

**THE UNIVERSITY OF MELBOURNE**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**MEETING NUMBER 3/01**  
**MINUTES**

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room, Old Physics on Tuesday 21<sup>st</sup> August 2001 at 2:15pm.

**Present**

Ms H Hayes VP Information Division (VC nominee and Chair)  
Ms J McQuillan, Human Resources (Ms.E.Bare nominee)  
Ms Nan Austin, Risk Management Office  
A/Prof P Heggarty, Occ. Health Physician  
Dr R Cappai, employee rep  
Mr P Edwards, employee rep  
Dr L Huq, employee rep

**In Attendance**

Mr P McGrath, Director, Internal Audit and Compliance  
Ms A Hunt-Sturman, Risk Management Office  
Dr M Livett, Participating Observer  
Ms Maria Hyland, Compliance Manager

**BUSINESS**

**1. Welcome**

The Committee welcomed Maria Hyland the new Compliance Manager .

**1.1 Apologies**

Mr J Carmichael, employee rep  
Dr M Wlodek, employee rep  
Mr E Smart, employee rep

**2. Minutes of Meeting 2/01**

The minutes of meeting 2/01 were accepted with minor administrative changes.

**3. Report to Council**

Occupational Health and Safety meeting 2/01, Report to Council was accepted as tabled.

**4. Reports from other University Safety Committees**

**4.1 Working After Hours**

Departments controlling areas within the University that have extended hours with unsupervised access, should be assessed for the consideration of control requirements such as video surveillance or installation of emergency telephones. The Faculty EHS Focus Group will be approached with this issue.

- 4.2 Students with Allergies**  
Medical questionnaires are completed for students in some areas, however it is not a University requirement. It is the responsibility of Faculties and Departments to look at their own issues regarding exposure of students and student allergies. This matter will be taken to the Faculty EHS Focus Group for discussion.
- 4.3 Review of S3 Forms**  
Comments were made regarding the lack of a review date on S3 Incident Forms.
- 5. Action items from Meeting 1/01**
- 5.1 Staff Working Outside Normal Hours**  
The Personnel Policy and Procedures manual will be amended to include reference to specific hours for general staff regarding attendance at the University. Academic staff are not required to have core hours.
- 5.2 Laboratory Heating Guidelines**  
The draft procedure for Laboratory Heating has been amended to the EHSM. Comments are invited. It was noted that 2 incidents involving portable heaters have occurred in the last few months. Departments are responsible for decisions with respect to heating requirements.
- 5.3 Vaccination Guidelines**  
The Recruitment and Selection procedure (Section 2 of the PPP), 'Special Considerations' has been amended to include requirements for vaccinations in applicable position descriptions. The Health Hazard Assessment Questionnaire may also require amendment to reflect these new vaccination requirements.
- 5.4 Earth Leakage Testing**  
The draft procedure for Earth Leakage Testing has been amended to the EHSM. Comments are invited. It was noted that a recent incident involving electric shock required investigation by the Chief Electrical Inspector, and the Victorian Workcover Authority, with the issue of a Prohibition Notice. At present no formal testing is conducted on earth leakage installations in buildings under the control of Property & Buildings. P & B will be contacted regarding this matter.
- 5.5 Injury Map Policy Approval**  
Deferred until next meeting.
- 5.6 Injury Map Policy**  
See Above.
- 5.7 Children Unattended in Libraries**  
Children have been left unattended in the Education Resource Centre library during school holidays. It is a requirement of the University's Children at Work Policy that children are supervised at all times while on campus. The Library has been requested to find out which staff are responsible, and report them to the Head of Department. Signage will also be installed in the Library.
- 5.8 OHSC Objectives**  
The OHSC is still awaiting feedback from the Vice Principal of Financial Operations on the draft objectives. The Committee suggested alterations to performance measures for manual handling (Objective 1) to require reduction in manual handling injuries.

