

**The University of Melbourne**  
**Occupational Health and Safety Committee**

**Meeting 3/05**

Meeting 3/2005 of the Occupational Health and Safety Committee was held at 3.00 pm on Tuesday 19 July 2005 in the Jim Potter Room, Old Physics Building.

**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 or nominee  
Academic Registrar or nominee

**Employee Health and Safety Representatives**

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

Observer

**Student Observers**

One student nominated by the Melbourne  
University Student Union

One student nominated by the University of  
Melbourne Post Graduate Association (vacant)

**Occasional Observers**

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

**Standing Observers**

Minutes Secretary

**In Attendance**

Ms Elizabeth Baré  
  
Ms Julia McQuillan  
Mr Stefan Delaney  
Prof. Ivan Caple  
  
Mr Garry Thompson

Dr Roberto Cappai  
Mr Brendan Kehoe  
Mr Bruce Greenwood  
Ms Alison Hunt-Sturman

Mr Paul Donald  
Ms Danielle Rostan-Herbert

Ms Vicki Mimis (NTEU)

Mr Colin McIntosh

**Apologies**

Mr Mark Georgesz

Ms Jenny Nam  
(nominated by the  
Interim Student  
Representative  
Committee)

**2. Minutes of the previous meeting 2/05**

The minutes stated that Mr Stefan Delaney was compiling a plan for Health and Safety Representatives. This should have read that Mr Stefan Delaney was to assist Human Resources

develop a plan. With this correction noted, the minutes of meeting 2/05, held on 19 April 2005, copies of which had been distributed, were confirmed.

### **3. Action items from meeting 02/2005**

#### **3.1 Vacant Positions**

The Committee noted that a postgraduate student representative had not yet been nominated for membership for 2005. It was agreed that the UMPA should be invited to nominate a representative.

The Committee were advised that Mr Stefan Delaney would meet with the Chair to discuss the Committee vacancy of the Property and Buildings representative.

The Committee was also advised that a process and policy is being developed for the election to fill of the vacancy of Employee Health and Safety Representative on the OHSC. If more than one nomination is received, assistance will be provided by the office of the University Secretary to hold an on-line ballot.

#### **3.2 Report on Compliance briefings on OHS Act**

The Committee was advised that two briefings on the new Occupational Health and Safety Act have been conducted by the Compliance Office. Both were well subscribed with extensive question and answer sessions. The Committee also noted that every senior manager has been required to sign off on their responsibility under the new OHS act.

#### **3.3 Report back from Administrative Committee**

The Committee noted that the manual handling procedures presented to the Administrative Committee were passed without comment.

#### **3.4 Report back on refresher training for HSR's**

The Committee were advised that Mr Stefan Delaney is working with Ms Kerry Smith from Human Resources on the provision of HSR training. A complete review of training options will take place following a review of the changes to legislation. It was noted that it would be preferable for the training to be provided based on the various requirements of Faculties and Departments.

The Committee discussed the requirement of incremental training for existing HSR's and noted that a spill of positions in mid-2006 will have an effect on this.

### **4. Reports**

#### **4.1 Performance against Objectives and Targets**

The Committee noted that the requirement for a report of performance against objectives and targets was picked up during the last audit. The Committee noted that there is no system currently in place however Mr Stefan Delaney advised that a new process will be put in place shortly. The Committee discussed the option of the Planning Office harvesting the required information from Faculty and Department plans. Ms Baré agreed to provide copied of Operational Plans to the Committee.

#### **4.2 Faculty and Departmental Safety Committees**

The Committee were advised that Deans and Vice-Principals would be requested to provide Faculty and Departmental safety committee minutes to Danielle Rostan-Herbert (in electronic form only) for

collation, review and audit. It was noted that the EHS unit will continue to attend health and safety meetings.

