This meeting of the Central OHS Committee was held in the Western Tower Room A14 and opened at 11:00.

**Members Present:**

Mr John Dyer                       Director, Sydney People (Chair)
Mr Michael Joseph                  Zone 1 OHS Committee
Ms Maggie Atherton                 Zone 2 OHS Committee
Mr Phil Granger                    Zone 3 OHS Committee
A/P Alan Jones                     Zone 4 OHS Committee
Ms Tanya Gerrie                    Zone 5 OHS Committee
Mr John Usman                      Zone 6 OHS Committee
Mr Michael Cretikos                Zone 8 OHS Committee
Mr Clive Cooper                    Zone 12 OHS Committee
Ms Rosemary Whitecross             SUPRA

**In Attendance:**

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
Ms Virginia Littlejohn             Acting Manager, Injury Management & Workers Compensation, OHSIM
Mr Matthew Mitchell                OHS Officer, OHS & Injury Management
Mr Howard Ackland                   Radiation Safety Officer, OHS & Injury Management
Mr Colin Chua                      OHS Officer, OHS & Injury Management
Mr Sean Gaudron                    OHS Officer, OHS & Injury Management
Ms Wendy Collis                    Administrative Assistant and Project Officer, OHS & Injury Management

1. **PRELIMINARY BUSINESS**

1.1 **Apologies:**

- Professor Don Nutbeam - Deputy Vice-Chancellor & Provost (Deputy Chair)
- Ms Anne Seahill - Director, Change and Development
- Mr David Griffin - Zone 1 OHS Committee
- Mr David Dewsbury - Zone 10 OHS Committee (Narrabri, Spring Ridge)
- Mr Greg Gaal - Zone 11 OHS Committee (Cumberland Campus)

1.2 **Introductions**

John Cox was introduced as the management representative from Campus Infrastructure Services.

1.3 **Agenda “Starring”**

Item 3.4 was “starred” for discussion.
2. MINUTES OF THE PREVIOUS MEETING (27/06/07)
The minutes were confirmed as a correct record and signed by the Chair.

3. BUSINESS ARISING FROM THE MINUTES

3.1 Accident Reporting
a. Mid-year statistics
Jon D’Astoli presented the mid-year incident report summarising negative indicators of OHS performance for January to August 2007. He advised that the report should be considered in conjunction with the other Agenda items that reflect positive OHS performance.

There were 338 incidents reported from 1 January to 31 August 2007. 46 of these resulted in injuries that required the employee to lose some time from work (lost time injuries or LTIs). In 15 of these cases there was time lost on 10 or more work days. As at 2 September a total of 609 work days had been affected by time lost due to work related injury. This indicates a slight improvement from 2006 when there were (for the full year) 613 incidents reported, 87 LTIs and 1053 work days affected by time lost through work related injury.

Figures 1-4 (attached) show a basic analysis of the incidents reported by number and time lost.

Figure 1 shows the main types of incident reported. Manual handling has been responsible for the most time lost, although 123 days were attributable to a single injury. Slips, trips and falls have otherwise been the most common incident type resulting in the highest number of days with some time lost from work. Motor vehicle accidents have also been responsible for a high number of lost time days.

Figure 2 shows the main location where incidents occurred. There were a high number of lost time days associated with incidents that occurred on roadways. This is consistent with the high number for motor vehicle accidents shown in Figure 1. Workshop related injuries feature as the next highest for time lost, although again 123 days were attributable to a single injury. The highest number of incidents occurred in offices.

Figure 3 shows the tasks that were involved when the incidents occurred. The significant workshop injury mentioned for the previous graphs is the major contributor to the “Lifting & Carrying” activities. The highest number of incidents and second highest number of time lost days were from incidents that involved travelling to and from work. Walking was involved in the next highest number of lost time incidents (from slip, trips and falls) particularly walking on uneven surfaces. There were more than 40 incidents that involved laboratory work.

Figure 4 shows the main agencies of injury. “Non-powered equipment and tools” such as those that are moved around in workshops and other workplaces feature significantly. Apart from this “Road transport” was involved in those incidents resulting in most days lost, consistent with the previous graphs. “Environmental agencies” including steps, slippery surfaces and uneven ground were involved in the next highest number of LTIs. These environmental agencies were involved in the highest number of incidents with “non-powered tools and equipment”, then “animal, human and biological agents” were involved with the next highest number of incidents.

The results indicate that continued attention should be given to manual handling and increased attention should be given to issues such as road transport and walking surfaces. Only the physical environment within the University and to some extent the behaviour of university staff and students may be targeted for improvement. We cannot control the condition of walking surfaces beyond university grounds and behaviour of other motorists as staff travel to and from work.

Several suggestions were made in relation to reducing the incidence of slips, trips and falls. Trip hazards relating to damaged floor coverings and uneven paths on University grounds should be reported promptly to the CIS Service Desk. An area readily identified by the Committee as problematic was Eastern Avenue beside the construction zone and cobblestone areas. John Dyer added that hand rails should be used on stairs and signs could be erected to remind people of this as a requirement. An article on reducing slips, trips and falls will be published in the next OHSIM Newsletter.
John Cox observed that there were intersecting interests at play with the Committee’s desire to reduce trip hazards combined with a lot of construction work being undertaken in association with Campus 2010 and 2020, and the introduction of preventative maintenance programs. He indicated that it was not always cost effective to address small problems in areas that were earmarked for replacement within a couple of years. John Dyer countered that the costs of injuries resulting from trips and falls should also be taken into account.

A summary of incidents by location will be distributed via e-mail to respective Zone OHS Committees.

**Action: OHS & Injury Management**

*b. GO8 Safety Performance Statistics*
The Group of Eight (GO8) major research universities in Australia have been benchmarking their OHS performance for several years. The results of the 2006 Positive Performance Indicator Benchmarking Survey were presented at the April meeting of the Central OHS Committee. The results of the negative performance indicator survey for 2006 are attached. These results show that the University of Sydney has a higher frequency of lost time injury (LTI) than most other GO8 universities. The incidence of LTI’s has not improved in recent years, although the workers’ compensation costs have been well contained, as shown by the gradual reduction in workers’ compensation insurance premium as a percentage of payroll.

The inclusion of time lost relating to journey claims has exaggerated the University of Sydney figures (these are excluded for other GO8 universities). Comparable statistics that exclude journey claims will be sought from our workers’ compensation insurer. Jon D’Astoli reflected on the positive performance indicator benchmark results distributed earlier in the year. The University of Sydney will need further improvement if it is to be seen as a true sector leader in OHS risk management. It was noted that the other GO8 universities typically have the advantage of more resources dedicated to OHS.

