review roof safety when a maintenance worker was found not to have applied a safety harness while working on a roof area. A Roof Access Procedure and Roof Access Permit system have since been instituted and the information is available on the CIS Web;
• CIS has implemented a review of its OHS Management System with an outside consultancy and the report was given to CIS Management. This prompted further funding for a series of safety procedures to be written up. CIS settled on a priority list of at least 20 procedures being developed this year with completion expected in March 2008;
• CCE reviewed the working practices in their course enrolments office due to an increase in repetitive strain injuries in their area.
• A review of OH&S incidents in Zone 8 will be conducted at the last meeting in order to pinpoint danger zones or note areas that may require OH&S prevention outlines.

Membership Issues
• A schedule of OHS Consultation training dates was distributed to Committee Members advising members of refresher course dates, but this has not yet been finalized by OHSIM.

A thank you should be noted for all members of the Zone 8 Committee for their time and contributions over the past twelve months.

Kathryn Dziubinski
Chair, Zone 8 OHS Committee
Zone 9 Occupational Health and Safety Committee
Annual Report for 2007

Area covered by Zone 9

J.L.Shute, Franklin Meat Laboratory, Nepean Hall, Corstorphine Farm, Dairy Research Unit, Mayfarm, Rural Veterinary Centre, Veterinary Science Post Graduate Committee, Camden Library, Plant Breeding Institute Cobbitty, Arthursleigh (Marulan), Mt. Pleasant, Lansdowne, Mt Hunter, Westwood, Wolverton, Coates Park, J.B. Pye Farm, Fleurs and McGarvie Smith Farm.

The majority of the 9,345 ha area is involved with farming.
- Corstorphine Farm, Westwood, Wolverton, Coates Park, McGarvie Smith Farm – dairying and beef cattle.
- Arthursleigh, Mt.Pleasant, and J.B. Pye farms - sheep and cattle.
- The other locations include office and laboratory areas, poultry and piggery sheds, plant breeding fields, Mayfarm dairy research unit, rural veterinary clinic and new Wildlife Health and Conservation Centre.

Faculties and departments:
Agriculture, Crop Sciences, Plant Breeding Institute, Faculty of Veterinary Science, Properties and Investments.

Current Committee Members:
Ron Henderson (Chair) University Veterinary Clinic, Camden (UVC,C)
James Bell PBI Cobbitty
John Sommers Campus Infrastructure Services Area Manager
Raj Bangur Faculty of Veterinary Science
Paul Kavanagh PBI Cobbitty
Pietro Celi Veterinary Science, Academic Representative
Kim McKean Camden Farms
Stefan Zielonko Properties & Investments
Jon D’Astoli OHS & Injury Management Representative

New members to the Committee for 2007 – John Sommers has replaced Steve Atherton and Pietro Celi has filled-in for Wendy Muir (on maternity leave).

Key issues dealt with by the Zone 9 OHS Committee in 2007

MAJOR / MINOR WORKS
- Dog & Cat Unit – new road for exiting traffic
- Signage for all internal roads
- Road repairs
- Work place inspections – have been ongoing as per schedule. These included Mayfarm Sheep Dairy, Nepean Hall and Library and Veterinary Science piggery.
• Security at UVCC – swipe card access and new fencing installed, including an automatic gate
• Lighting for internal stairwell at Corstorphine Dairy
• Clearing of trees and removal of parked 4WD vehicles to allow better vision when entering onto main roads
• Repairs to structural elements of poultry shed complete.

**Chemical Shed**
A chemical shed/fuel depot was proposed for PBI Cobbitty in 2006. Approval of an IPP was granted in 2007 and CIS organised consultants to provide design input. A design and costing was provided and the project had overblown its costs by a large margin. A meeting between PBI and CIS is to occur by late 2007 to bring the project back on cost for 2008.

**Campus Infrastructure Services (CIS)**
There should be an acknowledgement of the great support that CIS has provided the Camden Campus in 2007. They have attended to all issues quickly and rectified a majority of problems. They have maintained close links, first by Phillip Sorbello and later in 2007 John Sommers.

The grounds group has provided a safe working environment for all University Personnel and this is important in a country environment especially in regard to snake issues.

**OHS Risk Management**
The ohsrm Audit results for 2006 were received in March 2007 and reviewed by the Zone 9 OHS Committee as a reference point for prioritising workplace OHS inspections. In some cases the response to the audit results were noted. For example the audit score for PBI was 83% and the main area that warranted improvement was in emergency preparedness. Input from Stefan Zielonko, Camden Campus Security Officer, has assisted the PBI in 2007 to increase this preparedness.

**New OHS High Risk Audit**
Reliance Risk conducted an OHS Audit with regard to hazardous chemicals, noise and field work and we are still awaiting results from this audit.

One of the feedbacks for the Camden Campus in regard to this Audit was that a uniform approach to OHS matters needs to be provided. A group meeting of Farm Staff is being organised to deal with these issues.

**Camden Advisory Committee**
All OHS issues for the Camden Campus can be presented for discussion at monthly Camden Advisory Committee meetings. This forum allows for OHS to be discussed at a management level.

**OHS Safety Awareness Week**
A presentation by OHS & Injury Management was given on 23rd October and was well received by all staff who attended. The videos shown proved very popular with all staff.

Zone 9 OHS Committee would like to thank Jon D’Astoli and other staff of OHS & Injury Management for their assistance and support throughout the year, which is always greatly appreciated.