#### 4.3 Health and Safety Representatives

The Committee were provided with a copy of the minutes from the last Health and Safety Representatives meeting. The main points of discussion were:

- **Compliance** – May be time to review role and structure. The Chair and Mr Stefan Delaney to meet with a couple of HSR's to discuss. The Committee noted that the NTEU have discussed role of Committee with Chair.
- **Designated Work Groups** – The Committee discussed issues concerning DWG's and multiple safety reps. The Committee agreed to review the consultation requirements for DWG's. The Committee discussed the effect of potential re-locations over DWG's. It was noted that it would be preferable to have DWG's aligned to existing management structures although it was agreed that there is a need to simplify the process.
- **Resourcing** – The Committee noted that it anticipates that additional resources will be allocated as a result of the Administration review. It was noted that the University has a more devolved health and safety system than most other Australasian universities. It was agreed that there is a need to review Health and Safety resourcing on a university wide basis.

#### 4.4 Workload Advisory Committee Report

The Committee noted that the WAC has been set up resulting from a requirement of the 2003 Enterprise Bargaining Agreement and the recent election has resulted in management and staff representatives being elected. An informal meeting will be held with Sean Cooney from NTEU. The Chair of the OHSC is nominated as the interim Chair of the Workload Advisory Committee.

#### 4.5 Environment Advisory Committee

The Committee were provided with a copy of the Environment Advisory Committee minutes, the key items being:

- Discussion on the role and function of the EAC.
- Discussion on possible levy for disposal of computer equipment. A paper is currently being prepared on this issue.

#### 4.6 Regulatory Activity

The Committee were advised that a report would be provided out of session to members concerning Worksafe visits regarding chemical management intervention. No improvement notices expected. There were a couple of responses requested within 7 days of visit and Deans have been requested to provide information. A further visit is scheduled for August 2005.

#### 4.7 Reportable Incidents

- *Explosion at Bio21* – small explosion from reaction vessel during student experiment. Report made to Worksafe and instructions provided to staff and students by Chemistry department.

#### 4.8 Significant Incidents

- *Electric shock from radio at Royal Melbourne Hospital* – Cable chewed by rats, unit moved after testing. No medical treatment required. Information has been requested from department on testing and tagging program. Inspection checklist to be amended to include inspection of cables.
- *Electric shock from heat pad at Austin Hospital* – During surgery on animal a low voltage electric shock occurred, no treatment required and heat pads replaced.
- *Gas leak at Monash Road* – Dug up and isolated, emergency response plan worked well.

#### **4.9 EHS Management System – SafetyMap**

##### **4.9.1. Internal Audits**

The Committee were advised that the internal audit operating process has improved significantly from a number of months ago. The organisation conducting the internal audits are now conducting non-conformance follow-ups. These are being tracked by Peter McGrath. Balance of internal audits planned for remainder of this year.

##### **4.9.2. External Audits**

The Committee noted that the external audit was completed in June in accordance with SafetyMap4 and ISO14001 requirements. The major area of concern is the lack of a systemic process for electrical testing and tagging across the University. A report is being prepared for Council and the Vice-Chancellor. Management of the non-conformances is being dealt with through the Senior Executive. The report contains a recommendation that electrical testing and tagging is handled centrally through Property and Buildings with cost being charged to Faculties and Departments. There are a number of other issues including risk management procedures and these are currently under review however progress must be made prior to next audit to avoid non-conformance. Findings of audit and subsequent action plan to be issued by Vice-Principal (Property and Buildings) through Senior Executive.

#### **5. Other Business**

The Committee noted that the University web site has been updated with the new OHS act and also contains a current list of HSR's.

The Committee also discussed concerns over people smoking near entrances and air intakes of University buildings. It was noted that other organisations have provided smoking shelters however it was suggested that this issue should be handled as a management issue under the existing policy and structure. It was agreed that papers outlining previous discussions would be provided to committee members for reference.

The Committee noted that the University has again been granted its Workcover self insurance licence.

The next meeting of the Occupational Health and Safety Committee will be at 3.00 pm on 18 October 2005 in the Jim Potter Conference Room.