**Action: OHS & Injury Management**

c. *Workers’ Compensation – Claim prevention initiative*
Virginia Littlejohn reported that OHSIM had received a report on the WorkPace software trial conducted in the HR Service Centre, Sydney Recruitment and the ITS Help Desk from 1 July to 19 August. The WorkPace software monitors the level of computer use and offers on-screen reminders to take breaks and perform basic body stretches to workers who are at risk of an overuse injury.

The software provided statistics indicating that the trial areas have relatively high computer usage – 2 hours 50 minutes per day compared with an average 2 hours 30 minutes across other industries. Of the 35 participants surveyed 75% said that the program should be widely implemented and 86% indicated that they wanted to continue using the software. 55% of those who were experiencing pain at the outset of the trial reported a reduction in pain.

Rosemary Whitecross enquired whether the software would be made available to students. Virginia Littlejohn indicated that ideally the program would be broadly available, however the costs, licensing and other possibilities were still being worked through.

**Action: OHS & Injury Management**

### 3.2 OHS Training

OHS training conducted since the previous meeting includes:
- Hazardous Substances Training for 24 staff & students on 31 July
- First Aid training for 19 staff in July & August
- CPR Refresher training for 15 Nominated First Aid Officers on 15 & 27 August
- Nominated First Aid Officers Forum for 26 staff on 3 September
- Chief Warden Training (emergency procedures) for 6 staff on 4 September
- 4WD Driver Training for 6 staff and students on 5 July, 23 August & 6 September

Current planned training includes:
- CPR refresher training for Nominated First Aid Officers on 13 September
- Nominated First Aid Officers Forum on 20 September
- Improving Workplace Safety on 29 October
Enrolment for OHS courses is via the Sydney Learning website under OH&S:

Sydney Learning, in consultation with OHSIM, is seeking to trial e-Learning for selected OHS training applications. A project scope is being developed to ascertain costs and project parameters using Office Ergonomics as the OHS subject matter with the broadest relevance to University staff. Successful implementation of this project would provide staff with the opportunity to do the training on-line at their convenience.

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

3.3 Dangerous Goods Program

a. Depot Upgrading Program Works

- The installation of a new gas reticulation system for a laboratory in the Heydon-Laurence Building is near completion.
- Documentation is currently being prepared for the refurbishment of the Pharmacy Solvent Store and Hazardous Waste Area, and the Print Media Acid Room at Sydney College of the Arts.
- An Infrastructure Project Proposal (IPP) for improvements to the fuel and pesticide storage at the Plant Breeding Institute, Cobbitty, has been assessed and funding for implementation is currently being sought.
- Planning and documentation is currently underway to install a bulk liquid nitrogen tank at the rear of the Shute Building, Camden.
- Options for the relocation of the flammable liquids associated with the Macleay Museum are still being considered by the CIS Planning Group.

b. New Legislation – Compliance Program

- The installation of external placarding for “HAZCHEM” is about to commence on the Camperdown/Darlington Campus.
- An inspection and assessment of the dangerous goods stored and used at the Cumberland Campus will be carried out on 6 September.
- The commencement of the ARCHIBUS Emergency/Dangerous Goods project has been delayed by the tendering process. A contractor is being sought to implement these and other enhancements to the University’s ARCHIBUS/FM Database, and to provide regular maintenance services.

c. Hazardous Areas - Flammable Liquid Cabinets

There has been no significant progress on this item. The next step is to measure typical ventilation rates in laboratories and model the potential dispersion of flammable vapours from flammable liquid cabinets.

d. Explosives and Security Sensitive Ammonium Nitrate (SSAN)

To-date many departments have not responded to the survey that was sent out in April 2007. A reminder has been sent to all of the Heads of Departments and Administrative Managers of the departments that have not responded.

Action: Departments holding explosives, Campus Property Services

3.4 PCBs in Electrical Engineering

Matthew Mitchell provided a brief background and a verbal report on the status of this item. The term PCB stands for Polychlorinated biphenyl. PCBs are synthetic organic chemicals that were once widely used in electrical equipment. PCBs are now known to be hazardous to health and the environment. A large volume of PCBs were removed from the Electrical Engineering Building (J03) in December 2005. These PCB are currently stored (off-site) pending disposal. Despite having established a contract for the disposal of these PCB’s, the University retains responsibility for them until their ultimate destruction. These legislative environmental responsibilities are often described as cradle-to-grave.

For many years USYD worked with a hazardous waste contractor trading as Contaminated Waste Disposal Services Pty Ltd (CWDS), owned and operated by Peter Wong. CWDS had a very good
reputation within the industry and for many years CWDS was the contractor of choice for many large private and government organisations.

In December 2004 Peter Wong sold the business to Plastech Operations Pty Limited (Plastech), but retained ownership of the St Marys property, which was leased to Plastech for use as a licensed waste facility. Following the sale of the business, the staffing and service levels at Plastech remained the same as they had been under CWDS management for approximately 6 months, but eventually key staff began to leave Plastech and service levels deteriorated. At this point USYD commenced a review process, which resulted in the University ceasing our relationship with Plastech in early December 2005 and commencing a service contract with Chemsal, an alternate hazardous waste contractor.

Plastech went into receivership in April 2007. Peter Wong, the property owner, now has the task of cleaning up the site. Peter has engaged DLA Phillips Fox (Solicitors) to assist him take action against the owners of the waste that is currently located on the St Mary’s property.

On 5 September 2007 Matthew Mitchell visited the St Mary’s property to inspect the waste that is allegedly the property of USYD. There was some general chemical waste displaying USYD hazardous waste labels, but it was a relatively small volume of waste and it was not stored in an area that is likely to pose a substantial environmental risk. Peter Wong and Matthew agreed that he and his staff would continue to identify and segregate any waste with USYD labelling and bring these items to our attention. If we agree that the items originated from USYD, OHSIM will arrange collection and disposal via other means.

The more substantial problem observed was that the PCBs referred to above were located at the St Mary’s property. Matthew Mitchell subsequently spoke to the Contractors engaged to manage the disposal of the PCBs who agreed to make arrangements with Peter Wong to transfer the PCBs capacitors from the St Marys site to Hydrodec’s licensed facility at Young, NSW. Under the contract, the second 25% payment will be due once the PCBs arrive at this disposal facility.

Access is still prohibited to the caged area of the High Voltage Laboratory (HVL) in the School of Electrical & Information Engineering (E&IE) where the PCB capacitors were previously housed pending the decontamination of the flooring material. Energy Australia has agreed to assist the School with the decontamination and refurbishment of the HVL in preparation for a new project that E&IE will run in collaboration with Energy Australia.

