The University of Sydney
CENTRAL OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Minutes of the Meeting held on 25th June 2009

Distribution:
- Central OHS Committee Members
- Deputy Vice-Chancellors - for information/action
- Pro-Vice-Chancellors - for information/action
- Deans of Faculties - for information/action
- Directors of Administrative Divisions - for information/action
- Heads of Departments and University Librarian - for information/action

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

This meeting of the Central OHS Committee was held in the Western Tower Room A14 and opened at 2:00.

**Members Present:**

Mr Colin Streeter  
Director, Sydney People (Chair)

Mr Colin Rockliff  
Director, Campus Infrastructure Services

Mr Michael Joseph  
Zone 1 OHS Committee

Mr Slade Matthews  
Zone 2 OHS Committee

Mr Brett Jones  
Zone 3 OHS Committee

Mr Paul Harbon  
Zone 4 OHS Committee

Mr Mark Winstanley  
Zone 5 OHS Committee

Mr John Usman  
Zone 6 OHS Committee

Ms Fortini Athanasakos  
Zone 8 OHS Committee

Mr Ron Henderson  
Zone 9 OHS Committee

Dr Barrie Egerton  
Zone 11 OHS Committee

Mr Clive Cooper  
Zone 12 OHS Committee

Ms Rosemary Whitecross  
SUPRA

Ms Charlotte Long  
Student Representative Council

Mr Les Wark  
University of Sydney Union

**In Attendance:**

Mr Morgan Andrews  
General Manager, Security Services

Ms Manuela di Piramo  
Communications Manager, Internal Communications

Mr John Dyer  
Human Resources Consultant

Mr Michael Cretikos  
Safety Officer, Campus Infrastructure Services

Mr Jon D’Astoli  
Manager, Occupational Health and Safety, OHS & Injury Management (OHSIM)

Ms Virginia Littlejohn  
Manager, Workers’ Compensation and Injury Management, OHSIM

Ms Tessie Phan  
Injury Management Coordinator, OHSIM

Mr Howard Ackland  
Radiation Safety Officer, OHSIM

Ms Jenny Thomson  
Biosafety & OHS 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)

Professor Stephen Garten  
Dean, Faculty of Arts and Provost Designate

Ms Anne Seahill  
Director, Change and Development

Mr Zia Ahmed  
Zone 4 OHS Committee

Mr Graham Rapp  
Zone 10 OHS Committee (Narrabri, Spring Ridge)
The Chairman opened the meeting at 2:00 and welcomed members.

1.2 Agenda “Starring”
Items 3.2 and 3.4 were “starred” for discussion in addition to those items already starred.

2. MINUTES OF THE PREVIOUS MEETING (26/03/09)
The minutes of the previous meeting distributed to members were accepted as an accurate record of proceedings and signed by the Chairman.

3. BUSINESS ARISING FROM THE MINUTES

3.1 OHS Management and Reporting structure
Colin Streeter outlined a proposal to replace the Audit and Risk Management Committee with a Safety Risk Management Sub-Committee of Senate. Senate will consider this proposal at its retreat on 3-4 August 2009. The change is designed to provide regular and relevant information on OHS risk management to Senate and enhance stewardship by the governing body. This is expected to energise OHS as a management agenda item throughout the University, lifting standards and consistency. The SRM Committee would meet quarterly to review OHS planning and monitor progress towards implementation of OHS programs, OHS audit results and statistical analysis of incident and injury performance.

John Dyer had been engaged to conduct a review of OHS in the University. His report and recommendations were due to be presented to the Vice-Chancellor within the next couple of weeks. Feedback from this report will be given at the next Central OHS Committee meeting. Colin Streeter indicated that appropriate resourcing and IT support would be required to produce the requisite University OHS statistics.

Action: Colin Streeter

3.2 Incident and Injury Reporting

a. On-line incident and injury reporting
Jon D’Astoli described some teething issues that had been reported with the transition from paper-based to on-line incident reporting via myHRonline. The main problems have related to (a) interpreting what details should be recorded in certain fields eg. “Reported to” and “Reported by”, (b) advancing to “Step 2” for addition of injury details, and (c) using the search function to choose employee details. Several field names have therefore been changed to assist users with interpretation and Step 2 has been re-named to clarify that this step should be elected to “Add injury details” to the incident report. The T2 software has been updated to Version 11 which has improved the search function versatility.

Michael Joseph indicated that the software had been fairly well accepted, but the restriction on access to staff only has been problematic for post-doctoral researchers reporting incidents. He suggested that wider access be made available. Jon D’Astoli explained that post doctoral fellows who are in paid employment by the University already have access to report incidents via myHRonline. In Schools and Departments that have regular incidents involving non-staff members eg. Chemistry and CIS, a system is required for the relevant data to be entered by a staff member on behalf of those involved. Those involved should be mindful of the requirement to have incidents reported within 24 hours of occurrence.

The T2 software is designed to automatically generate email triggers with incident details that are forwarded to the relevant supervisors for their attention and response as required. This functionality is not yet working correctly, so OHS Officers are manually alerting supervisors of their incidents. Work is currently underway to allow the recording of hazards in addition to reporting of incidents and injuries. This will allow electronic record keeping and reporting of hazards and hazardous activities that are currently captured and maintained locally on the ohsrm Part A form.

b. Workers’ Compensation and Injury Management
A detailed report on workers’ compensation and injury management is attached to the agenda.
Virginia Littlejohn explained that the workers’ compensation insurance premium had risen in line with University wages. The number of injuries had reduced by 10% since 2008, however the severity and...
cost of these injuries has increased. The wet weather in recent months has contributed to an increase in slip/fall incidents.

There has been a focus on office ergonomics training and ergonomic assessment of individual workstations. Supervisors in the University Library have received “trainer the trainer” style training to enhance their capacity to deal with manual handling and ergonomic issues relating to their subordinate staff. It was suggested that similar training could be provided for other reliable supervisors.