## **6. Report from Health and Safety Representatives**

The Health and Safety Representatives forum discussed control of Legionella and Water Quality. It was suggested that HS Reps find out the minimum standards for water quality for research purposes. Results from Legionella testing at all 47 Cooling Towers under the control of the University will be updated to the EHSM monthly.

An issue was raised regarding service agreements at off campus locations. At present there are only 5 agreements in place with hospitals, and there is no formal reporting structure. Safety arrangements do need to be formalised in all Service Agreements.

The next meeting of the Representatives will be held on the 7<sup>th</sup> November from 11:00 to 12:00 in the Plaza Conference Centre.

## **7. Incident Statistics for 2001**

The Risk Management Office reported the incident statistics for January to June 2001. The trend is an increase in reporting, but a decrease in the severity of injuries, which has resulted in less days lost and lower claim costs.

## **8. Amended Plant Regulations**

The Risk Management Office receives legislative updates via a Web and Email service. The Plant regulations have recently been amended changing certain requirements for pressure vessels. This information will be communicated to Departmental Managers and Health and Safety Representatives via email.

## **9. Environment Advisory Committee Minutes 3/01**

### **9.1 Auditing of Environment**

Lloyds Quality Register undertook a stage 1 audit of University Environment Health and Safety Systems in July. They will return in September to undertake implementation audits in Property and Buildings, Faculty of Science and the Faculty of Engineering.

### **9.2 EAC Sub-Committees**

The EAC has several very active sub committees, which manage several aspects of Environmental Management, these committees have developed several objectives.

### **9.3 Environmental Policy**

The Environmental Policy reviewed at the 03/01 EAC meeting is to be supplied to the Chair.

## **10. Retirement of Derek Hook**

The Vice Principal of Property & Buildings is currently reviewing the membership of Property and Buildings staff on University committees. The Committee will be advised after the review has been carried out.

## **11. Information Division Designated Work Groups**

The Information Division now has 6 designated work groups, and has nominated health and Safety Representatives for each of these groups. The Information division has rectified the issue of having uneven numbers of management and employee representatives. The first meeting is to be held in late August.

## 12. Crisis Management

The Department of Chemistry is scheduled to conduct an emergency scenario later this month involving the spillage of a delivery of a quantity of chemicals to the store.

## 13. Legionella Reporting

This was discussed under item 6.

## 14. Any Other Business

### 14.1 Incident in Thomas Cherry

Cleaners were discovered recombining segregated recyclable waste with other rubbish. It was later determined that Visy Recycling now has new systems in place and are able to sort paper and plastic from normal rubbish. This will ultimately reduce the need for multiple rubbish bins in offices.

### 14.2 Misuse of Toilets

The toilets located in the Electrical Engineering Department have been used inappropriately. The International Office has provided information and signage for students on the appropriate use of toilets.

The meeting was closed at 3:15 pm.

The next meeting will be held on Tuesday 20 November 2001 at 2.15 pm in the Deans Den, Old Geology Building.

### ACTION PLAN FROM OHSC 3/01

| Ref           | Topic                     | Action Needed                           | By Whom         | By When     |
|---------------|---------------------------|---|-----------------|-------------|
| 03/01<br>#4.1 | Working After Hours       | Contact Faculty Focus Group             | N. Austin       | 20 November |
| 03/01<br>#4.2 | Students with Allergies   | Contact Faculty Focus Group             | N. Austin       | 20 November |
| 03/01<br>#5.4 | Earth Leakage Testing     | Contact Property & Buildings            | N. Austin       | 20 November |
| 03/01<br>#5.8 | OHSC Objectives           | Feedback from D Percival                | H. Hayes        | 20 November |
| 03/01<br>#8   | Amended Plant Regulations | Notification to Departmental Managers   | A. Hunt-Sturman | 20 November |
| 03/01<br>#9.3 | Environmental Policy      | Copy of amended policy to Chair of OHSC | P. McGrath      | 20 November |

