

2004

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING 02/04

MINUTES

A meeting of the Occupational Health and Safety Committee (OHSC) was held in the Jim Potter Conference Room, Old Physics Building on Tuesday 25th May 2004 at 2:15pm.

1. **Welcome, Attendance and Apologies**

MEMBERSHIP

Employer Representatives

Vice-Principal nominated by the Vice-Chancellor (Chair)
Vice-Principal, Human Resources or nominee
Vice-Principal, Property and Buildings or nominee
Dean of a laboratory based Faculty
Director, Risk Management Office
Vice-Principal and Academic Registrar or nominee

Employee Health and Safety Representatives

Six health and safety representatives elected by the Health and Safety Representatives

Student Observers

One student nominated by the Melbourne University Student Union
One student nominated by the University of Melbourne Post Graduate Association

Occasional Observers

Officials of trade unions with significant membership within the University
Officers of the University with significant membership within the University

Standing Observers

Secretary, Risk Management Office

In Attendance

Ms Elizabeth Baré
Ms Julia McQuillan
Ms Kim Wettern

Mr David Lyons
Mr Garry Thompson

Mr Bruce Greenwood
Ms Alison Hunt-Sturman
Mr Rudi Pavani
Assoc. Prof. Mary Wlodek

Ms Gemma Clark

Ms Danielle Rostan-Herbert

Ms Debbie Wallace

Apologies

Prof. Ivan Caple

Dr Roberto Cappai
Mr Mark Georgesz

Mr Julian Barendse

Ms Vicki Mimis (NTEU)

2. **Minutes of the previous meeting 01/04**

The Minutes of the previous meeting held 24 February 2004 were accepted.

3. **Action items from Meeting 01/04**

3.1 Electrical Testing

It was confirmed the updated Electrical Testing procedures and guidelines were circulated to Faculties and Departments.

3.2 Biosafety Management Review

Two reports were distributed on the review of the management of Biosafety at the University. These reports were discussed at the 02/04 Meeting of the Risk Management Committee on 03 May 2004 and the following recommendations made:

1. The Biosafety Officer in conjunction with the Risk Management Office review the terms of reference of the Biohazards Committee with a view to creating a "Gene Technology and BioSafety Committee". Review outcomes including recommendations to be reported at the next meeting.
2. The Gene Technology and BioSafety Committee report to:
 - Occupational Health and Safety Committee on Health and Safety matters
 - Research and Research Training Committee on Gene Technology compliance issues
3. The Occupational Health and Safety Committee convene a working group to review section 5.3 Biohazards of the EHS Manual.
4. The establishment of the Biosafety Officer position was supported. In the short term, the Committee recommended that the Gene Technology Regulation Officer Dr Paul Taylor, currently 0.6 EFT, take on a full-time role as GTR Officer and Biosafety Officer.

The Committee noted these recommendations as short-term arrangements in light of the long-term view being finalised.

3.3 EHS Purchasing Policy

The Committee were advised the requested changes to the Purchase Order function in Themis was held up due to the delay of the Themis upgrade at Easter.

3.4 Drug and Alcohol Policy

The Committee noted the most recent draft of the Alcohol and Drug Policy in the EHS Manual has been replaced with the original Policy approved by Council. Recommended changes to the Policy were distributed to the Committee for discussion. The Committee agreed to these change. The policy is to be forwarded to the Offices of the Vice-Principal (Property & Buildings) and Vice-Principal and Academic Registrar for comments prior to submission to Administrative Committee for approval.

3.5 Compliance Issues at Hospital Sites

The Committee was advised the responsibility of ensuring hospital sites comply with compliance issues is now the responsibility of the Vice-Principal and General Counsel.

Mr Lyons to circulate the latest draft of the new hospital agreement for discussion at the next meeting.

Ms Wettern to clarify original issue raised and report to the next meeting on the management of EHS Compliance issues in tenancy agreements. Ms Wettern recommended the Vice Principal (Property & Buildings) attend the next meeting to report on agreements with the hospitals.

4. Reports

4.1 Reports from Faculty and Departmental Safety Committees

There were no significant issues to report arising from the University's Faculty and Departmental EHS Committee Meetings.

