

**The University of Melbourne  
Occupational Health and Safety Committee  
Meeting Number 2/99**

A meeting of the Occupational Health and Safety Committee was held in the Foundation and Life Members Room, Graduate Centre on Tuesday 11 May, 1999 at 2.15pm

**Present**

Ms Jane Stephens	Mr P Coats
Ms Julia McQuillan (nominee for Ms Baré)	Mr J Colebatch
Mr J Carmichael	Dr M Livett
Dr M Bullen	Dr M Wlodek
R. Cappai	Mr R Sorenson
Ms L Huq	Mr E Smart
Mr P Edwards	

**In Attendance**

Ms N Austin	Ms T Wright
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**Apologies**

Mr G Suckling	Mr T Wedd
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**1 Change to Chairperson**

Nan Austin informed the committee that Professor Larkins had stepped down as chairperson of the Occupational Health and Safety Committee. She thanked Frank for his enthusiasm during his short chairmanship and welcomed Jane Stephens advised that her role as compliance officer precluded her from taking the role of chair permanently, but she was willing to act as chair with the approval of the committee. The committee approved and JS took the chair

**2 Apologies**

T. Wedd G. Suckling

**3 Minutes of Meeting 1/99**

The minutes of meeting 1/99 were accepted  
Moved J Carmicheal seconded J. McQuillan

Matters arising: Fume cupboard report.

A complete copy of the report was made available to the committee. Clarification of extension of fume cupboard management to external properties of The University of Melbourne was requested. RMO was requested to follow up this issue.

**4 Report to Council**

OH&S meeting 1/99 report to council – Council meeting 2<sup>nd</sup> May 1999 was tabled for the committee. It was noted item 6 Asbestos management plan status report had been omitted from the minutes 1/99. The minutes will be corrected accordingly. In line with the format required for Report to Council, committee members were asked to include in reports tabled a statement indicating the OHS compliance with OHS or other relevant legislation / standards if applicable.

**5 Reports from departmental Safety Committees**

The committee noted these reports had been received. There were no items to report. It was noted that committee reports should be sent to Tricia Wright at RMO.

## **6. Action items from Meeting 1/99**

### **6.1. Health and Safety representative numbers**

Letter to heads of DWG's without management or employee representation from Professor Larkins was tabled for the committee. Clarification had been sought regarding clinical schools and surgery departments' dual responsibility within a hospital environment. The committee strongly endorsed maintaining these DWGs because of the number of staff and students and the potentially high risk environments.

### **6.2. Priority of minor building works**

The Priority of Minor Building Works report was tabled for the information of the committee.

### **6.3. Health monitoring guidelines – post graduate**

It has been proposed that, prior to commencing their research project, all post graduate students should complete a hazard Questionnaire similar to that completed by supervisors of commencing university staff. The proposed questionnaire and a rationale for the proposal has been sent to Professor Barbara Evans, Dean of Graduate Studies and to the secretary of the Postgraduate society for their comment. It is suggested that a trial be carried out in one or two departments such as Physiology, Pharmacology or Microbiology.. The supervisor and student will together complete the questionnaire, one copy being kept in the student's file and the other given to the student to take to Student Health to discuss what monitoring tests or immunisations are advisable. Margaret Bullen to report back to the next committee meeting.

### **6.4. Health monitoring guidelines – staff**

A report was tabled detailing a 3 pronged approach to the issue of identification and monitoring of staff exposed to new hazards as a result of changed duties.

#### 1. Training

The committee supported the planned new management training program on OH&S issues aimed at Heads of Departments and Deans of Faculties

#### 2. Awareness through the appraisal system

The committee requested to view a draft version of the amended appraisal forms for general and academic staff. A draft would be supplied to RMO by 14<sup>th</sup> May for circulation to committee members and comments returned and forwarded to HR by 21<sup>st</sup> May, 1999

#### 3. Notification of change of position / duty

The committee agreed to HR inserting a paragraph regarding potential health hazards associated with new positions to be entered into the proforma reclassification letter. This would be supported by the hazard questionnaire being available on the web for individual staff and supervisors to gain immediate access.

### **6.5. No smoking policy**

A plan was distributed showing cigarette bin locations and no smoking signs. A report will be tabled at the last meeting for the year regarding the impact of this trial.

### **6.6. Update of Regulation 17.1R5 'OHS Policy'**

The committee endorsed Nan Austin making approved changes from this meeting and further minor amendments to be sent to Nan by the 25<sup>th</sup> May. The document would then follow appropriate procedures for amendment to regulations.