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

3.5 Campus Infrastructure Services Items

a. Roof Safety
The interim roof access procedure has been implemented and the University’s term contractor for corrective roof maintenance (Park Plumbing) has been delegated responsibility for managing the roof access permit system. Funding has been approved for the re-keying of access to roofs, plant rooms and other hazardous and uninhabitable areas, and CIS is working with an external construction safety consultant (Davis Langdon) to establish all-encompassing access procedures for these areas.

John Cox explained how maintenance services is now divided into five disciplines, one of which is roofing and plumbing. CIS is being reformed and final details when available will be publicised on the CIS website. Michael Joseph shared his recent experiences of attempted access to roof areas by contractors and suggested that further improvements were required. John acknowledged the concerns raised by the Committee and gave an assurance that CIS was working hard to address them.

b. Asbestos Safety
Pickford & Rhyder Consulting has been engaged by CIS to provide asbestos advice and occupational hygiene services for the next 12 months. Pickford & Rhyder is currently reviewing the University’s Summary Asbestos Register and is assisting in the development of the University’s overall Asbestos Management Plan. It is anticipated that the Summary Asbestos Register will be stored on the ARCHIBUS/FM database.


**Action: Campus Infrastructure Services**
3.6 Emergency Management Committee

The Emergency Management Committee (EMC) had not formally met since April. The Committee requires a new Chairperson to be appointed from the senior management of Campus Infrastructure Services.

Eric Wessels reported that the shootings at Virginia Tech and elsewhere prompted a simulated emergency field exercise to be held at Sydney University on Sunday 29 July 2007. The simulation involved a shooting and hostage situation in the University Counselling Service that escalated to the point where shots were being fired from a veranda of the Education Building into the public areas around the building. The exercise tested both the initial response of Security Services and the Police and also the interaction between the Police and the University. A debriefing has since been held with key representatives from the NSW Police and the Local Government Emergency Management Officer. The experience gained from the exercise will be used to direct the University’s planning activities in relation to this type of incident. Some of the related follow-up actions will include:

- Development of a Standard Operating Procedure for Security Patrol staff when faced with similar emergency situations.
- Educating the University Community about lock down procedures, e.g. there may be occasions when staff/students are instructed to stay inside rather than evacuate a building.
- Briefing of the University’s Senior Management Group on the University’s Emergency Procedures including confirmation of the role of Senior Management during and following significant emergencies.
- Increasing the involvement of the University Media Office with the EMC and arranging for the University’s Media staff to attend specific training with the NSW Police Media Unit.
- Installation of a Closed Circuit Television (CCTV) system in strategic locations on Campus. Senior executive officers have approved this in principle, but further investigation and a source of funding is required.
- Investigation of various methods of mass communication that will assist the University in initiating lock down procedures, deter staff/students who are off-site at the time of the emergency from coming onto campus, and direct pedestrian traffic away from the danger area. It may be possible to use the building EWIS systems for these announcements.

**Action: Security Services**

3.7 ohsrm Program

Colin Chua reported that the 2007 OHS audit of hazardous activities will be conducted by independent auditors, unlike the previous two OHS management systems audits where trained In-house OHS Auditors conducted the audits. Five (5) firms tendered for the OHS audit contract which has since been awarded to Reliance Risk.

OHSIM has commenced a series of meetings with Reliance Risk with a view to consulting University stakeholders during the development of the audit protocol in September 2007. After the consultation process, the audit protocol will be finalised and the audit will be conducted in October 2007. The audit results will be presented to stakeholders in November 2007.

OHSIM is pursuing the incorporation of OHS risk management as an integral component of the University’s Performance Management and Development (PM&D) program in consultation with Sydney Learning. Examples are being sought from other Australasian universities of standard statements of OHS responsibility that may be included in University of Sydney duty statements. The results of this enquiry will be discussed with Sydney Recruitment.

**Action: OHS & Injury Management**

3.8 Radiation Safety

A detailed report of items discussed at the Radiation Safety Committee meetings was attached to the agenda. The items covered in the report were:

- Central Radiation Legacy Source Store
- Revised Radiation page on OHSIM website
- Research Office - RSC approval process
- Purchasing isotopes
- Personal monitoring record keeping software
- Training
• Laboratory upgrades with CPS
• Pharmacy cleanup
• Co-60 irradiator to ANSTO.

Howard Ackland informed the meeting that a major item of concern was the need for a University facility for the secure storage of Legacy Radiation sources. This has been an ongoing issue for the past year, but now the Head of the School of Physics, the Dean of Science and the DVC-Research are requesting that this be progressed as a matter of urgency. The local regulatory body (DECC) has also just informed the University that they have adopted the Commonwealth Code on the Security of Sources. This means that we now must comply with the requirements of this new Code.

The storage facility is required for the specific sources identified in a report to CIS. The major factors driving this requirement are that these sources are highly radioactive and a high level of security is required. While there are other radiation sources held in long term storage at various locations around the University, these have much lower radioactivity and are adequately stored in their present locations. Michael Joseph agreed that this was the case with his sources. Howard Ackland used the analogy of the security required for storing 1 billion dollars as opposed to 1 dollar petty cash vouchers – these numbers reflect the quantities of radioactive material involved.

John Cox indicated that a potential store had been identified. Howard Ackland advised that the D15 flammable liquid depot was unsuitable for use as a radiation store because it is destined for further growth in volume of flammable liquids stored and it has numerous regular users (increasing the potential for security breaches and radiation exposure).

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

**3.9 Biosafety**

The Institutional Biosafety Committee (IBC) has not met since the last Central OHS Committee meeting. The meeting scheduled for 12 September 2007 was not required as there was only one research project application for review and this was done via circulation.

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/risk/biosafety/meetingdates.shtml](http://www.usyd.edu.au/risk/biosafety/meetingdates.shtml).

**3.10 Research Project Risk Assessments**

The research administration software project is still going through the tendering process with the project team currently engaged in negotiations with two vendors. 50 – 60 staff members attended the workshops where the software systems were demonstrated. There was good feedback from this process where stakeholders were able to rate the products for usability, data handling etc. A further 4 weeks for tender board approval is expected during which period planning for recruitment of project team members will commence.

**3.11 Monitoring OHS risks from purchases**

The procurement team has met with a representation of purchasers of hazardous materials from across the university. The purpose of the meeting was to inform the project team of current practices from purchasing to receipt and storage. It was recognised that departments needed local administrative systems to prevent the P-Card from being used indiscriminately for these types of purchases. All departments would benefit from a more robust university system that flags purchases of hazardous materials and ensures that appropriate risk controls have been established to receive, store and use these materials safely and legitimately.