4.2 Report from Health and Safety Representatives

In the absence of Mr Georgesz, Ms Hunt-Sturman highlighted the following issues arising from the EHS Representatives meeting held Tuesday 4th May 2004.

4.2.1. Grattan Street Pedestrian Crossing

Grattan Street pedestrian crossing continues to be a safety issue. The Committee noted the Property and Buildings department are currently

working with the Melbourne City Council to improve safety at the intersection. Property and Buildings to provide an update on the progress at the next meeting of the OHSC.

4.2.2. **OHS Issue Resolution Procedure**

Changes to the EHS Manual Section 4.1 OHS Issue Resolution Procedure was circulated for approval. The Committee discussed the requested changes and the following suggestions were noted.

The new sentence under 4.1.5.3 should be removed and incorporated under 4.1.1 Purpose with reference to Environment Health and Safety Officers and the Risk Management Office.

4.1.6.1 Issue Resolution Step 2 final sentence should read:

The representative may also seek advice from, and request the involvement of either local or the Risk Management Office Environment Health and Safety Officers.

Subject to these changes, the Committee approved the Procedure 4.1 OHS Issue Resolution Procedure.

4.3 **Environment Advisory Committee**

Minutes from the meeting held 10 May 2004 are available on the web.

See: <http://www.unimelb.edu.au/rmo/ehs/committees.html>

There are no significant issues to report arising from these minutes.

4.4 **A) WorkSafe**

The Risk Management Office hosted the Australian Universities Safety Association (AUSA) meeting on the 19th April 2004. This meeting was attended by representatives from WorkSafe to discuss the dangerous goods and chemical safety management inspections. WorkSafe tabled an assessment tool as a guide for the University on information required, including details specific to laboratories.

The Committee noted the Risk Management Office is working with WorkSafe and the faculties on the proposed three stages of the inspections.

1. Collate information specific to laboratories.
2. WorkSafe to carry out a desktop review, date to be confirmed.
3. WorkSafe to visit and audit the University laboratories, dates to be confirmed.

WorkSafe have said access to Material Safety Data Sheet (MSDS) will be a focus of the inspections. The Committee noted the Risk Management Office has launched a trial on-line database to record up to date MSDS information. It is expected this database will "go live" and be rolled out to relevant departments within the next 6 weeks. The software providers will provide training to laboratory users and updates to the system are made every three months. The Committee noted a maximum 500 users can be on-line at any one time and the option of the software serving as a chemical inventory can be made available if required. It was also noted the on-line MSDS will satisfy audit requirements in place of the currently used hard copies.

B) Incident Report

Mr Lyons reported a recent incident in the Vet Sciences building resulting in the blockage of a fire exit. The Risk Management Office carried out an investigation, resulting in the following recommendations:

1. The scaffolding blocking the fire exit be moved or modified immediately to allow the door to be opened.
2. Contractor management systems are put in place to prevent such an occurrence happening again at the Bio21 project.

The Committee noted the situation was rectified the day following the initial report and expressed concern that immediate action was not taken. The Committee requested Property and Buildings to submit internal procedures for discussion at the next meeting on current contractor management. The Committee welcomes suitable representatives from Property and Buildings to address this issue.

4.5 EHS Management System

The Risk Management Office tabled a summary report on the EHS Management System – May 2004, for discussion. The report provides a summary of the Faculties and Administrative areas that have been audited internally and externally.

The Committee noted some departments have engaged the services of external consultants to assist in addressing non-conformances and to prepare for SafetyMAP level 4 accreditation.

The Committee were advised a paper is being prepared by the Vice-Principal and Chief Financial Officer and the Director, Risk Management Office to outline the responsibilities of Faculties and Departments to reach the requirements SafetyMAP version 4.

4.6 Changes to EHS Manual

The following draft procedures were tabled for approval

3.4 EHS Pre-Purchasing (July 2003)

The Committee agreed details need to be included on the process to be followed should a VISA Card be used. Subject to the addition of VISA purchasing card information, this procedure was approved for submission to Administrative Committee.

3.5 Non-Ionising Electromagnetic Radiation, Including Sound

The Committee approved the endorsement of this draft procedure.

