

**THE UNIVERSITY OF MELBOURNE**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**MEETING NUMBER 1/02**  
**MINUTES**

A meeting of the Occupational Health and Safety Committee was held in Conference Room 2 Old Physics on Tuesday 5<sup>th</sup> March at 2:15 pm.

**Present**

Ms H Hayes VP Information Division (VC nominee and Chair)  
Ms J McQuillan, Client Services, Human Resources  
Ms Lin Martin Vice-Principal and Academic Registrar  
Prof Ivan Caple Dean, Veterinary Science  
Dr R Cappai, employee rep  
Mr J Carmichael, employee rep  
Mr E Smart, employee rep  
Dr M Wlodek, employee rep  
Mr P Edwards, employee rep  
Dr L Huq, employee rep

**In Attendance**

Ms A Hunt-Sturman, Risk Management Office  
Ms Maria Hyland, Compliance Manager  
Ms Nadine Richings, UMPA Representative  
Ms Zora Milosevic, Risk Management Office

**BUSINESS**

**1. Welcome**

The Committee welcomed new members:

- Ms Lin Martin Vice Principal and Academic Registrar, and
- Professor Ivan Caple, Dean of Veterinary Science.

**1.1 Apologies**

Ms Nan Austin, Risk Management Office

**2. Minutes of Meeting 4/01**

The minutes of meeting 4/01 were accepted.

**3. Report from Faculty and Departmental Safety Committees**

13 Committee reports received. No items relevant to OHS for discussion.

**4. Action Items from Meeting 3/01**

**4.1 Prioritisation of Air Conditioning**

The Committee agreed to wait for a response from Capital Projects Committee from Dr D Daines. It was noted that special consideration should be given to areas with specific temperature problems, even if they have lower ratings. This issue will be reported to the OHSC 02/02.

## **5. Action items from Meeting 4/01**

### **5.1 Areas with Extended Hours and Unsupervised Access**

The Faculty Focus Group has been requested to collect information on areas with extended hours and unsupervised access to determine controls that are presently in place. This information will be used to formulate a clear policy on the access and security measures required for these areas. This item will be reported to the OHSC 02/02.

### **5.2 Students with Allergies**

Issues have been raised regarding departments seeking information on students with allergies, which may contravene the new Privacy Act. This Act restricts the use of personal information. At present the University is formulating its own Privacy Code to comply with the requirements of the Act. Questionnaires regarding personal or medical information must be carefully worded to ensure that there is no violation of privacy. This project is being undertaken through the Compliance Office, Disability Liaison Unit, and the Equal Opportunity Unit. The Committee suggested that the Human Ethics Committee also be involved. This issue will be reported to the OHSC 02/02.

### **5.3 Earth Leakage Testing**

Property and Buildings has undertaken an audit of the Residual Current Devices installed across the University. From this audit, several high-risk areas have been identified. Risk Management has also identified areas where RCDs should be fitted. Further information from Property and Buildings is required with regard to costs and approximate time frames for this work to be carried out. This item will be reported to the OHSC 02/02.

### **5.4 OHSC Objectives 2002**

The Committee approved the four proposed objectives for improved performance. Additional objectives suggested were:

- Address Manual Handling Issues by implementation of a training program
- Establish responsibilities and training programs to reduce stress claims
- Ensure that high risk activities undertaken by students are adequately covered by Student Insurance
- Ensure greater promulgation of information on current EHS issues
- Ensure RCD risk management program is put in place and monitored
- Implement the Radiation Management Plan for the University

These objectives will be finalised at the OHSC 02/02.

### **5.5 Staff Development and Training**

By June this year training for environment, health and safety will be a mandatory requirement. It is hoped that much of this training will be available to staff on-line. The training programs are targeted at senior staff, but are also applicable to general and other research staff. This item will be reported to the OHSC 02/02.

### **5.6 Working Agreements**

This item has been deferred to the OHSC 02/02.

### **5.7 Driving Guidelines**

The Draft Policy for Driving Safety was discussed. Several suggestions were made regarding changes to the supervision requirements, definitions, and the requirement for risk assessments for special circumstances. The policy will be redrafted for approval at the next OHSC 02/02.

**6. Report from Health and Safety Representatives**

The meeting held on the 5<sup>th</sup> February 2002 discussed testing and tagging of electrical equipment in line with new legislative requirements. Further clarification is sought regarding responsibilities and qualifications of staff undertaking the testing. The Representatives were directed to the Testing and Tagging Procedure in the Environment Health and Safety Manual Section 5.6.2.

**7. Environment Advisory Committee Minutes 01/02**

A meeting of the EAC was held on the 12<sup>th</sup> February. No relevant OHS issues were raised.

**8. EHSM Changes for November 2001 to January 2002**

It was suggested that the regular email updates of changes to the Environment Health and Safety Manual be made more user friendly, and explain in greater detail the actual changes that have taken place. A potential method for communication of changes to the EHSM was to publish a short paragraph in the internal Uninews publication that is being prepared. An alternative was to supply a central email from the Vice Principal Helen Hayes, which may have more impact. This item will be updated at the OHSC 02/02.

**9. Review of OHSC Objectives for 2001**

The Risk Management Office prepared an Occupational Health and Safety Report to Council of agreed OHSC objectives and outcomes for 2001. The Committee agreed that the achievements of the Risk Management Office were excellent. The Chair will pass on these comments to Council at its next meeting.

**10. Legislative Changes**

The Draft Bullying Code of Practice will be finalised at the Autumn sitting of Parliament. A representative from Human Resources will prepare a presentation for the OHSC when the Draft has been finalised. Report to be presented to the OHSC 02/02.