**3.12 First Aid**

Cardio Pulmonary Resuscitation (CPR) refresher training has been provided for 15 Nominated First Aid Officers (NFAOs) on 15 & 27 August 2007. A further session will be held on 13 September.

A Safety Forum was held for 26 NFAOs on 3 September 2007. The event provided participants with the opportunity for networking and interacting in a workshop that covered:

- The role of the NFAO including building emergency situations
• First Aid equipment and maintenance  
• Dealing with health disorders  
• Case studies of first aid situations.

Due to high demand a second First Aid Forum has been arranged for 20 September.

**Action: OHS & Injury Management**

3.13 Zone OHS Committee Member Training  
OHSIM will offer refresher training for Zone OHS Committee members who have held their positions on the Committee for some years. The timing and options for this training will be discussed with eligible Committee members.

**Action: OHS & Injury Management**

### 4. NEW BUSINESS:

#### 4.1 Zone OHS Committee Annual Reports  
- **a. Zone 4 OHS Committee (Science and Pharmacy)**  
  Alan Jones referred members to the attached report.

- **b. Zone 5 OHS Committee (Administration and Library)**  
  Tanya Gerrie referred members to the Zone 5 annual report.

- **c. Zone 6 OHS Committee (Education and Arts)**  
  Further to the attached report John Usman described an incident where the air conditioning in the main Education lecture theatre stopped and nobody locally had keys to the plant room to reactivate it. Eric Wessels cautioned against the liberal distribution of such keys and advised that Security or CIS can generally provide access as required.

Matthew Mitchell sought an indication of ongoing commitment to the Zone OHS Committees by CIS, citing examples where a designated representative had failed to attend meetings for some time. John Cox expressed a personal interest in attending these meetings to assist his understanding of them.

**Action: Campus Infrastructure Services**

#### 4.2 Wellness and Wellbeing  
Jon D’Astoli reported that in leading European and now Australian universities there is increasing attention being given to the wellness and wellbeing of employees. The topic appears under OHS in terms of staff health and welfare (physical and psychological), however it has many other facets relating to the recruitment, retention, productivity and sustainability of employees.

The following description of wellness and wellbeing is taken from the University of Birmingham’s HR strategy:

> “Positive perceptions of working at the University provide benefits to the individual and to the University. The aim is to keep people in and at work, productive, safe, healthy and engaged. People who work here should benefit from the experience and the University owes a duty of care to those whom it employs.” In other words “The University wants the best out of you but we want you to get the best out of the University.”

With increasing demands at work and during a period of significant change at the University of Sydney it appears timely to investigate measures to enhance the wellness and wellbeing of our staff. OHSIM will pursue this via discussion within Sydney People.

John Dyer sought feedback from the Committee on a SydneyPeople proposal to survey staff to gauge their psychological wellbeing. Michael Joseph predicted that the results would be negative due to disgruntlement relating to high workloads, budget cuts and building problems. John Cox agreed that it would be untimely for such a survey in CIS. Virginia Littlejohn put forward the alternate case that was made at a recent conference on psychological injury ie. that such surveys do help to identify issues and show that the employer cares.

#### 4.3 Mobile phone use while driving
Concern had been raised regarding the installation and use of hands-free mobile phone kits in University owned vehicles. These concerns stem from research conclusions that drivers are at significantly greater risk of having an accident while talking on a mobile phone regardless of whether it is hand-held or hands-free. The increased risk relates to the distraction from driving caused by the drivers cognitive engagement with the phone conversation.

It is illegal for drivers to use a hand-held mobile phone while driving. University employees are obliged to comply with this road rule. In addition, consideration is being given to more stringent rules for University drivers that would also limit telephone conversations on hands-free mobile phones while driving.

Jon D’Astoli reported that OHSIM had canvassed other Australasian Universities to ascertain whether comparable restrictions on mobile phone use had been established elsewhere. A summary of the results is shown in the following table:

<table>
<thead>
<tr>
<th>University</th>
<th>Normal Road Rules</th>
<th>Minimal use, pull-over</th>
<th>No use while driving</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Western Australia</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>University of Wollongong</td>
<td></td>
<td>✓</td>
<td>✓ advice only</td>
</tr>
<tr>
<td>Edith Cowan University</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Griffith University</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>University of Southern Queensland</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Southern Cross University</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>University of Tasmania</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Baker Heart Research Institute</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

The Committee was asked to consider three options:
- Do nothing. Maintain the standards generally accepted within the community ie. allow hands-free mobile phone use by University drivers regardless of increased risk.
- Introduce minor restriction. Allow users to answer hands-free mobile phones while driving, but require them to pull-over at the earliest opportunity for any significant discussion.
- Introduce major restriction. Do not allow university drivers to answer hands-free mobile phones when driving, requiring instead that they recall and respond to messages whilst not driving.

John Dyer suggested that guidelines be developed rather than rules that could not be enforced. Eric Wessels and other members agreed that this was the most pragmatic approach.

**Action: OHS & Injury Management**

**4.4 Peter Dunlop Memorial OHS Award 2007**

OHSIM is now seeking nominations for the University’s annual OHS award. Individual staff members or groups of employees who have made a significant contribution to improving workplace health and safety at the University of Sydney are eligible for the award. The award will be presented at a lunchtime function on 10 December in the Darlington Centre following the Central OHS Committee meeting.

Volunteers were sought to join a small judging panel to review the nominations. Tanya Gerrie, John Usman and Alan Jones all offered to be involved.

Nominations should be made in writing, explaining how the nominee/s has/have contributed to improving workplace health and safety beyond their normal duties. Each nomination should be supported by 3 or more members of staff. Nominations (by mail, email or fax) should reach Wendy Collis, OHS & Injury Management, K07 by COB on 12 October 2007. For more information, contact OHS & Injury Management on 9351 4335.

**Action: Judging Panel and OHS & Injury Management**

5. **NEXT MEETING:** Thursday 10th of December at 12:00 in the Institute Building Board Room.