The rate of psychological injuries this year is tracking similarly to 2008. Increased attention is now being paid to the causes of these injuries. The policies on prevention of bullying, harassment and discrimination, currently under review, will help to focus attention on these potential causes of psychological injury.

c. WorkCover Investigation

A WorkCover inspector had enquired about the handling of an alleged bullying case within the University. Bullying is regarded as a workplace health and safety issue. Jon D’Astoli reported that a meeting had been held to discuss this matter on the morning of the Central OHS Committee meeting. The two inspectors involved were knowledgeable about bullying and interested to see that the University is taking an active approach to bullying prevention. The inspectors previewed and gave some useful comments on the University’s draft Bullying Prevention Policy and Resolution Procedure that had been prepared in consultation between the Office of General Counsel and Case Management Group. Colin Streeter added that a future online training module would include prevention of bullying. This vehicle should allow widespread dissemination of relevant information to University staff within the next few months.

3.3 OHS Training and Information [Colin Chua]

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Warden</td>
<td>31 March, 28 April, 14 May (G08) and 3 June (K07)</td>
<td>20</td>
</tr>
<tr>
<td>OHS Risk Management for Managers and Supervisors</td>
<td>14 April</td>
<td>11</td>
</tr>
<tr>
<td>OHS Consultation</td>
<td>7, 21, 28 May and 4 June</td>
<td>8</td>
</tr>
<tr>
<td>OHS Refresher</td>
<td>7, 8, 18, 29 April and 4 May</td>
<td>6, 14, 38, 20 and 7</td>
</tr>
<tr>
<td>Biosafety</td>
<td>9 April and 7 May</td>
<td>17 and 17</td>
</tr>
<tr>
<td>Working with Hazardous Substances</td>
<td>15 April and 20 May</td>
<td>17 and 16</td>
</tr>
<tr>
<td>First Attack Fire Fighting</td>
<td>20 April and 27 April</td>
<td>16 and 13</td>
</tr>
<tr>
<td>Chief Warden</td>
<td>18 June</td>
<td>7</td>
</tr>
<tr>
<td>CPR Awareness</td>
<td>9, 10, 11 and 12 June</td>
<td>264</td>
</tr>
</tbody>
</table>

Current planned training includes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Warden</td>
<td>30 June, 29 July, 25 August</td>
</tr>
<tr>
<td>Biosafety</td>
<td>9 July, 6 August, 10 September</td>
</tr>
<tr>
<td>OHS Risk Management for Managers and Supervisors</td>
<td>14 July, 11 August, 8 September</td>
</tr>
<tr>
<td>Radiation Safety for Laboratory workers</td>
<td>29, 30 July, 20 August</td>
</tr>
<tr>
<td>Working with Hazardous Substances</td>
<td>22 July, 19 August</td>
</tr>
<tr>
<td>First aid refresher</td>
<td>2 July, 4 September</td>
</tr>
<tr>
<td>Chief Warden</td>
<td>17 September</td>
</tr>
</tbody>
</table>


3.4 Dangerous Goods Program [Matthew Mitchell]

a. Depot Upgrading Program

The new gas cylinder storage and reticulation unit that was designed to service the laboratories on Level 1 of the Chemistry Building has been completed and commissioned. Minor defects are currently being addressed.
Planning has been completed, funding allocated and tender process about to commence for the following projects:

- Construction of a new gas cylinder and reticulation depot at the Shute Building Camden, and refurbishment of the Shute Building flammable liquids depot
- Relocation of the Macleay Museum specimens preserved in alcohol to a purpose built flammable liquids depot.

Planning and design work has been completed for the replacement of the above-ground fuel tank and improvements to the agricultural chemical, flammable liquids and hazardous waste storage areas at the Plant Breeding Institute, Cobbitty. However, the project is currently on hold pending funding approval.

Planning and design work is ongoing for the following projects:

- Refurbishment of the chemical storage area in the Chemical Engineering Building
- Installation of additional lift controls to facilitate the safe transport of liquid nitrogen and hazardous materials in a number of University buildings
- Redesign of the chemical storage and ventilation systems in the Veterinary Histology Laboratory in the McMaster Building
- Provision of hazardous waste and flammable liquids storage for the Brain and Mind Research Institute, Mallet Street Campus.

b. Dangerous Goods Database
Phase 1 of the Archibus Emergency/Dangerous Goods Project was delivered to the University for user acceptance testing in late March. The testing carried out by CIS and OHSIM identified a number of technical problems that were referred back to the developer for rectification. An updated version will be released to the University for further testing prior to the end of June. It is anticipated that the system be promoted and released to relevant University departments during August 2009.

c. Explosives
A suitable disposal option for the small volume of explosive chemicals identified by the 2008 survey has yet to be identified. Advice regarding possible chemical treatment options had been sought from the School of Chemistry and the chemical supplier. It is likely that the assistance and/or approval of WorkCover NSW may be required to progress the disposal.

3.5 Campus Infrastructure Services Items:
Colin Rockliff indicated that he would attend the Central OHS Committee meetings to personally understand the OHS issues being raised and have OHS put on CIS management meeting agendas.

a. Jane Foss Russell Building lighting levels
Capital Insight had completed testing of the lighting levels and found that they are consistent with the contract. The lighting problems are therefore not contractual, but relate to client satisfaction. CIS will need to review these concerns and seek options for rectification separate from the defects liability process. Morgan Andrews indicated that CIS would meet with the building occupants who are affected and work through the issues individually over the next few months.

b. Furniture problems in new fit-outs
Although furniture installations aim to comply with the relevant OHS requirements there have been recent occasions where the ergonomic characteristics of furniture, particularly chairs, have been inadequate. Colin Rockliff indicated that in these cases CIS provided what the building occupants specified they wanted, but in future such matters will be referred for OHS consideration.

c. OHS review of building designs
CIS is mindful of compliance of all new building designs with Building Code of Australia (BCA) and associated regulations. In addition to this CIS is working on a design/quality control document that will address OHS and other important issues, but the existing format needs to be enhanced to make it more user friendly. This will become a compliance document for contractors. CIS has also
established a quality and safety group to review and ensure that all new building designs meet the necessary compliance standards, however current staffing is insufficient to review all building work.

d. Campus 2010 update.
With the new Law building on line, Campus 2010 is coming to a close. The only outstanding issues are ones of defects and liabilities. CIS will be working with the specific stakeholders to rectify these and make sure that the University needs are represented and implemented.