### **6.7. Supervisor's roles and responsibilities**

Redraft of letter regarding supervisors' OHS responsibilities to complete the previous mail-out was tabled for the committee.

Human Resources have raised two issues

1. Three departments have not provided a list of supervisors to be targeted for this process: Financial Operations, Melbourne Business School and Faculty of Music.
2. OH&S responsibilities are now in position descriptions. New staff are now signing their acknowledgement of appropriate responsibilities during acceptance of employment contracts.

### **6.8. Emergency information for lecture theatres (multimedia)**

Trial implementation of multimedia emergency information is scheduled for commencement in semester 2 in building #173 in the Engineering Faculty.

### **7. Alteration of designated work groups**

Committee approved proposed changes for DWG submitted by Wendy Bastow on behalf of Division of the Academic Registrar. Comments regarding DWGs can be forwarded to RMO for update on the web list.

### **8. Construction Site Safety Subcommittee**

Minutes of the Construction Site Safety Subcommittee were tabled for the information of the committee.

### **9. Report from Health and Safety Representatives**

There were no reports.

### **10. Environmental Advisory Committee**

Minutes of the Environmental Advisory Committee were tabled for the information of the committee.

### **11. OH&S risks associated with lecturing**

A letter of concern regarding OH&S risks associated with lecturing was tabled. Of particular concern were time-tabling issues with respect to academic work load and overcrowding of lecture theatres. The committee agreed on a number of action items as follows:

1. Jane Stephens to report concerns to faculty general managers regarding their role in time-tabling and strategies available to building supervisors.
2. RMO to liaise with timetabling regarding the inclusion of warning / guidance information to be included on the computerized timetabling web site.

### **12. Environmental Health & Safety Manual**

The EHS manual will replace the OH&S manual on the University Web page by the end of May. A hard copy version will be available by the end of July

### **13. Other Business**

The Student Union raised the issue of first aid access and visibility on campus. RMO was requested to undertake a first aid assessment as per Code of Practice for First Aid and provide recommendations to next meeting.

The meeting closed at 4:10 pm.

The next meeting will be held on Tuesday August 17<sup>th</sup> in Conference Room 1, Old Physics Building.

### ACTION PLAN FROM THIS MEETING

Ref	Topic	Action Needed	By Whom	By When
2/99 #3	Fume Cupboard Management	Details of action required in external University properties	RMO	17 <sup>th</sup> August
2/99 #4	Minutes 1/99	Amendment of minutes 1/99 to include asbestos report information	T. Wright	May 1999
2/99 #6.3	Health monitoring guidelines – post graduate students	Report on progress of trial program	M Bullen	17 <sup>th</sup> August
2/99 #6.4	Appraisal form general and academic staff	Draft version for viewing by committee	J McQuillan To rmo	14 <sup>th</sup> May 1999
		Circulation to committee members & return to HR	T Wright	21 <sup>st</sup> May 1999
2/99 #6.5	No smoking Policy	Report on trial	RMO / grounds	End 1999
2/99 #6.6	Discrepancies between 17.1R5 and recent circulars to staff	Include approved changes and obtain official amendment. Report on progress to committee	N. Austin	17 <sup>th</sup> August
2/99 #6.8	Emergency information for lecture theatres (multimedia display)	Commence trial 1 <sup>st</sup> week 2 <sup>nd</sup> semester, report back on progress	N Austin / ITS / Engineering Faculty	26 <sup>th</sup> July 1999
2/99 #11	OH&S risks associated with lecturing	Consultation with Faculty General Managers	J Stephens	17 <sup>th</sup> August
		Liaison with timetable re inclusion of guidance information.	RMO	17 <sup>th</sup> August
2/99 #12	EHS manual	Replace OH&S manual on University site	RMO	31 <sup>st</sup> May 1999
		Hard copy available		31 <sup>st</sup> July
2/99 #13	First Aid Policy	recommendations	N Austin	17 <sup>th</sup> August

### Completed Actions

Topic	Action Completed	By Whom
DWG	Letter to targeted heads of DWG completed	F Larkins
Minor Works	Report tabled	J Colebatch
No smoking Policy	Cigarette bins and signage installed	Grounds
Supervisors roles and responsibilities	Redraft of letter complete	RMO
	OH&S responsibilities in accepted in employment contracts of all new staff	HR