The December meeting will be immediately followed by the Peter Dunlop Memorial OHS Award ceremony and luncheon in the Darlington Centre.
Figure 2

Location of Incident

- Clinic / hospital
- Farm
- Footpath
- Roadway
- Workshop
- Laboratory
- Office

Legend:
- Number of Incidents
- Days Lost
## Australian Group of Eight (Go8) Universities
Comparison of Safety Performance Statistics

### Participating Universities: Comparison for 2006

<table>
<thead>
<tr>
<th>University</th>
<th>Incident rate</th>
<th>Frequency rate</th>
<th>Av time lost</th>
<th>Prem % of payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Adelaide</td>
<td>0.6</td>
<td>3.2</td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>Australian National University</td>
<td>1.0</td>
<td>5.5</td>
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<td>The University of Melbourne</td>
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</tr>
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<td>Monash University</td>
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<td>3.0</td>
<td>19</td>
<td>0.56</td>
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<tr>
<td>The University of New South Wales</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>The University of Sydney</td>
<td>1.4</td>
<td>6.9</td>
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</tr>
<tr>
<td>The University of Western Australia</td>
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<tr>
<td>Averages</td>
<td>0.8</td>
<td>3.9</td>
<td>17</td>
<td>0.6</td>
</tr>
</tbody>
</table>

### Average Rates 2003 - 2006

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidence rate (per 100 employees)</td>
<td>1.0 (7)</td>
<td>1.1 (8)</td>
<td>0.9 (8)</td>
<td>0.8 (7)</td>
</tr>
<tr>
<td>Frequency rate (per 106 hours worked)</td>
<td>5.4 (7)</td>
<td>5.6 (8)</td>
<td>4.7 (8)</td>
<td>3.9 (7)</td>
</tr>
<tr>
<td>Average time lost rate (days/injury)</td>
<td>18 (7)</td>
<td>12 (7)</td>
<td>18 (7)</td>
<td>17 (7)</td>
</tr>
<tr>
<td>Premium % of payroll</td>
<td>0.52 (7)</td>
<td>0.6 (6)</td>
<td>0.7 (7)</td>
<td>0.6 (6)</td>
</tr>
</tbody>
</table>

( ) indicates sample size available.
Financial year data (e.g. 2003-04 included in later year (e.g. 2004 comparisons). Average of rates only taken.

Average rates only should be used for comparisons unless express permission from the University has been obtained.

### The University of Adelaide

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents (Hazards) Reported</td>
<td>74</td>
<td>63</td>
<td>66</td>
<td>48</td>
</tr>
<tr>
<td>No of workers’ compensation claims</td>
<td>26</td>
<td>23</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>No of lost time injuries</td>
<td>2501</td>
<td>2500 est</td>
<td>2539</td>
<td>2665</td>
</tr>
<tr>
<td>Total employees</td>
<td>1.0</td>
<td>0.9</td>
<td>0.7</td>
<td>0.6</td>
</tr>
<tr>
<td>FTE employees</td>
<td>5.3</td>
<td>4.7</td>
<td>3.4</td>
<td>3.2</td>
</tr>
<tr>
<td>Lost time days</td>
<td>388</td>
<td>343</td>
<td>141</td>
<td>94</td>
</tr>
<tr>
<td>Average time lost rate (days/injury)</td>
<td>15</td>
<td>15</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Premium % of payroll</td>
<td>0.23</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Actual (self insured) cost
2. External bodies excluded
### Safety Performance Indicators

Report by date when incident occurred (not when claim accepted) with a cutoff for reporting on incidents, injuries, accepted claims and days lost being one calendar month after the end of the reporting year.

No of workers’ compensation claims – number of new workers’ compensation claims accepted by the Insurer in that year.

No of lost time injuries (LTI) – accepted workers’ compensation claims for workplace injury or disease requiring the employee to be off work for more than one working day.

Total Employees – who worked for the University and uses the total number of group certificates issued for the financial year ending 30 June of that year.

FTE employees – full time equivalent employees (average for the year).

Incidence rate (per 100 FTE employees) – LTI/ FTE employees * 100.

Frequency rate (per 10^6 hours worked) – LTI/ (FTE employees x total annual hours = FTE x 37.5 hours/week x 52 weeks) * 1,000,000 hours.

Lost time days – total number of claimed working days lost through injury or disease.

Average time lost rate (days/injury) – Lost time days/LTI.

Premium % of payroll – estimated workers’ compensation insurance premiums or actual cost of claims incurred (self insurance) per $100 of total payroll in that year.

---

**The University of New South Wales**

<table>
<thead>
<tr>
<th>Year</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents (Hazards) Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of workers’ compensation claims</td>
<td>173</td>
<td>183</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>No of lost time injuries</td>
<td>17</td>
<td>76</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Total employees</td>
<td>13781</td>
<td>13500</td>
<td>14120</td>
<td></td>
</tr>
<tr>
<td>FTE employees</td>
<td>5290</td>
<td>4962</td>
<td>5369</td>
<td></td>
</tr>
<tr>
<td>Incidence rate (per 100 employees)</td>
<td>0.3</td>
<td>1.5</td>
<td>0.9</td>
<td></td>
</tr>
<tr>
<td>Frequency rate (per 10^6 hours worked)</td>
<td>1.6</td>
<td>7.8</td>
<td>4.9</td>
<td></td>
</tr>
<tr>
<td>Lost time days</td>
<td>309</td>
<td>894</td>
<td>812</td>
<td></td>
</tr>
<tr>
<td>Average time lost rate (days/injury)</td>
<td>18</td>
<td>12</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Premium % of payroll</td>
<td>0.24</td>
<td>0.11</td>
<td>0.12</td>
<td></td>
</tr>
</tbody>
</table>

1. Includes home-work and return related travel claims (applies to NSW only).
2. Lower than previously due to the NSW WorkCover changes in wages definition.

---

**The University of Sydney**

<table>
<thead>
<tr>
<th>Year</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents (Hazards) Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of workers’ compensation claims</td>
<td>281</td>
<td>258</td>
<td>244</td>
<td>228</td>
</tr>
<tr>
<td>No of lost time injuries</td>
<td>105</td>
<td>61</td>
<td>84</td>
<td>87</td>
</tr>
<tr>
<td>Total employees</td>
<td>6056</td>
<td>6337</td>
<td>6451</td>
<td>6425</td>
</tr>
<tr>
<td>FTE employees</td>
<td>6056</td>
<td>6337</td>
<td>6451</td>
<td>6425</td>
</tr>
<tr>
<td>Incidence rate (per 100 employees)</td>
<td>1.7</td>
<td>1.0</td>
<td>1.3</td>
<td>1.4</td>
</tr>
<tr>
<td>Frequency rate (per 10^6 hours worked)</td>
<td>8.9</td>
<td>4.9</td>
<td>6.7</td>
<td>6.9</td>
</tr>
<tr>
<td>Lost time days</td>
<td>790</td>
<td>912</td>
<td>1240</td>
<td>1433</td>
</tr>
<tr>
<td>Average time lost rate (days/injury)</td>
<td>8</td>
<td>15</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Premium % of payroll</td>
<td>1.02</td>
<td>0.93</td>
<td>0.90</td>
<td>0.65</td>
</tr>
</tbody>
</table>