In relation to the cobblestone pavers on Eastern Avenue, CIS has lodged this defect with the builder (the pavers were not laid in accordance with specifications) and has also commissioned an independent expert to provide a report on their suitability. Once this process is completed CIS will escalate any issues under the contract and review the pavers for compliance to ensure they are fit for purpose.

The requirements for disabled car parks in front of Fisher Library have also been reviewed by a disability consultant and a new plan created to take into account their concerns. This will involve moving the current bus stop, and raising two car parks as required to meet standards. This work will be scheduled as soon as possible.

3.6 Emergency Management

a. SMS notifications
Morgan Andrews reported that an SMS based mass communications system was planned to improve the ability to communicate with students and staff during site emergencies. The system would be run from the Security Central Monitoring Station.

b. Chief Warden Performance Bonus
The Chief Warden Performance Bonus Policy has been drafted, distributed for comment and forwarded to the Senior Executive Group Operating Resources Committee for review and approval. Once the policy is approved implementation will commence with broad publicity of the initiative and the confirmation and/or nomination of Chief Wardens for each University building or group of buildings.

c. Emergency Signage
The emergency signage project has been delayed due to staffing issues and competing priorities within CIS, however a new staff member has been appointed to coordinate the provision of signage within the University. Below is an updated status of the project.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Number of Buildings</th>
<th>Installed</th>
<th>Ready to Print and Install</th>
<th>Proposed Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camperdown/Darlington &amp; nearby campuses</td>
<td>~100</td>
<td>50</td>
<td>25</td>
<td>30/11/2009</td>
</tr>
<tr>
<td>Cumberland</td>
<td>~22</td>
<td>0</td>
<td>22</td>
<td>30/09/2009</td>
</tr>
<tr>
<td>Camden</td>
<td>~25</td>
<td>0</td>
<td>0</td>
<td>31/12/2009</td>
</tr>
</tbody>
</table>

d. Emergency Management Committee
MC2 Pacific Pty Ltd (external consultant) is assisting the University to review existing emergency management structures and response protocols. Draft incident response and site emergency management plans have been provided by MC2 Pacific for review and comment by the EMC working group. The next meeting of the EMC working group is scheduled for Tuesday 30 June.

3.7 OHS Audit of high risk activities
Colin Chua reported that the second OHS audit of high risk activities will be conducted in the 3rd quarter of 2009. The audit will examine how the following OHS risks are being managed by relevant departments/units:
1. Ionising radiation;
2. Biological hazards;
3. Hazardous substances;
4. Contractors;
5. Machinery;
6. Noise;
7. Outdoor work; and
8. Field work

There will be 39 audit sites audited across five campuses: Camperdown, Darlington, Rozelle, Sydney Conservatorium of Music and Camden (refer to attachment for details). OHSIM will consult with the Faculty of Health Sciences to determine the number of sites to be audited at Cumberland Campus.

The high risk OHS audit tool developed in 2007 will be used as the basis for the 2009 audit. This is currently under review by subject matter experts. Generally, each audit will involve interviews on site with Heads of Departments and operational staff, a review of relevant OHS documentation, and an inspection of work sites.

The timeline remaining for the 2009 OHS audit program is as follows:
- Develop consultancy brief – end June 09;
- Obtain expression of interest from consultants – beginning July 09;
- Submissions received from consultants and reviewed – end July 09;
- Successful consultant/s to be notified and contract signed – mid Aug 09;
- Conduct the audit – mid Aug to mid Sep 09;
- Audit report write up – beginning Oct 09;
- Presentation and draft audit results submission – mid Oct 09;
- Amendments and final submission – end Nov 09

Clive Cooper noted that the list of high risk activities excludes manual handling which typically carries a significant risk of injury. Manual handling and other risks not listed may be covered during the generic OHS audit that will next be conducted in 2010 in accordance with the cyclical nature of the University’s OHS auditing program.

3.8 Radiation Safety

Howard Ackland reported that the Radiation Safety Committee had met only once since the last Central OHS Committee meeting. A detailed report is attached of items discussed at the meeting. The items covered in the report include:

a. Research Grant Approvals/Risk Assessments
The Radiation Safety Committee has begun formal approval for new research projects using ionising radiation as notified by the RIMS system.

b. Legacy Source Repository
The Development Application has been approved by the local council and the project is in the final stages of its internal approval process prior to construction. A Security plan is required to be submitted to the Regulatory body the DECC by 1 July 2009. CIS Security Services is working with the RSC on preparation of this plan.

c. BMRI Cyclotron
The purchase of a cyclotron is far from finalised. The intention of BMRI is that ANSTO will be contracted to totally manage and operate the facility. However no matter who operates the facility it will be the University’s responsibility for its registration and safe operation.

d. Inspections of Radiation Laboratories
The Radiation Safety Committee has resumed inspections of radiation laboratories. The primary aim of the inspections is to confirm what work is currently being conducted in what laboratories so that we have a current snapshot of radiation laboratory usage.

e. Radiation Safety Training Courses
The final training session for the first semester has been completed. Enrolments for the second semester training sessions are open online through Learning Solutions. Rosemary Whitecross enquired whether these courses are compulsory. Whilst successful completion of the course (or another accredited course) is a pre-requisite for radiation licensing, the course is not mandated university wide. It was suggested that the decision to make attendance compulsory could be made at departmental level.
Barrie Egerton observed that it is possible to purchase radioisotopes without having a licence or proper training. It was noted that a Finance procurement project to monitor these type of purchases had been discontinued. However recent experience indicates that suppliers will now not provide radioisotopes unless the University or a personal radiation licence number is submitted with the order.