7.1 Off-Campus Travel and Work Policy

The Committee agreed a working group should be established to review this policy. The working group is to be facilitated by the Risk Management Office and should include a member of Academic Board, and the Faculty of Medicine, Dentistry and Health Sciences EHS Officer.

8.2.5 Alcohol and Drugs in the Workplace

This policy was addressed above (see item 3.4)

8.1.2 Working with Ionising Radiation while Pregnant

Committee members are asked to forward any comments regarding this policy to the Risk Management Office for consideration. It was recommended contact phone numbers should be removed from the procedure.

7.5 Working at Heights April 2004

The Committee approved the procedure for endorsement.

5. Other Business

No additional items of business were raised.

The meeting closed at 3:45pm.

The next meeting of the OHSC will be held Tuesday 17th August 2004 in the Jim Potter Room, Old Physics Building at 2:15pm.

Action Items from OHSC 02/04

Item	Topic	Action	By Whom	By When
3.2	BioSafety Management Review	Establish working party to review EHS Manual Section 5.3 Biohazards.	D. Lyons	03/04
3.4	Drug & Alcohol Policy	Updated policy to be forwarded to VP (P&B) & VP & Academic Registrar for comments.	D. Wallace	03/04
3.5	Compliance Issues at Hospital Sites	New hospital tenancy agreement to be circulated for discussion at next OHSC meeting.	D. Lyons	03/04
		Report from P&B on the management of EHS compliance issues in University tenancy agreements.	K. Wettern	03/04
4.2.1	Grattan Street Pedestrian Crossing	Update from P&B on the progress of improving safety at this intersection.	K. Wettern	03/04
4.2.2	OHS Issue Resolution Procedure	Changes to be made as noted in minutes. Subject to these changes the policy was approved for endorsement.	D. Rostan-Herbert (or nominee)	03/04
4.4 B)	Incident Report: Vet Science	Submission of current contractor management internal procedures from P&B for discussion.	K. Wettern	03/04
4.6	Changes to EHS Manual		D. Rostan-Herbert (or nominee)	03/04
	3.4 EHS Pre-Purchasing (July 2003)	Policy to be updated to include VISA Card purchasing procedures. Subject to these changes, the policy was approved for submission to Administrative Committee.		
	3.5 Non-Ionising Electromagnetic Radiation, Including Sound	Approved for Endorsement.		
	7.1 Off-Campus Travel and Work Policy	Working group to be established to review policy.		
	8.1.2 Working with Ionising Radiation while Pregnant	Committee Members to forward comments to RMO for consideration. Contact phone numbers to be removed from policy.		
	7.5 Working at Heights April 2004	Approved for Endorsement.		

OHSC Meeting Dates 2004

01/04 Tuesday 24th February (7th Floor Meeting Room, Raymond Priestley Building)

02/04 Tuesday 25th May (Jim Potter, Old Physics Building)

03/04 Tuesday 17th August (Jim Potter, Old Physics Building)

04/04 Tuesday 23rd November (Jim Potter, Old Physics Building)

All Meetings will commence at 2:15pm.

DISTRIBUTION LIST

Circulation List

Ms Elizabeth Baré, Vice Principal (Human Resources)

Mr Julian Barendse, Undergraduate Student Representative

Prof. Ivan Caple, Dean, Veterinary Science

Dr Roberto Cappai, Department of Pathology, Faculty of Medicine

Mr Mark Georgesz, Faculty of Economics & Commerce

Mr Bruce Greenwood, Property & Buildings

Ms Alison Hunt-Sturman, Faculty of Medicine

Mr David Lyons, Director, Risk Management Office

Ms Julia McQuillan, Manager (Client Services), Human Resources

Ms Vicki Mimis, NTEU

Mr Rudi Pavani, Melbourne Research & Innovation Office

Ms Danielle Rostan-Herbert, EHS Manager (Acting), Risk Management Office

Mr Gary Thompson, Director, Health and Counselling, Academic Services

Ms Kim Wettern, General Manager, Corporate Support, Property & Buildings

Assoc. Prof. Mary Wlodek, Department of Physiology, Faculty of Medicine

Ms Gemma Clark, Postgraduate Student Representative

For Information

Ms Leanne Dyson, Minutes Office, Records Services

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