

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 2/09

Meeting 2/2009 of the Occupational Health and Safety Committee was held in the Moot Court Room, Old Quadrangle, on Wednesday 25 November 2009, at 2.15pm.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives Vice-Principal nominated by the Vice-Chancellor (Chair) Vice-Principal, Human Resources or nominee Vice-Principal, Property and Campus Services or nominee Dean of a laboratory based Faculty General Manager, Environment Health and Safety Unit Academic Registrar or nominee	Ms Julia McQuillan Ms Jennifer Sedgman for Ms Julia McQuillan Mr Colin Reiter Pr Ken Hinchcliff Mr Stefan Delaney Mr Garry Thomson	Mr Nigel Waugh
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Ms Kate Nowell Mr Steven Adams Mr Paul Donald Mr Lindsay Rayner Ms Sarah Epskamp	
Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association	Mr Shaun Khoo	Mr Paul Coats
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule & Ms Anne De Bono (Minutes Secretary)	

1.2 Welcome

The Chair thanked the committee for attending.

2. Minutes of the previous Meeting 01/2009

The minutes were approved with typographical changes as distributed.

3. Action items from Meeting 01/2009

3.1 OHSC Terms of Reference, Protocol and Membership

S. Delaney

The committee noted the subcommittee's report.

The committee endorsed the proposed Terms of Reference and determined that:

- the Chair shall be appointed under the conditions of option A2: "Dean or Executive Director appointed by the Vice-Chancellor, endorsed by the Committee at the first meeting of each calendar year"; and
- the Deputy Chair shall be appointed under the conditions of option B1: "An employee HSR member elected by the OHSC. The Term of Office for the Deputy Chairperson shall be one year".

The committee endorsed all proposed Standing Resolutions aside from "Voting at OHSC Meetings."

The committee was unable to reach agreement on the Standing Resolution on "Voting at OHSC Meetings". The subcommittee will reconvene to continue to negotiate this matter.

The committee also endorsed the Graduate Student Association proposal (Item 3.1[2]) to amend the Terms of Reference. The description of the postgraduate observer will be amended to read, "One nominee of the President, University of Melbourne Graduate Student Association."

4. Reports

4.1 Workloads Advisory Committee Report (none received)

4.2 Workplace Bullying Advisory Group Report

E. Ilarda

The committee noted the Minutes for 30 June 2009 presented for information.

Ms Ilarda reported on recent and forthcoming changes to the management of workplace bullying:

- There will be no significant changes to workplace bullying advisory services due to Responsible Division Management Implementation.
- Following legal advice, the University is moving away from guaranteeing confidentiality to complainants, because of the strength of the University's obligation to prevent further harm when a serious allegation arises. This means that in some instances an investigation may be pursued against the wishes of a complainant. It is noted that such a case must be managed with a high degree of sensitivity.
- In 2010, bullying is planned to be moved into a new procedure that covers bullying, sexual harassment and discrimination, and also includes student to student complaints. Occupational violence will be treated separately and form part of a new community violence and aggression framework. A working group on

violence issues will be formed, and membership will include an employee HSR member.

Ms Ilarda spoke to the Workplace Bullying & Occupational Violence Cases Analysis 2008 report. This report has been endorsed by the Student and Staff Equity Committee.

The committee thanked Ms Ilarda, and provided feedback:

- Mr Delaney advised that the membership of the Occupational Violence working group will include an employee HSR member.
- Members supported the move away from guaranteeing confidentiality, as it can lead to a dangerous situation being allowed to persist.
- Due to the small data set, it was difficult to be confident of genuine trends in WorkCover claims. It was not clear whether the high costs and days lost in 2004 were an aberration.
- It was important to include the cost of investigations in measures of the cost of bullying, especially investigations involving an external investigator, as these can be quite costly. Cost-benefit analysis of formal bullying investigations should be ongoing.

4.3 Faculty and Departmental Safety Committees (none received)

4.4 Health and Safety Representatives Items for Discussion HSR members

The committee noted the correspondence between Dean of Faculty of Economics and Commerce and Vice Principal (P&CS). The committee supported improvements to traffic management in Berkeley and Pelham Sts.

4.5 Significant Incidents Requiring Notification and Regulatory Activity S. Delaney

The committee noted the report from 31 July 2009 to 13 Nov 2009.

4.6 EHS Audit Reports S. Delaney

4.6.1 External Audits

The committee noted the report.

4.6.2 Internal Audits

The committee noted the report.

4.7 Review of EHS Manual S. Delaney

The committee noted the report on consultation feedback received.

The committee endorsed the following changes to the EHS Manual without amendment:

- Amendments Log 20 June 2009 to date
- EHS Risk Management
- EHS Policy, Procedure and Document Development

- EHS Records Management, Document and Data Control
- EHS Training
- EHS Purchasing Requirements.

With respect to EHS Management of Service Providers (Contractors), section 11.29.3. New. Definitions, the committee sought clarification on who would perform the risk assessment that could be used to determine the risk level of the work. Mr Delaney clarified that ultimate responsibility for ensuring risk assessments are completed lies with the Authorising Officer, and agreed to make an amendment to that effect. The committee otherwise endorsed the revised procedure.

4.7.1 Changes due to the integration of Environment, Health & Safety policy and procedure into the Melbourne Policy Library

The committee noted the report.

4.8 EHSMS Management Review

S. Delaney

The committee noted the report.

4.9 Recent publications

S. Delaney

The committee noted the recent publications:

- Safety Bulletin 04/09: EHS Prepurchase Risk Assessment

[Additional note 27 Nov 2009: subsequent to the distribution of Agenda, the following has also been published:

- *Safety Bulletin 05/09: First Aid & Emergency Response; and associated guidance: First Aid Kit Basic Contents.]*

4.9.1 Pending Safety Bulletins

The committee note the following pending publications:

- Safety Bulletin: First Aid *[Note 27 Nov 2009: subsequently published as above]*
- Safety Bulletin: Staff Using Heaters.

5 Other Business

5.1 Calendar 2009-2010

The final meeting for 2009 will take place on **Thursday 17 December 2009, at 2.15pm.** *[Subsequent update 27 Nov 2009: the venue will be **Foundation Life Members' Room, 1st floor, 1888 Building.**]*

Members who have not yet done so are asked to email Ms Rule with their availability and preferences regarding the 2010 calendar as soon as possible. *[Subsequent update 2 Dec 2009: following member feedback, the 2010 calendar has been finalised and appears at the end of these minutes.]*

The next meeting of the Occupational Health & Safety Committee will take place on Thursday 17 December 2009, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

MEETING CALENDAR FOR 2009

Wednesdays at 2.15pm in 2009:

- ~~25 February~~ ~~Foundation Life Members' Room, 1888 Building~~
- ~~27 May~~ ~~Foundation Life Members' Room, 1888 Building~~
- 4 August @ 10am Foundation Life Members' Room, 1888 Building
- ~~26 August~~ ~~Pierre Gorman Room, 1888 Building~~
- 25 November Moot Court Room, Old Quadrangle
- 17 December (Thurs) Foundation Life Members Room, 1888 Building.

MEETING CALENDAR FOR 2010

Wednesdays at 2.15pm in 2010:

- 10 February
- 14 April
- 11 August
- 10 November

All venues remain to be announced.

BJR
2 Dec 2009

A handwritten signature in black ink, consisting of a stylized 'M' followed by a series of sweeping, overlapping lines that extend to the right.