Michael Cretikos enquired about the generation of radioactive waste from research activities. It was confirmed that research projects can only proceed if there is an avenue or facility for disposal or storage of the waste. Indications are that the use of radioisotopes in research is decreasing.

3.9 Biosafety [Jenny Thomson]

a. IBC Activities

The Institutional Biosafety Committee (IBC) met on the 11th June 2009 to review 8 research project applications. The IBC meets quarterly to review and assess project applications involving work with Genetically Modified Organisms (GMOs) or recombinant DNA. 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. OGTR forum

The Office of the Gene Technology Regulator (OGTR) presented the 3rd National Institutional Biosafety Committee Forum in Canberra on the 30th April – 1st May 2009. Two members of the IBC attended the forum on behalf of the University. The IBC forum provided an opportunity for Institutional Biosafety Committees from across Australia to discuss key issues, provide critical feedback to the OGTR and receive updates on developments in Gene Technology Regulations.

c. OGTR monitoring visit

The Monitoring Section of the OGTR conducted a routine announced inspection at the University of Sydney on 7th April 2009. OGTR monitoring staff conducted an inspection of two DNIR licences and three certified PC2 facilities. The inspections were conducted for the purpose of monitoring compliance with the licence conditions and requirements specified in the Certification Instrument for each of the associated facilities.

During the inspection OGTR staff identified a non-compliance for one of the licenced dealings where the holder did not comply with the conditions imposed by the licence. In addition this same non-compliance was a breach of Certification requirements of the facility. The issue was in relation to the transport of GMOs. At the time of inspection, OGTR staff noted that the outermost (secondary) transport containers used for transport between buildings were not labeled with the name, address and contact details of the person responsible for the dealings. As a result of the breach, an account of the non-compliance will be included in the OGTR’s Quarterly Report to the Australian Parliament. Once finalised the OGTR Quarterly Report is published on the OGTR website.

This is a timely reminder for all researchers involved in gene technology work to be fully informed of any licence conditions pertaining to a particular licensed project as well as to be trained in the Certification requirements of the facility and the OGTR Guidelines for the transport of GMOs.

d. Summary of certified facilities

New PC2 certifications approved by the OGTR (from Mar 09 - May 09):
- 1x Laboratory Facilities, Biological Sciences, Macleay Building

New PC1 certified facilities approved by the OGTR (from Mar 09 - May 09):
- 2x Laboratory Facilities, Electron Microscope Unit, Madsen Building

e. Biosafety Personnel changes

Jenny Thomson (nee Dawkins) has returned from maternity leave on a part-time basis. Jenny’s days of work are Mondays, Thursdays and Fridays. Davorka Bilic who replaced Jenny during her year of maternity leave is continuing with the office also on a part-time basis. Davorka’s days of work are Mondays and Tuesdays. Jenny will be the main point of contact for all new work involving gene technology (project applications and facility certifications) and for any general OHS enquiries from Medicine and Nursing (Zone 2). Davorka will be the main point of contact for annual OGTR certified PC2 inspections and for any general OHS enquiries for Cumberland campus (Zone 11).
3.10 First Aid [Jon D’Astoli]
Jon D’Astoli reported that Automated External Defibrillators (AEDs) had been installed in prominent, accessible locations on all University campuses (shown in attachment). Security Service patrol vehicles also now carry a portable AED.

Defibrillation is an addition to CPR, therefore it is important that members of the University community have a general understanding of CPR. In order to achieve this CPR Awareness sessions were advertised and run on all University of Sydney campuses from 9-12 June 2009. The sessions, arranged by OHSIM, were led by first aid trainers from Australian Red Cross and attended by 264 members of staff. Further CPR Awareness sessions will be made available via Learning Solutions or by arrangement with OHSIM.

The Zoll AED Plus was chosen after analysis of many AED models available and consultation with other universities that had already procured AEDS. The unit provides voice prompting for the user to guide them through CPR (cardio pulmonary resuscitation) and defibrillation, if needed. The AED cannot deliver a charge unless (a) it detects a shockable heart rhythm when the pads are connected to the victim and (b) the user presses the shock button in accordance with the voice prompts.

Each AED is housed in a clear Perspex cabinet that transmit a visual and audible alarm when opened. The cabinet has a thumb lock that can be readily released to open the cabinet, collect the AED and carry it to assist a victim of sudden cardiac arrest.

The AED batteries and pads have a five year shelf life. Maintenance of these consumables will be coordinated by OHSIM. Nominated First Aid officers and other members of the University community are encouraged to monitor the AED equipment installed locally.

3.11 AUSA OHS Conference at Sydney University
Jon D’Astoli advised that the 2009 AUSA Conference will be held at the Holme Building from 7-10 July 2009. This biennial conference is the premier OHS forum for the Australasian university sector. A number of University of Sydney staff have already registered to take advantage of this unique opportunity to attend this high quality and affordable OHS conference "on their door step".

The overarching theme of the conference is "OHS in a Changing Climate". The conference sub-themes include:

- Globalisation
- Generational Diversity
- Selling Safety
- New Technology
- OHS Security
- Safely Saving the Environment
- Wellness and Wellbeing
- OHS in Research and Curricula


3.12 OHS Policy Review [Jon D’Astoli]
The University OHS Policy is currently being reviewed in accordance with the Policy Development and Review process. The Central OHS Committee will be consulted during this process.