1. Includes home-work and return related travel claims (applies to NSW only).

---

**The University of Queensland**

<table>
<thead>
<tr>
<th>Year</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents (Hazards) Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of workers’ compensation claims</td>
<td>190</td>
<td>179</td>
<td>166</td>
<td>210</td>
</tr>
<tr>
<td>No of lost time injuries</td>
<td>44</td>
<td>47</td>
<td>43</td>
<td>47</td>
</tr>
<tr>
<td>Total employees</td>
<td>4865</td>
<td>5081</td>
<td>5906^1</td>
<td>6261^1</td>
</tr>
<tr>
<td>FTE employees</td>
<td>4865</td>
<td>5081</td>
<td>5906</td>
<td>6261</td>
</tr>
<tr>
<td>Incidence rate (per 100 employees)</td>
<td>0.9</td>
<td>0.9</td>
<td>0.7</td>
<td>0.8</td>
</tr>
<tr>
<td>Frequency rate (per 10^6 hours worked)</td>
<td>4.6</td>
<td>4.7</td>
<td>3.7</td>
<td>3.8</td>
</tr>
<tr>
<td>Average cost per claim ($)</td>
<td>842</td>
<td>1854</td>
<td>1110</td>
<td></td>
</tr>
<tr>
<td>Lost time days</td>
<td>333</td>
<td>510</td>
<td>617</td>
<td>513</td>
</tr>
<tr>
<td>Average time lost rate (days/injury)</td>
<td>8</td>
<td>11</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>Premium % of payroll</td>
<td>0.3</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
</tbody>
</table>

1. Includes casuals based on DEST FTE calculation.
This report covers the items discussed by the Radiation Safety Committee [RSC] at their meeting of 6 August 2007. The main items for discussion were:

New Business
- Central Radiation Legacy Source Store.
- Revised Radiation page on OHSIM website.
- Research Office - RSC approval process
- Purchasing isotopes.
- Personal monitoring record keeping software.
- Training.

Previous Actions
- Laboratory upgrades with CIS.
- Pharmacy cleanup
- Co-60 irradiator to ANSTO

**Central Store for Legacy Radiation Sources**

There has been no progress on finding an area for the long term storage of legacy radiation sources. These sources are of high activity, but the radioactive material is contained by double encapsulation in stainless steel. This encapsulation is further contained in a lead shielded container.

The Head of School of Physics, Professor Ann Green, has now initiated action to have legacy sources removed from their storage area in the Physics building. Both the Dean of Science and the DVC Research have been requested to support this action. The Radiation Safety Committee has been directly contacted by DVC Research to resolve this storage issue.

The RSC discussed this matter at its August meeting and determined that:
- There is no temporary solution – we need a dedicated storage facility for Physics and other legacy sources.
- The facility needs to be secure and surveillance is required with monitored access to the area. The Commonwealth ARPANSA Code on the Security of Sources applies.
- The Infrastructure Project Proposal (IPP) lodged with CPS in August 2006 has to date not been able to locate a suitable area on the main campus. An area needs to be allocated by CIS.
- There are two options available – build a new facility on the main campus or another campus.
- A memo was drafted by the Chair and Secretary of the RSC and sent to CIS stating the urgent need for this facility and listing the options available.

**Revised Radiation Safety Page on OHSIM website**

The Radiation page of the OHSIM web site has undergone major revision. There are now links to EPA licensing & registration applications, radiation safety Standards and Codes of Practice, internal OHS documents & forms [including the radiation risk assessment template], requests for supply of hazard signs, safety training enrolment and RSC information sheets.

The section on Lasers has been revised to provide more information and there is a link to the OFTC laser procedures document. The RSC has approved this document for adoption by other laser users in the University who do not have policy/procedures in place. This was publicised in the July 2007 OHSIM Newsletter.

**Research Office – RSC approval process**

The RSC requires a process whereby new projects involving the use of radiation need to be approved by the RSC. At a meeting between the RSC and Research Office on 2 July 2007, it was agreed that under the existing process, lists of grant applications for projects involving radiation could be sent to the RSC. While funds may be released prior to a risk assessment being completed, there would be a date due for this and RSC approval. Further funding would be withheld if the approvals were not forthcoming.

The Research Office is developing grants management software [RIMS]. Two short list providers gave presentations of their products on 3 & 5 July 2007. There were functions available in both packages to automatically notify the RSC of new grants involving radiation and to require approval as a mandatory part of the funding process. The RSC looks forward to the implementation of this system.

**Purchasing isotopes**

An issue raised by the RSC some time ago was how to track radioactive material entering the University. While this is currently done by the local radiation safety officers, the RSC considers that there is a need to have a central record of what enters the University.

The RSO has contacted two major suppliers of isotopes to see what information they could supply. One provided a basic list, with limited information. The other claimed that they could not easily provide a complete list of University purchases. The RSO also contacted Financial Services who provided a list of purchases made. This list had the purchases from one company only. It therefore appears that information about the amount of radioisotopes entering the University is not currently readily available.

The RSO will continue with investigations on how to develop a central system.

**Personal monitoring record software**

At present the results of all radiation monitoring conducted in the University are kept at the local level. In all cases these results are in the form of hard copies. Results in an electronic format are available but to date these have not been requested by any of our user groups.

The University uses two different monitoring services who supply the monitoring results in slightly different formats. There is a need for all radiation results to be in an electronic
format so that dose histories can be easily accessed for any member of staff or research student.

The RSO has contacted Royal Prince Alfred Hospital about their personal monitoring record keeping system. They use a software package developed by the Flinders Medical Centre in SA which can import the electronic results from either of the two systems we are currently using. Reports for individual users and centres can be generated as required. The Flinders Medical Centre has been contacted about obtaining this package. Apparently the main costs involved will be the support software required to run this package. This will depend upon whether we want stand alone to full user network capabilities. The RSO will continue with this investigation.

**Training**

Radiation Safety Courses for Laboratory Workers were held on 7 & 8 August 2007

When Sydney Learning is relocated to G12, there is a possibility that no training rooms will be provided for next year’s sessions, in which case venues will have to be organised by OHSIM.

The RSC has already recommended that the radiation courses could be run out of semester times, possibly during the first week before semester starts. This would give more availability of venues to choose from. This will be pursued by the RSO!

**Request for Veterinary Nurse training**

Veterinary Science has requested two radiation safety awareness sessions for veterinary nurses. These will be run in September 2007.

**Refresher course**

The RSO is preparing a refresher training session for existing laboratory users who have not attended a training session in the previous 5 years. The session will have topics to highlight legislative processes, University policy/procedures, waste disposal and risk assessment.

