

THE UNIVERSITY OF MELBOURNE

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING 04/2016

CONFIRMED MINUTES

A meeting of this committee was held on Monday 5 December, at 10.30am  
on Level 1, 11 Barry Street in the Boardroom (Room 108)

**A Formal Matters**

**A01 Apologies & Delegates**

Prof Mark Rizzacasa

**A02 Welcome**

Special welcome made to Mr Brendan Chaplin and Ms Nadine Goldsmith.

**A03 Membership Changes**

Ms Leanne Fisher (HSR for Chancellery) left OHSC; HSR term of office expired).

Mr Brendan Chaplin (HSR for US-FES) elected HSR member of OHSC on 24 November 2016.

**A04 Minutes of the Previous Meeting**

There was one amendment noted – B01i should read ‘Mr Allan Tait’ instead of Ms Helen Tait.

Minutes otherwise confirmed.

**A05 Action Sheet from Previous Meeting**

REF	ACTION	RESPONSIBILITY	STATUS
B01i	Mr Delaney and Ms Catmull to discuss establishment of HSR email list	SD	In progress
D03	Mr Delaney to provide written report re Objectives and Targets report.	SD	Completed Item D03 (i)
D07	Meeting between Mr Steve Adams/Mr Stefan Delaney re out of hours security process in Engineering.	SD	Completed

E	Election date for Ms Heather Daykin tbc.	GB	Completed
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**B Items for Consultation/Discussion**

**B01 Health & Safety Representatives Items for Discussion**

- i. HSR list, reminders and Yammer (Distribution list)

Mr Delaney advised that reminders will be issued within 3 months of the Terms of Office Expiry dates for HSRs, which he administers. Use of Yammer is preferred instead of bulk email lists.

- ii. Promapp, Working in Isolation process

Ms Catmull advised that registered users receive notifications via Promapp. A process link is provided on the Staff Hub, but not the Health & Safety website. Mr Delaney will consult with appropriate staff to ensure the updated link is easy to find. With regard to specific concerns or confusion about Promapp, Mr Delaney requested these be discussed with him offline.

- iii. Terms of Reference – Publication of Final Terms of Reference

Ms Catmull requested the final Terms of Reference to be tabled at a future meeting. Mr Delaney indicated that these will be distributed via circulation. A request was made by the HSR's present to view a copy of the final draft before publication.

- iv. Appropriate Workplace Behaviour Policy – Publication

Mr Delaney noted that the appropriate Behaviour Policy was published on 30 November 2016. Dr Eastoe advised that a hotline via an external provider to be made available in the near future. Mr Delaney requested that HSRs speak to their relevant Faculty about communication and policy publication.

**B02 Health & Safety Managers Nominated Items**

Nil

**C New Initiatives and Actions (Verbal Report)**

**C01 TrainMe e-training system**

Mr Delaney advised:

- Automatic enrolments and reminders are operational for fixed term and continuing staff, but not for casual staff.

- Enrolments in core compliance modules are available for casual staff and students based on a needs assessment.
- New courses will be made available in the first quarter of 2017.

**C02 Launch of Health and Safety Policies & Processes**

Mr Delaney advised that there has been 21 new processes published to date.

**C03 Enterprise Risk Management System**

Mr Delaney informed that the Enterprise Risk Management System will be launched on 1 February 2017 and will replace Themis Incident Reporting. A demonstration of the system will be provided for HSRs and business partners next week.

**C04 Travel Management and Booking System**

A trial of the Booking System will commence in the Arts Faculty from 12 December 2016. It was identified that improved communication and risk management related to critical incidents was an outcome. In peak season, the number of UoM staff travelling overseas was estimated at 500.

**D Reports**

**D01 External Audit Update**

- i. WorkSafe SI Audit – verbal report
  - Audit validation is complete
  - A draft report has been received
  - A close out meeting is scheduled and will be provided to the committee

Mr Delaney advised that a report on the WorkSafe Audit will be given in 2017. The Remedial Action Plan is due on 23 December 2016, with the Corrective Action Plan Review and Open Findings Closure date being 30 May 2017.

- ii. LRQA – update – verbal report

Mr Delaney advised that the report will be given at the first OHSC meeting of 2017, in relation to the LRQA audit.

**D02 Review of Serious Incident Reports & Investigations**

- i. Claims Report was submitted to the committee.

The committee noted the report.

Mr Robertson reported that 8% of claims were of a psychosocial nature, and make up 25% of costs in claims.

Dr Eastoe advised a mental health focus in 2017 will encourage staff and students to ask for help early which will assist in dealing with issues promptly. This issue remains one of particular interest as the impacts are extensive in length.

Mr Delaney advised that an annual review is held where ongoing claims are scrutinized and further breakdowns of specifics are given.

ii. Incidents Requiring Notification & Regulatory Activity

Mr Delaney will provide this report via circulation.

Worksafe attended to investigate UoM systems to manage insitu asbestos. WorkSafe inspectors were satisfied with the University's approach.

**D03 Health & Safety Management Systems**

i. Safety Management Systems Review – Status report 30 Sept 2016

The committee noted the report. Ms Catmull sought further information about the reasons why some targets were not achieved. Mr Delaney advised that document priority actions will be included in the final year report which will include more detailed explanations.

**D04 Legislative Report**

Nil

**D05 Reports Received from Other Committees**

A document listing the Faculty Health & Safety Committee Meetings was provided. Ms Paula Mitchell requested information about the employee/employer representative's membership of these committees. Mr Delaney advised that he will explore this further for future Faculty Committees reports.

**D06 Management Representatives Update**

The Director of Wellbeing Services, Mr Daniel Persaud reported verbally that a week of awareness took place during Work Health and Safety month in October 2016, and included healthy body/health mind initiatives, advice on accessing assistance and a healthy eating stall at the Farmer's Market. It is anticipated that this will be repeated in 2017.

The committee noted the Campus Services Report.

The Director of Campus Services, Mr Colin Reiter informed the committee that the Melbourne Metro Rail Project works are ongoing with digging taking place at multiple sites. A risk management plan is in place, and a discussion took place around the attraction of students over a 5 year period while the UoM campus is not at its best.

**D07 External OHS Feedback Received**

An external complaint was received about the potential fall hazard due to confusion at Arts West External seating in the north western corner. Mr Delaney advised that pot plants have been placed to prevent bystanders using these steps prior to new landscaping works.

**E Other Business****Distribution:**

Committee members

Mr Allan Tait, Vice Principal, Administration & Finance and CFO

<b>Membership</b>	<b>In Attendance</b>	
<b>Employer Representatives</b> Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Human Resources or nominee Executive Director, Infrastructure Services or nominee Dean of a Faculty or Graduate School or nominee Academic Registrar or nominee Associate Director, Health & Safety	Dr Sally Eastoe Ms Nadine Goldsmith Mr Colin Reiter Prof Mark Rizzacasa Mr Daniel Persaud Mr Stefan Delaney	
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Ms Heather Daykin Mr Steve Adams Ms Paula Mitchell Mr Darren Tucker Mr Brendan Chaplin	25 Aug 2017 2 June 2019 26 Nov 2016 6 Nov 2016 12 Feb 2017 24 Nov 2018
<b>Student Observers</b> One student nominated by UMSU Inc. One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas Mr Shardul Jain	
<b>Standing Observers</b> Manager, Injury Management	Mr Peter Robertson	
<b>Minutes Secretary</b> Administration Assistant, Health & Safety	Mrs Georgie Burg	