4. NEW BUSINESS:

4.1 Zone OHS Committee Annual Reports

a. Zone 1 OHS Committee (Veterinary Science, Agriculture, Biological Sciences)
Michael Joseph tabled a slightly different report to that distributed with the Agenda. He recognized the long term services of David Griffin (20 years) and Colin Bailey (30 years) who had served on the Zone 1 OHS Committee, but recently left the University. The Committee had been focusing on the buildings used by Biological Sciences. There were many problems found, but IPP’s (Infrastructure Planning Proposals) had been submitted to CIS to address these.

The successful resolution of issues and vigilance of the Zone 1 OHS Committee were acknowledged as an exemplary standard for other Zone OHS Committees.
b. Zone 2 OHS Committee (Medicine and Nursing)

Slade Matthews spoke to the attached report, indicating that there had been some membership changes and volunteers are being sought to fill vacancies. The workplace inspection program is ongoing. Jenny Thomson and Davorka Bilic were thanked for their support of the Committee.

There was slow progress towards resolving the liquid nitrogen storage issues. Michael Joseph expressed the view that the storage of liquid nitrogen is a significant OHS issue. 90 kg of liquid nitrogen held in a non-ventilated area with no oxygen level sensors or apparent safe operating procedures is a recipe for a potential fatality (nitrogen gas evolves from the liquid, displacing oxygen to the point where asphyxiation may result).

c. Zone 3 OHS Committee (Engineering and Architecture)

Brett Jones reported that Zone 3 had a good year, enjoying the contributions of new employee and employer representatives. Members were usually keen to get involved in workplace OHS inspections following on from their OHS consultation training. One of the most significant improvements to OHS in the Zone involved the removal of large volumes of PCB’s (polychlorinated biphenyls) from Electrical and Information Engineering.

4.2 H1N1 Human Swine Influenza

Jon D’Astoli provided a status report on the threat of Human Swine Flu affecting the University’s operations and the steps taken to mitigate this risk.

In late April 2009 the World Health Organisation (WHO) announced the emergence of a novel influenza A virus: H1N1 Human Swine Influenza. Mexico was named as the country of origin and primary seat of health concerns. Rapid spread of the disease resulted in the USA, Canada, Panama and Japan also being named as countries of concern within the first few weeks.

The WHO has now raised the level of influenza pandemic alert from phase 5 to phase 6 ie. increased and sustained transmission (of the influenza) amongst the general population. The Australian and NSW Governments have issued related guidance that has been adopted by the University of Sydney. Specific actions taken in response to the swine flu threat include:

- Assessment of the University’s international activities and exposure. This exposure was minimal at the time of the first WHO announcement in April.
- Notice placed on the University Staff News page with a hyperlink to the swine flu web page.
- Notice to senior managers with information about the potential risk to business continuity and provision of a Pandemic Planning Guide that had been developed by OHSIM.
- Consultant engaged to meet individually with Deans and senior managers to assist them with business continuity planning.
- Email notice sent from the Vice Chancellor to all staff and students on 27 May including advice to avoid non-essential travel to countries and areas of concern.
- Frequently Asked Questions and Answers documented and posted online.
- The University Health Service established protocols for handling patients potentially infected with human swine flu.
- Student residential colleges established pandemic plans in case residents became infected.
- Plans were established for examinations to monitor and manage students exhibiting flu-like symptoms.
- Standard signs about preventing flu transmission and hand washing were posted online for downloading and provided to residential colleges, the University Union and CIS (Cleaning) for posting prominently.
- Stock of disposable masks and gloves acquired by OHSIM for distribution as needed.

There will be greatly increased travel movements by University staff and students during the mid-semester break. As these travellers return to the University of Sydney they will bring with them an increased risk of human swine flu transmission within the University. Two cases of human swine flu had already been recorded by University employees, therefore increasing emphasis is being placed on the following advice:
• Staff or students with flu symptoms are to stay at home until they have sought and received medical advice, or until symptoms have resolved.
• Non-essential travel to countries and areas of concern should be postponed. Those who are planning to travel should heed travel advice available at: http://www.smartraveller.gov.au/zw-cgi/view/TravelBulletins/Health-Swine_Influenza
• Avoid close contact with people who have flu symptoms.
• Practice hand hygiene (thorough hand washing with soap and water or use of alcohol based hand gels) after coming into contact with sick people, after coughing, sneezing or going to the toilet, before eating and before touching your eyes, nose or mouth.
• Practice respiratory etiquette (covering mouth and nose with a tissue when sneezing and coughing, dispose of tissue into garbage and wash hands immediately afterwards).
• Consult a doctor or the nearest hospital immediately if you develop flu-like symptoms. Telephone beforehand to allow pre-assessment.
• Provide and use in reception and meeting places: alcohol based hand gel, facial tissues and sanitary surface wipes for tables and counters.
• Download, print and display the swine flu prevention posters prominently in the workplace.

At the height of influenza pandemic up to 35% of personnel may be affected. Each may lose 5 – 8 days from work due to illness. If the University becomes adversely affected there will be increased social distancing measures eg. using technology rather than having face to face meetings etc. University departments have been encouraged to prepare for a possible influenza pandemic by establishing business continuity plans that provide a back-up for critical staff and services in case these are affected by the pandemic and cannot function as normal.

4.3 Traffic management on Campus
Colin Rockliff displayed two proposed plans (a) for traffic calming and pedestrian crossings and (b) disabled access upgrades. The plans are intended to reduce the amount of vehicular traffic on campus and give priority to pedestrian movements with safe road crossings and clear segregation of pedestrians from motor vehicles (10,000 vehicles enter the Camperdown campus via the Ross St gate each week and 4000 of these use Manning Road). The disabled access paths are being reviewed with the assistance of two para-olympians. The cost of these works is estimated at ~$550,000. The next opportunity to complete any substantial work affecting traffic will be the Christmas holiday period.