**Laboratory upgrades with Campus Infrastructure Services (CIS).**

The current status is that the project managers are finalising/clarifying tender documents. The RSO is awaiting a status report from project managers.

**Radioactive waste – Pharmacy**

ANSTO has completed the assessment of the waste in Pharmacy in the first week of August. A report will be prepared for Pharmacy as soon as possible. The waste that can be disposed of has been identified, repackaged and segregated. There was however some solid Ca-45 waste in powder form in a drum that was sealed into plastic bag. The recommendation is to store this for 3 years and then re-assess the material. This material poses a potential inhalation hazard and needs to decay further.

The local RSO from Pharmacy has requested direction from the University RSO regarding this storage. The advice is that this is to be securely stored by Pharmacy.

- **Cobalt-60 irradiator to ANSTO**

  The RSO has drafted a submission to ARPANSA for permission to transport this source under special arrangement [the existing container does not meet current transport requirements]. However this requires input by ANSTO to complete.

  ANSTO advised that they may be able to remove the source without the need for approval for transport by special arrangement, and inspected the facility again in early August. They will provide a firm quotation for this job in early September.

Howard Ackland
University Radiation Safety Officer
Phone: 9351 7722
Email: howarda@usyd.edu.au
ZONE 4 Occupational Health & Safety Committee


The Zone 4 Occupational Health and Safety Committee represents staff and students who work/study in the Biochemistry and Microbiology Building (G08), Chemistry Building (F11), Carslaw & Eastern Avenue Complex (F07/F19), Pharmacy Building (A15), Physics Building (A28/A29), Madsen Building (F09) and the Darlington Demountable Village.

COMMITTEE MEMBERSHIP

Employee Representatives
Mr Carlo Piscicelli (Chair)  School of Chemistry
Dr Mal McLeod   School of Chemistry
Mrs Eleanor Kable   Electron Microscope Unit
A/Prof Alan Jones   School of Molecular and Microbial Biosciences
Mr Paul Jones    Faculty of Pharmacy
Mr Tom Savage    School of Geosciences

Employer Representatives
Mr Paul Harbon    School of Physics
Dr David Ivers    School of Mathematics & Statistics
Mr Steve Atherton   Campus Property Services
Vacancy

Committee changes and notes:
The Zone 4 OHS Committee has met seven times during the previous 12 month period. The 2006 changes to the zone boundaries (inclusion of the Madsen Building and the Demountable Village within Zone 4) have been embraced by the committee with the active involvement of an employee representative from the Electron Microscope Unit (EMU) and the completion of two committee inspections of the Madsen Building.

The Committee constitution was amended in 2006 to cater for the election of 6 employee representatives, and is now under review again to ensure consistency with the constitutions of all other zone OHS committees.

Last year it was noted that the Campus Property Services representative had only attended one meeting within the previous 12 month period (1 out of 8 meetings). This did improve, but there has been no representation from Campus Infrastructure Services (CIS) at the last three meetings, i.e. since February.

Dr Tony Lacey (School of Chemistry) continues to attend & participate in Committee meetings, as a non-voting member. His continued input and support is appreciated.

INSPECTIONS

Since the last report, the Committee has carried out inspections of:

- Electron Microscope Unit – F09
- School of Molecular and Microbial Biosciences – G08
- First Year Undergraduate Biology and Physics Laboratories – F07
- Carslaw & Eastern Ave Complex Lecture Theatres – F07/F19
- Geosciences – F09

In General, the issues raised by the Committee are being investigated and acted on by local management.
Following are some notes relating to the main issues discussed by the Zone 4 OHS Committee over the previous 12 month period.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Outcome or Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to the Employee Assistance Program (EAP) and counselling services for staff.</td>
<td>Feedback has been provided to the Case Management Group (CMG). The CMG are currently reviewing the EAP policy and services.</td>
</tr>
<tr>
<td>The PM&amp;D process does not include an OHS KPI. The Zone 4 OHS Committee strongly recommends that OHS be made a compulsory KPI for all managers and supervisor. This is a natural and integrated method of monitoring and enforcing OHS responsibilities.</td>
<td>This issue has been raised with OHSIM and is now being discussed with the relevant HR representatives. The progress of this item is now being monitored by the Central OHS Committee.</td>
</tr>
</tbody>
</table>
| Chemical Security – earlier this year the Council of Australian Governments (COAG) released a discussion paper on the control of chemicals of security concern. This paper suggested that additional security control measures may soon be required for a specific group of chemicals, many of which are commonly used in the University. There is concern that the implementation of additional security controls will have resource implications with regard to both physical facilities (eg. improved perimeter security) and human resources (eg. more regular stock takes, increased direct supervision of students). | • The COAG paper was distributed to all Heads/Managers of Departments that use or store chemicals.  
• General guidance on chemical security has been included in recent OHSIM newsletters and other mass communications relating to hazardous substances and dangerous goods.  
• It is proposed that this issue be raised for discussion at the next Faculty of Science, Dean’s Advisory Committee Meeting to trigger some immediate planning and action within Zone 4. |
| Campus 2010 – impact on Emergency Egress for building occupants in/around Eastern Avenue. | The concerns of staff have been regularly monitored and referred to CIS for action/comment.                                                                     |
| Campus 2010 – increased pedestrian and vehicular traffic in Fisher Road, which has very narrow footpaths. | These concerns were referred to CIS for action. The footpaths and pedestrian crossings have been altered and speed humps installed to improve the situation. However, the risk of a pedestrian/vehicle incident will remain until the Camperdown Public Domain Works have been completed. |

**SUPPORT FROM OHS & INJURY MANAGEMENT**

The Chair and the Committee wishes to thank OHS & Injury Management for their continued support and help throughout the year.

Carlo Piscicelli  
Chair  
Zone 4 OH&S Committee
Zone 5 Occupational Health and Safety Committee

The Zone 5 Occupational Health and Safety Committee on Camperdown Campus covers the Quadrangle Building, Fisher Library and Stack, Baxter's Lodge, Mackie Building, Margaret Telfer Building, Holme Building and Box Factory at 1 Ross St. It also covers the Clark Book Repository on Darlington Campus.

Committee Membership (at 23/08/07)

Elected Employee Representatives
Ms Brenda Smith (Chair) UniStaff
Mr Richard Black Fisher Library
Ms Tanya Gerrie (Delegate to Central OHS Committee) Office of the Vice-Chancellor & Principal
Ms Louisa Achilla Office of General Counsel

Appointed Employer Representatives
Mr Edward Quinn Fisher Library
Dr Rick Benitez School of Philosophical & Historical Inquiry
Mr John Kelly Campus Infrastructure Services
Vacant

Secretary
Mr Jon D'Astoli/ Mr Colin Chua OHS & Injury Management

Membership
Tanya Gerrie returned to the Committee in December 2006, and Lousia Achilla joined as a new member in February 2007, filling the two employee representative vacancies. Bernadette Chad retired from the Committee in April 2007. The Committee currently has one vacancy and as the pool of academic staff in the Zone is very small the Committee has agreed that this fourth position be filled by a non-academic staff representative if no academic staff member can be co-opted.