**Completed Actions**

| <b>Topic</b>                               | <b>Action Completed</b>  | <b>By Whom</b>                |
|--|--|-------------------------------|
| Clarification of Workcover Insurance       | Alteration of policy to be included in PPP   | N. Austin & J McQuillan       |
| Air Conditioning Report                    | Forward report and comments to Capital Projects Committee                              | N. Austin                     |
| Laboratory Heating Guidelines              | Include draft guidelines in EHSM for comment   | A. Hunt-Sturman               |
| Vaccination guidelines for staff           | Human Resources to include in Position Descriptions. Procedure to EHSM                 | J. McQuillan, A. Hunt-Sturman |
| Earth Leakage Testing Policy and Procedure | Include draft in EHSM for comment  | A. Hunt-Sturman               |
| Emergency Information for Lecture Theatres | Notification of new procedures to display overhead transparencies to Academic Services | N. Austin                     |
| Injury Map Policy                          | Policy to Administrative Committee   | N. Austin                     |
| Children on Campus                         | Requirements for staff to supervise children on campus at all times                    | H. Hayes                      |
| OHSC Objectives 2001                       | Objectives and performance indicators for 2001 to be included in 2001 Annual Report    | OHSC                          |

**Attendance record for 2001; 3 meetings held to date**

| <b>Name</b>        | <b>Number Possible Meetings</b> | <b>Number of Meetings Attended</b> | <b>Apologies Received</b> |
|--------------------|---------------------------------|------------------------------------|---------------------------|
| Ms Helen Hayes     | 3                               | 3                                  |                           |
| Ms J McQuillan     | 3                               | 3                                  |                           |
| Dr Philip Heggarty | 3                               | 3                                  | 1                         |
| Professor A Wedd   | 3                               | 0                                  | 1                         |
| Ms N Austin        | 3                               | 3                                  |                           |
| Dr M Wlodek        | 3                               | 2                                  | 1                         |
| Mr J Carmichael    | 3                               | 2                                  | 1                         |
| Mr E Smart         | 3                               | 2                                  | 1                         |
| Dr L Huq           | 3                               | 3                                  |                           |
| Dr R Cappai        | 3                               | 2                                  | 1                         |
| Mr P Edwards       | 3                               | 2                                  | 1                         |
| Mr Peter McGrath   | 3                               | 3                                  |                           |

## **Distribution**

### **Members**

|                 |   |
|-----------------|---|
| Ms Helen Hayes  | Vice Principal Information Division and Chairperson (nominee of Vice Chancellor)                |
| Ms. J McQuillan | Manager Client Relations, Human Resources (nominee of E.Bare, Deputy Principal Human Resources) |
| Ms. N Austin    | Acting Manager, Risk Management Office  |
| Prof T Wedd     | Academic staff member, Chemistry (nominee of I.Marshman, Vice Principal Administration)         |
| Dr P. Heggarty  | Occupational Health Physician   |
| Mr E Smart      | H&S rep ILFR Burnley  |
| Dr R Cappai     | H&S rep Pathology   |
| Dr L Huq        | H&S rep Dental Science  |
| Dr M Wlodek     | H&S rep Physiology  |
| Mr J Carmichael | H&S rep Chemistry   |
| Mr P Edwards    | H&S rep Information Division, Swanston St   |

### **In Attendance**

|                   |   |
|-------------------|---|
| Dr M Livett       | Participating observer for gender balance   |
| To be advised     | MU student Union                            |
| To be advised     | UMPA  |
| Ms M Hyland       | Compliance Officer                          |
| Ms A Hunt-Sturman | Officer, Risk Management Office & Secretary |

### **For Information**

|                 |                       |
|-----------------|-----------------------|
| Ms G Nicol      | Central Secretariat   |
| Mr I Marshman   | Senior Vice Principal |
| Risk Management | Office web page       |

***Agenda & Minutes: Risk Management Office ext 44006***