All pedestrian crossings at Monash University have solar lighting. This might be emulated at Sydney. It was suggested that the personnel in the Electron Microscope Unit (EMU) be consulted about the impact of vehicular movements on the electron magnets, given that traffic at Monash is diverted with wide clearance around their electron microscope facility. Colin Rockliff indicated that wide consultation was planned, so Heads of Department including the EMU will have the opportunity to comment. The proposed traffic plans can be viewed from the CIS website at: http://www.facilities.usyd.edu.au/services/traffic/about.shtml

6. NEXT MEETING:
The next meeting will be held on Thursday 10 September 2009 at 3:00 – 4:30 in the Western Tower Room A14.

The meeting closed at 3:30 pm.
Injury Management

Workers Compensation
The estimated premium for 2009 is $3674417.09 (without GST). We have declared 10,175 employees based on Payroll records for 2008. The Annual Adjusted Premium for the University for 2008 as per the Actual Declared wages was $3,718,152.37 (without GST). This result compares with the 2007 premium of $3,300,856.95 (without GST). This is a result of the increase in actual wages of 6% for this period compared with the estimated wages for 2008 and factors within the premium formula with respect to the actual differential increasing (difference between ICCR and ECCR) causing a negative effect on the premium even though the University is improving with respect to claims management.

The premium to wages rate is equal to .60 as a percentage of wages. The actual 2008 final result is a combination of factors including a slightly lower number of claims and claims costs combined with the increase in the time lost due to injury, complexity of claims especially psychological and multiple area injuries. The Return to Work rate reached in 2008 was 100%, the highest recorded in 12 years.

Rehabilitation
For the first quarter of 2009 we have had a total of 27 claims of which only 7 which are considered significant injuries requiring external rehabilitation intervention for their return to work. This compares with 27 requiring rehabilitation assistance for the same period in 2008. Average claims costs are running lower than the average for 2008.

Prevention
Injury Management’s aim for 2009 is to reduce the frequency of injuries both compensable and non compensable across the University. We are aiming for a broader approach to prevention to combat our current most frequent injury occupation overuse with office/computer tasks followed by the highest cost of claims psychological injury. Injury Management has procured an increase in its capacity to address this by the increasing the preventative funding available from our insurer Allianz for the year 2008/09 period. This funding however does not allow for the blanket approach to prevention that is required to show appropriate duty of care and meet our OHS responsibilities as an employer.

One of the main prevention implementation projects was to be the WorkPace roll out to all FTE staff to assist with the prevention of occupational overuse injuries. This major project has been put on hold but the soft ware is supplied to all rehabilitation overuse claimants and recommended for purchase by departments for individuals on a case by case basis. This is supported by office ergonomic training and work site assessments being completed across the University. Manual Handling training for all staff doing manual type work is being routinely requested and high claims areas are targeted for relevant prevention project funding. A closer inspection of incident reporting documentation is recommended in conjunction with OHS to assess areas of high risk and for relevant actions. Office refurbishment and building projects need attention to meet OHS legislative requirements and provide safe work places for all employees.
In 2008 Injury Management were involved in early intervention for 35 psychological injury cases. As a result only 10 of these claims proceeded to workers compensation claims 4 of which were accepted as being compensable. Psychological injuries made up 5.5% of the injury total, but cost 26% of total costs and made up 21% of the total time lost for injury. Ongoing education in manager and supervisor training for managing interpersonal conflict in the workplace, stress management in relation to change and the PM&D processes is required. Identification of poor industrial relations processes has also been identified as putting the University at risk of accepted psychological injury claims. The University HR group is reviewing the Harassment and Discrimination and Bullying policies further which will assist with this process.

Injury Management will continue to assist the University community in injury management, prevention and education of staff with the hope that we achieve an overall reduction of preventable injuries.

Virginia Littlejohn
Manager Workers Compensation and Injury Management
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Note: C42- Number of departments at Cumberland Campus to be confirmed.
RADIATION SAFETY REPORT  
CENTRAL OHS COMMITTEE - June 2009  

Howard Ackland  
University Radiation Safety Officer

Since the last COHSC meeting, the Radiation Safety Committee [RSC] met once on 27 April 2009. This report summarises the main items discussed at that meeting.

- Research Grant Approvals/Risk Assessments
- Training Courses
- Legacy Source Repository
- BMRI Cyclotron
- Inspections of radiation laboratories
- Accidents/Incidents

Additional item:
- Security of Sources

- Research Grant Approvals/Risk Assessments

The RSC looked at clearances for projects involving radiation as requested by the Research Office. This was the first batch of clearances that the committee reviewed under the new RIMS system. Six projects were submitted for approval. Five were approved but the committee requested additional information before approving one of the projects. The RSO expressed concerns about possible doses to the hands during the procedure described.

- Radiation Safety Training

There were 18 participants for the third training session in semester 1 conducted on 19 March 2009. Radiation safety training in Second semester will be run on 29 and 30 July & 20 August.

- Legacy Source Repository

The Development Application has been approved by the local council, and the project awaiting CIS approval to proceed.

- BMRI Cyclotron

There has been little progress on the BMRI Cyclotron project since the last meeting. The RSO has confirmed that funding for a Cyclotron is far from secured and this project is by no means finalised.

The intention is that the management of this facility will be outsourced to ANSTO and they will develop, implement and manage all safety and operational aspects of the facility.

- Inspections of radiation laboratories.

The RSC has resumed safety audit inspections of radiation laboratories. The inspection group generally consists of the RSC Chair, the University RSO and the local RSO of the area being inspected.
The RSO informed the committee that he had already identified several areas that should be looked at in the near future, to determine what isotopes and laboratories are currently being used for radioisotope work. The areas identified were:

- Pharmacy – to determine the current usage of all registered laboratories
- MMB – to determine the current usage of all registered laboratories
- The BMRI - to view the procedures using F-18 for PET scanning
- The Camden Scintigraphy Facility – to view the procedures using Tc-99m with large animals

The committee considered that two of the above areas should be inspected before the next meeting. The inspection at Camden will need to be conducted out of term due to teaching commitments of some members. BMRI would depend upon when procedures were scheduled as this project is still in initial trial stages. Pharmacy and MMB were therefore selected as the first two areas for inspection.

