

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING
3 February 2011

MINUTES

A meeting of University Employee Health & Safety Representatives (HSRs) was held on Thursday 3 February 11 at 11:00 am on the 6th floor meeting room, Melbourne Dental School, 720 Swanston Street.

1. Attendance

Present: Deanne Catmull (Dental School), Paul Donald (Scholarly Information), Warren Smith (Scholarly Information), Steve Adams (Engineering), Sarah Epskamp (The Potter), Carol Horsman (Pharmacology), Heather Daykin (Pharmacology), Lindsay Rayner (Bio Chem & Mol Biology), Peter Barron (Bookshop), Micheal Polani (Science), Leanne Fisher (University Secretary), Lynda Gilbert (Knowledge Partnerships), Jane Howard (Micro & Immuno), Greg Pullen (Melb. Ventures)

2. Speaker John Carmichael

The meeting noted John Carmichael had been called upon at the last minute to deal with a pressing EHS matter and sent his apologies. Arrangements have been made for John to address the April meeting.

3. Confirmation of Minutes

The minutes from the meeting held on 20 October 10 were confirmed.

4. Occupational Health & Safety Committee (OHSC)

What's happening at OHSC

The meeting noted:

- That two working group have been established, Traffic Management Working Group (TMWG) and Waste Management Working Group (WMWG). The TMWG Terms of reference have been set and are awaiting their first meeting. There was a call for an HSR with lab expertise to join the WMWG and Deanne Catmull has taken up this position.
- That not report had been received from the Bullying Working Group as it did not meet in the period between OHSC meetings.
- That the OHSC is responsible for putting forward 3 nominees for the role of Workloads Advisory Committee chairman. The last two OHSC meetings in 2010 worked through this selection process.
- HSRs requested improvements to OHSC committee's procedure regarding the timeliness of OHSC minutes published on the University's website.

Items to be raised at OHSC

The meeting noted

- That the OHSC chairman, Nigel Waugh has departed the University. As this position will not be filled by the next OHSC meeting, it was suggested that the role may fall to the Deputy Chair HSR Paul Donald to conduct the next OHSC meeting.
- That the Scholarly Information's management is considering changing the workplace furniture within the library so that patron can sit side by side with staff rather than have desk or bench as a barrier between them. Some library patrons have been known to be aggressive and library staff consider this an unnecessary risk to their personal safety. The meeting suggested that risk assessments

should be completed by effected staff with input from University Security outlining clear recommendations to ensure the safety of staff.

- That with the introduction of work place health checks staff maybe asked to sign a form allowing access your medical file, if was recommended that staff do not sign such a form.

Action: Steve Adams and Paul Donald to seek clarification from Stefan Delaney on OHSC chair for the February meeting.

5. Protection of HSRs

The meeting noted:

- That in a landmark case, Patrick Stevedoring has been fined \$180,000 by the Melbourne Magistrates Court after being found guilty of discriminating against an OHS representative for raising safety issues on the job.
- The report by Paul Donald on his fight to resolve with Worksafe and the University issues arising from the PIN process within the Scholarly Information. Paul reported that 20 PINs have been raised between himself and past HSRs all of which have been overturned including a PIN for discrimination of an HSR.
- That when a PIN is raised, as HSR you do not have access to the information provided to Worksafe by management.
- That an HSR's responsibility is only for the designated work group that he/she has been elected to and has no obligation to take on that of another work group.
- That an HSR has no obligation to sign off on a Risk Assessment that he/she has not taken part in.

6. Other Business

Meeting Speakers

The meeting noted that HSR meetings planning in 2011 includes a speaker such as a local OHS specialist. The meeting was asked for suggestions for future speakers John Carmichael, P&CS, Worksafe, or Renata (Tradeshall).

Local Issues

The meeting noted that electronic mailing lists were being used to notify of water outages in Chemistry labs having an OHS implications for experiments and shower facilities. Concern was raised that this was the only means used to notify staff and students of the risk and may result in incident due to not receiving this information. Discussion followed regarding the tag out process, P&CS notification process, and whether this was a local of campus wide problem.

Action: Steve Adams to discuss with Stefan Delaney on what the OHS unit considers an appropriate notification process.

7. Next meeting

28 April 11, 6th floor meeting room, Melbourne Dental School, 720 Swanston Street.
This meeting will elect one (1) HSR to the OHSC.