**11. Review of Occupational Health and Safety Policy**

This item was deferred to the OHSC 02/02 due to impending legislative changes.

**12. Incident Statistics for 2001**

The Risk Management Office reported the incident statistics for 2001. The analysis has shown a dramatic decrease in the severity rate of reported incidents. An overall drop of lost time incident rates and lost time severity was seen across both the Administrative and Academic Faculties of the University.

**13. Staff working whilst on leave**

This item was deferred to the OHSC 02/02.

**14. Academic Services Designated Work Group**

The OHSC approved proposed changes to the make up of the DWG for Academic Services, breaking up the existing work group into 3 geographically located DWGs. The Manager of Academic Services will be contacted regarding nominations of staff for the 3 positions for Health and Safety Representatives.

**15. Health Hazard Assessment Questionnaire**

The Committee approved the proposed changes to the Health Hazard Assessment Questionnaire. It was noted that this questionnaire should be updated at the staff appraisal if there are significant changes in the position and duties undertaken. Human Resources are to update this HHAQ to the HR website.

**16. Extension of Smoking Policy**

The Committee has requested that the smoking policy be extended to smoking restrictions near main entrances to buildings. The Chair will prepare a proposal to Property and Buildings. This issue will be reported at the next OHSC 02/02.

**17. Any other Business**

**17.1 Appointment of a Manager for the Risk Management Office**

The Committee raised serious concerns regarding the absence for over 12 months of a manager for the Risk Management Office. The Chair will raise this at the next Vice Principals Meeting. This issue will be reported at the next OHSC 02/02.

The meeting was closed at 4:00 pm.

The next meeting will be held on Tuesday 28<sup>th</sup> May at 2.15 pm in Conference Room 2, Old Physics Building.

### ACTION PLAN FROM OHSC 01/02

<b>Ref</b>	<b>Topic</b>	<b>Action Needed</b>	<b>By Whom</b>	<b>By When</b>
01/02 #4.1	Prioritisation of Air Conditioning	Response from Capital Projects Committee	K Findlay-Jones	02/02
01/02 #5.1	Unsupervised Access Areas	Information from EHS Faculty Focus Group	N. Austin	02/02
01/02 #5.2	Students with Allergies	Update on medical questionnaire	M. Hyland	02/02
01/02 #5.3	Earth Leakage Testing	Report on costing and time frame	K. Findlay-Jones	02/02
01/02 #5.4	Objectives for 2002	OHSC to finalise objectives for 2002 Annual Reporting	All OHSC	02/02
01/02 #5.5	Staff Development and Training	Mandatory Training for EHS	M. Hyland	02/02
01/02 #5.6	Working Agreements	Property and Buildings to review Agreements with external companies	K. Findlay-Jones	02/02
01/02 #5.7	Driving Guidelines	Finalise draft driving guidelines	A Hunt-Sturman	02/02
01/02 #8	EHSM Changes	More informative updates for EHSM Changes	A Hunt-Sturman	02/02
01/02 #10	Legislative Changes	Bullying Code of Practice	J McQuillan	02/02
01/02 #11	Review of OHS Policy	Review of policy in line with legislative changes	M Hyland	02/02
01/02 #13	Staff working when on leave	Review of Procedure	J McQuillan	02/02
01/02 #15	Health Hazard Assessment Questionnaire	To be put onto HR website	J McQuillan	02/02
01/02 #16	Extension of Smoking Policy	Proposal to extend smoking restrictions on campus	H Hayes	02/02
04/01 #9.1	Building Emergency Control	Buildings without Fire Control Systems	A. Hunt-Sturman	02/02

**Attendance record for 2002; 1 meeting held to date**

<b>Name</b>	<b>Number Possible Meetings</b>	<b>Number of Meetings Attended</b>	<b>Apologies Received</b>
Ms Helen Hayes	1	1	
Ms J McQuillan	1	1	
Ms Katherine Findlay-Jones	1	0	0
Ms N Austin	1	0	1
Ms Lin Martin	1	1	
Prof Ivan Caple	1	1	
Dr R Cappai	1	1	
Mr J Carmichael	1	1	
Mr E Smart	1	1	
Dr M Wlodek	1	1	
Mr P Edwards	1	1	
Dr L Huq	1	1	
Ms Nadine Richings	1	1	
Ms Maria Hyland	1	1	

**Distribution****Members**

Ms Helen Hayes	Vice Principal Information Division and Chairperson (nominee of Vice Chancellor)
Ms. J McQuillan	Manager Client Relations, Human Resources (nominee of E.Bare, Deputy Principal Human Resources)
Ms K Findlay-Jones	Engineering Manager, Property and Buildings (Nominee of D Daines Vice Principal)
Ms. N Austin	Acting Manager, Risk Management Office
Ms Lin Martin	Vice Principal and Academic Registrar
Prof Ivan Caple	Dean, Veterinary Science (Laboratory Based Faculty Nominee)
Mr E Smart	H&S rep ILFR Burnley
Dr R Cappai	H&S rep Pathology
Dr L Huq	H&S rep Dental Science
Dr M Wlodek	H&S rep Physiology
Mr J Carmichael	H&S rep Chemistry
Mr P Edwards	H&S rep Information Division, Swanston St

**In Attendance**

To be advised	MU student Union
Ms Nadine Richings	University of Melbourne Post Graduate Association (UMPA)
Ms M Hyland	Compliance Manager
Ms A Hunt-Sturman	Officer, Risk Management Office & Secretary

**For Information**

Ms G Nicol	Central Secretariat
Mr I Marshman	Senior Vice Principal
Risk Management	Office web page

***Agenda & Minutes: Risk Management Office ext 44006***