- **Security of Sources**

  A draft source security plan is being prepared in accordance with sect 2.1.3 of the Security Code and will be submitted to the Regulatory Body by 1 July 2009.

- **Accidents/Incidents**

  A query raised by CIS with OHSIM was discussed by the RSC. Apparently a Geiger counter was taken into the Education Building and levels above background were encountered. This raised the question if a radiation survey of the building was required. The Radiation Safety Officer made inquiries about this “incident” and visited the area.

  There was a lack of information about what the instrument actually was and who did the measurements. All that could be determined was that an instrument, thought to be a “Geiger Counter” radiation monitor, was brought into the building by a person from another Faculty and levels of “radiation” were detected. The type of instrument used was unknown as was the aim of the exercise.

  Using a low level contamination monitor [with a Geiger–Muller detector], the Radiation Safety Officer could not find any levels of radiation above background. There is no apparent explanation of what the original readings measured with the available information.

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

Mounted in the Main Foyer

Camperdown
- A14 Ground floor to Senate room
- A16 Badham library
- A30 The Arena Sports Centre
- B22 Vet. Conference Centre
- D06 Blackburn
- F09 Madsen
- F10 Law School
- K07 Margaret Telfer

Darlington
- G02 JFR Building, Student Centre
- G09 Sports & Aquatic Centre
- H02 Darlington Centre
- J03 Electrical Engineering
- J09 Seymour Theatre Centre

Centre for Continuing Educ.

Mallett St – Building C

Conservatorium of Music

Rozelle, SCA

Cumberland - R Block, Library

Camden
- C01 Shute
- C44 PBI Cobbitty

Security Services

Mobile Units in Patrol Vehicles

1 June 2009
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 Heath and Safety Committee Annual Report 2009

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).

Current Membership

• Michael Joseph (SoBS), Employee Representative and Chair
• Iona Gyorgy (FAFNR), Employee Representative
• Dr Murray Thomson (SoBS), Employee and Academic Representative
• Gavin Burland (Vet Sci), Employee Representative
• Shirley Ray (Vet Sci), Employer Representative
• Colin Bailey (FAFNR), Employer Representative
• Michael Lukich (CIS), Employer Representative

There have been three significant membership changes during the past year, July 2007 to June 2008, the most significant ones being; the retirement of David Griffin (Vet Sci) after more than 20 years active participation as a Zone OHS Committee member, and Colin Bailey (FAFNR) no longer being on the Committee after 30 years of service to OHS on Campus. The other change was the replacement of Tim O’Sullivan by Michael Lukich as the CIS 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.

Inspections

Over the past 12 months the committee has been very active. Seven building inspections were conducted and reports sent (B19 pending). These buildings were the Science Road Cottage A10, Heydon-Laurence A08, Edgeworth David A11, JD Stewart B01, McMaster Annex B02, McMaster Building B14, and the Gunn Building B19.

Achievements

• **Heydon-Laurence A08 Disused Plant** - during the inspection of A08 in November 2008 a piece of disused plant was identified positioned on a rotting timber beam at high level above a light well. CIS promptly arranges removal.
• **Parramatta Road entrance Handrails** - it was identified that the main stair entrance to the University from Parramatta Road at the Footbridge (a high pedestrian traffic area) did not have any handrails. CIS Grounds staff has since arranged the installation of handrails
• **JD Stewart Building B01 Issues** - a number of serious OHS issues were identified during an inspection of B01 in December 2008 including the use of old infrastructure to transport large animals within the building and a number of chemical safety issues. As a result of this
inspection, planning has commenced to replace the main gantry system, infrastructure proposals are being developed to manage the chemical safety issues and short-term administrative controls are being applied in the meantime.

- **McMaster Building B14 Histology Laboratory** – during an inspection of B14 in May 2009 significant volumes of xylene were identified in a poorly ventilated laboratory. An infrastructure proposal has since been raised to investigate a long-term solution and a dangerous goods consultant has issued the faculty with a number of short-term recommendations for use in the short-term.

**Outstanding Issues**

- **McMaster Annex B02** – the committee has serious concerns about the state of B02. Rusted support beams, large cracks and fallen masonry are all of concern. The committee has recommended that CIS investigate the structural integrity of the building, but is still awaiting confirmation of any action.

- **Gosper Lane Rubbish Problem** – the issue of general waste blocking Gosper Lane and occasionally the adjacent emergency exits and making the walking surface slippery is of serious concern and requires constant monitoring by CIS.

- **Macleay Museum A12 Flammable Liquids** - the storage of large amounts of flammable museum specimens in alcohol above access/egress points is problematic. Although planning has progressed, this is still yet to eventuate. This issue represents a significant risk and is unresolved form previous years. It must be acted on.

**Future aims**

The management of the current influenza pandemic is likely to be the single biggest issue for Zone 1 and other Zones.

**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.

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Michael Joseph  
Chair Zone 1 OHS Committee  
17 June 2009
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 Mallet Street Buildings. The zone also addresses safety concerns and issues at medical research centers. There have been several changes to membership of the committee, with Elvia Macchione replacing Maggie Atherton as an employee representative and Michael Lukich replacing Tim O’Sullivan as the CIS representative. Also Sunil Bhandarkar, Bronwyn McAllen and Elvia Macchione have left the committee due to changes in their roles. At this stage they have not been replaced despite effort to fill the positions.

Employee Representatives:
- Steve Kum Jew (Pathology)
- Slade Matthews (Pharmacology)
- Adel Mitry (Physiology)
- Simon Flecknoe (Medical Sciences) (Chair)

Employer Representatives:
- Michael Lukich (Campus Infrastructure & Services)
- 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 Thomson and her temporary replacement, Davorka Bilic from the OHS & Injury Management Unit in coordinating and assisting the activities of the Committee. The committee would in particular like to thank Davorka Bilic for her contribution and commitment throughout her tenure of representation.