The Committee formally met five times over the past year. One meeting lapsed due to lack of a quorum.

Inspections
The Committee has carried out five inspections since September 2006:

- Fisher Library Information Desk and Loading Dock
- The Department of Gender and Cultural Studies and adjacent areas, Quadrangle
- Rare Books and Special Collections Library, Fisher Library
- Publications Office, Quadrangle.
- Media Office, Quadrangle.

The Committee is currently up to date with scheduled inspections and is awaiting replies from some respondents.

General

Fisher Library

- On two occasions in 2007 paving paint used by contractors generated fumes (believed to be xylene based) that were distributed via the air handling system affecting Library staff, academics and numerous students throughout the Fisher Stack. This type of contractor related problem should be rectified in the current review of OH&S practices in Fisher, but will involve close cooperation between Library management and CIS.

Campus 2010 Building Work

The impact of the new Faculty of Law building has been surprisingly minimal and the project is being well managed by Baulderstone Hornibrook Constructions to date. Signage was erected to notify parties of changes to fire evacuations and all requests were met.
OHS 2006 Audit

From the 27 OHS Audit reports relevant to Zone 5, less that half exceeded 50%. The Committee has agreed to conduct priority workplace inspections in areas that performed disappointingly in the OHS 2006 Audit.

Incident Trends Over 2006/2007

The most serious injuries over the year resulting in time lost were: someone hit by car when cycling to the train station in Woy Woy, staff member physically abused by a patron exiting Fisher Library, and a repetitive work injury that resulted in tendonitis. Minor injuries comprised of slips/trips/strains, cuts and injuries from manual lifting.

Committee Constitution

The Committee’s constitution was reviewed and it was agreed that the position of Chairperson be rotated periodically between the elected employee representatives so that each holds the chair for a minimum of six months. It has been decided that the role of Chair and the Representative on the Central OHS Committee is shared.

Support from OHS & Injury Management

There has been continual support on all issues from OHS & Injury Management, particularly from Jon D'Astoli. The Committee welcomes Colin Chua, and looks forward to working with him in the future.

August 2007
Zone 6 Occupational Health & Safety Committee

Annual Report – 2007

Zone 6 covers the following buildings:
Badham, Christopher Brennan, Griffith Taylor, Mills, Mungo MacCallum, New Education Building, Old Teachers College, Seymour Centre, Sydney Conservatorium of Music (Greenway), Transient Building, Woolley, and four Darlington Road houses.

The Zone 6 Committee represents a population of over 1200 staff.

Current committee members:

Elected Employee Representatives
John Usman Faculty of Education & Social Work
Deborah Young Faculty of Education & Social Work
Deborah Kirby-Parsons Koori Centre
Peter Loxton Arts Music Unit
Vacant Academic staff

Appointed Employer Representatives
Robert Stanborough Campus Infrastructure Services
Ivan Desailly Land, Water and Crop Sciences
Andrew Humphries Conservatorium of Music
Vacant Faculty of Arts representative

Committee Composition:

Professor Tim Fitzpatrick resigned from the Committee, leaving one employee representative vacancy for an academic member of staff and two employer representative vacancies to be filled. Andrew Humphries’ appointment as an employer representative has been confirmed. Deborah Kirby-Parsons continues as the Chair and John Usman as the Central OHS Committee Delegate.

Overview of issues dealt with during the year 2006-2007:

Meetings
Since 1 August 2006 the Committee met six times, with the final meeting for 2006 being held at the Conservatorium of Music. One meeting in 2007 lapsed due to lack of a quorum.

Training
Following on from changes to the membership of the Committee, new members variously received training in:
- OHS Auditing
- OHS Workplace Inspections
- First Aid
- Fire Warden

Inspection Program
Membership issues, lack of training and staff workloads resulted in fewer than anticipated inspections during the period, conducted as follows:
- Old Teachers College A22.
- Conservatorium of Music C41.

Incidents:
General incident trends in the Zone over 2006-2007 were analysed, with noise, poor thermal comfort and ventilation dominating reports submitted from across the Zone. Over-use injuries and slip/trip/fall incidents made up the remainder, along with vehicle and bicycle accidents, mainly associated with commuting. One motor vehicle accident resulted in the death of a staff member. From 79 reports a total of 102 days were lost.
General

• 2006 OHSRM Audit
  Audit results for the zone were slightly better than the previous year, however the School of
  Philosophical Inquiry and History, within the Faculty of Arts, is yet to complete a self-audit (HOD
  advised).

• First Aid
  Efforts were made to fill the identified gaps in coverage for some of the buildings, with increases in
  staff training and accreditation. Stocking of kits with in-date contents continued.

• Electrical Testing and Tagging
  Appliance testing and tagging continued across the Zone. Members provided feedback on the draft
  Electrical Testing and Tagging Position Paper.

• Staff and student Induction
  The trialling of staff and student local OHS Induction checklists continued and was adopted as part of
  the Orientation/Induction process in selected areas.

• Building construction and refurbishment work - Old Teachers College & Seymour Theatre Centre
  While for some of the year this has continued to impact upon occupants with noise, dust, disruption,
  relocation, and difficulties with access and egress, this work is now complete in the OTC and the
  Seymour Theatre.

• Thermal comfort and ventilation
  Resolutions have been found for some of the problems in the Seymour Centre, however discussions
  continue on the more challenging issues, such as offices without windows. In Christopher Brennan the
  bulk of incident reports were due to an overlap of old equipment breaking down and the installation of
  new equipment not completed. However, this has since been remedied.

• Emergency procedures
  The Transient, Mills and Woolley Buildings continue with ineffective emergency warden teams and lack
  of evacuation drills. Following training and implementation of new internal processes, fire drills were
  conducted at the Seymour Centre.

Future Aims:

• Amend the Zone 6 Constitution to more accurately reflect University policy and structural changes
• Increase membership to full complement
• Develop more effective processes for scheduling and conducting regular building inspections
• Utilise Audit reports to inform building inspections
• Follow-up on lack of emergency procedures across the Zone.

Members would like to acknowledge the valuable contribution made by Ms Leanne Mumford to the Zone 6
OHS Committee, and thank staff of OHSIM for their assistance and support throughout the year.

John Usman
Zone 6 Occupational Health & Safety Committee