Committee Business

Membership has been maintained for the past 12 months at 6 employee representatives and 5 employer representatives to ensure adequate coverage of the large area. We have had several members leave recently which has left the committee short of members. Efforts are being made to fill these roles.

Throughout the past year, the Committee has closely monitored safety issues throughout the Zone. The main issues raised have been an update to the OH&S policy for Clinical Schools – incorporating the recent updates to the vaccination/immunization requirements of clinical schools; there have been continued issues with air conditioning plant around several locations; additional signage and safety equipment has been installed in a number of locations (mirrors in F13, lifting hoist in Edward Ford Bldg). Increased attention has been focused on the extensive liquid nitrogen storage issues many facilities have. The committee has identified a number of immediate and long term solutions for the management of this very hazardous material. Further support from senior management is required to ultimately resolve the problem. There was a major concern with the disposal of a perchloric acid solution; several trip hazards were identified and have been rectified; Safe Work Australia Week (SWAW) activities were conducted across the zone in October 2008. There were several clinical incidents that have been dealt with efficiently. There was a single incident of assault to one of our staff members.

As we are currently moving to the T2 reporting system a detailed list of the number and type of incidents for the zone 2 area cannot be generated.

Workplace Inspections

During 2008-09, Zone 2 representatives of the Committee have carried out workplace inspections in:
- Pharmacology
- Infectious Diseases
- Obstetrics and Gynecology
- Physiology
The Committee is reasonably up to date with inspections. There are approximately 11 inspections due to be conducted within the next 12 months.

**Summary of Zone 2 Matters**

- Positive & enthusiastic commitment from Committee members; meetings are held regularly on a rotating 8 week schedule. New members are currently required to fill empty spaces.
- The safe storage and monitoring of liquid nitrogen in the Zone will be an ongoing 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.

Simon Flecknoe  
Chair  
Zone 2 OH&S committee  
June 2009
The Zone 3, Occupational Health and Safety Committee located within the Darlington Campus, serves the Faculty of Engineering and the Faculty of Architecture. The committee holds meetings at six-week intervals.

**COMMITTEE MEMBERS**

**Employee Representatives**
- Mr Phil Granger – Faculty of Architecture
- Mr Brett Jones (Chair) – School of Civil Engineering
- Mr Michael Lukich-Campus Infrastructure Services (CIS)
- Mr Garry Towell- School of Chemical Engineering
- Mr Colin Chua-OHSIM Representative
- Dr John Kavanagh {Associate of Zone 3}

**Employer Representatives**
- Ms Shari Lee-School of Information & Technology (S.I.T)
- Mr Eric van Wijk- Faculty Finance Group
- Mr Eric van Wijk- Faculty Finance Group
- Dr Rodney Fiford-Key Centre for Field Robotics

**AREA**
- Aeronautical Engineering Building
- Mechatronic Engineering Building
- Link and PNR Buildings
- Electrical Engineering Building
- Shepherd Street Car park
- Key Centre for Robotics Building
- Architecture Building
- Chemical Engineering Building
- Civil Engineering Buildings

**MEMBERSHIP**

The Committee has a full compliment of members. We welcomed Ms Shari Lee of the S.I.T and Mr Garry Towell of Chemical Engineering. Mr Tim O Sullivan of C.I.S resigned and we welcomed Mr Michael Lukich of C.I.S. Dr Ross Anderson of The Faculty of Architecture our Academic Representative resigned from the Committee, Dr Rodney Fiford may fill an Academic Position later in 2009 and will carry on the Academic Representative Roll if elected by the committee majority.

**INSPECTIONS**

Six workplace inspections conducted since our last report to the Central Committee, areas inspected include;

- Link and PNR Buildings 10-09-2008,
- Civil Engineering buildings 20-11-2008,
- Electrical Engineering levels two through five, 07/10/2008,
- Electrical Engineering levels six through ten, 14/11/2008
- Faculty of Architecture Wilkinson Building 12/03/2009
- School of Information Technology 08/04/2009

Common problems continue to be general housekeeping issues including trip hazards (torn carpet, loose tiles, power leads run across the floor etc) fire extinguishers in need of re certification, first aid kit positioning, contents and the obstruction of egress paths, all of which are generally resolved quickly.

The committee is now cross-referencing previous inspection reports and actively engaging in dialog with staff during these inspections, ensuring staff and students are aware of First Aid Stations, Evacuation Procedures and raise any issues that are of concern.
INCIDENT REPORTS
During 2008-2009 to date, there were ten incidents reported by OHSIM two of which {20%} were psychological stress related we will endeavour to reduce this figure in 2009-2010.

GENERAL
• External consultants are conducting a Machinery Risk Assessment of the Civil and Chemical Engineering facilities if successful this will be recommended for all Zone 3 workshops and laboratories.
• We are assessing the prospect of establishing standards of communication across Zone 3 that will ensure all key stakeholders be informed when building works commence, campus grounds are modified, road closures occur, fire drills are conducted, buildings evacuated etc to ensure all OHS issues are addressed beforehand.
• Optical Fibre Technology Centre facility was decommissioned.
• Accredited hazardous materials consultants removed Polychlorinated biphenyls {PCBs} located under parquetry flooring that had permeated into concrete in the floor on the ground level of the Electrical Engineering building.
• Further consult with Disability Services to ensure buildings and grounds in Zone 3 are accessible by all.

• SUPPORT FROM C.I.S, OHSIM, and Dr JOHN KAVNAGH
There has been continual support from Campus Infrastructure Services on all issues raised during Building inspections, many thanks to Mr Tim O Sullivan and Mr Michael Lukich of C.I.S. Thanks also are in order for Mr Colin Chua of OHSIM. The advice and assistance from Dr John Kavanagh of the School of Chemical and Biological Engineering was most welcome.

Regards,

Brett Jones

Chair Zone 3 O.H.S & I.M Committee
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April 15th, 2009