

2004

THE UNIVERSITY OF MELBOURNE  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING 03/04

MINUTES

A meeting of the Occupational Health and Safety Committee (OHSC) was held in Plaza Conference Room 2, Plaza Conference Centre on Tuesday 24<sup>th</sup> August 2004 at 2:15pm.

1. **Welcome, Attendance and Apologies**

**MEMBERSHIP**

**Employer Representatives**

Vice-Principal nominated by the Vice-Chancellor (Chair)  
Vice-Principal, Human Resources or nominee  
Vice-Principal, Property and Buildings or nominee

Dean of a laboratory based Faculty  
Director, Risk Management Office  
Vice-Principal and Academic Registrar or nominee

**Employee Health and Safety Representatives**

*Six health and safety representatives elected by the Health and Safety Representatives*

**Student Observers**

One student nominated by the Melbourne University Student Union  
One student nominated by the University of Melbourne Post Graduate Association

**Occasional Observers**

Officials of trade unions with significant membership within the University  
Officers of the University with significant membership within the University

**Standing Observers**

Secretary, Risk Management Office

**Other Observers**

Property & Buildings Representative

**In Attendance**

Ms Elizabeth Baré  
Ms Julia McQuillan

Mr David Lyons  
Mr Garry Thompson

Mr Mark Georgesz  
Dr Roberto Cappai  
Ms Alison Hunt-Sturman  
Assoc. Prof. Mary Wlodek

Ms Vicki Mimis (NTEU)

Ms Samantha Demmon

Ms Debbie Wallace

Ms Claire Elliott  
(Noel Arnold & Associates)

**Apologies**

Dr Doug Daines  
Ms Kim Wettern  
Prof. Ivan Caple

Mr Bruce Greenwood  
Mr Rudi Pavani (resigned)

Mr Julian Barendse

Ms Gemma Clark

The Committee noted Mr Rudi Pavani has left the University. Nominations to be called for a replacement employee health and safety representative.

2. **Minutes of the previous meeting 02/04**

The Minutes of the previous meeting held 25 May 2004 were accepted.

### **3. Action items from Meeting 02/04**

#### **3.1 BioSafety Management Review**

The Committee noted Dr Paul Taylor from the Melbourne Research and Innovation Office has had his time fraction increased to take on the role of BioSafety Officer. The Committee also noted the working party to review section 5.3 Biohazards of the EHS Manual is being established under the stewardship of Dr Taylor. Potential members have been identified for inclusion on the working party.

#### **3.2 Drug and Alcohol Policy**

The Committee noted no comments have been received from the offices of the Vice-Principal and Academic Registrar and the Vice-Principal (Property & Buildings) in response the revised Procedures and Guidelines of the Drug and Alcohol Policy.

The Committee agreed Mr Thompson would seek feedback from the Vice-Principal and Academic Registrar and the Chair would write to the Vice-Principal (Property & Buildings) seeking comments.

#### **3.3 Compliance Issues at Hospital Sites**

##### **3.3.1. Hospital Relationship Agreement**

The Committee noted the Occupational Health and Safety Requirements and Maintenance of Resources extract from the Draft University of Melbourne, Public Health Hospitals, Model Facilities and Occupancy Agreement concerning Health and Safety issues.

##### **3.3.2. EHS compliance in University Tenancy Agreements**

The Committee noted a tabled report from Property and Buildings on the Management of EHS Compliance Issues in University Tenancy Agreements.

The Committee agreed the Chair to write to the Vice-Principal (Property and Buildings) to seek further information and clarification of the obligations on non University tenants in University Buildings to obey University EHS policies.

#### **3.4 Grattan Street Pedestrian Crossing**

The Committee noted a tabled report and its recommendations from Property and Buildings on the pedestrian crossing issues in Grattan Street.

The Committee was concerned the report did not sufficiently address staff concerns regarding passing drivers obeying traffic lights and the visibility of traffic lights. The Committee agreed the Risk Management Office should confirm details of incident reports regarding the Grattan Street Pedestrian Crossing and provide these details to Property and Buildings. The Committee also agreed the Chair to write to Property and Buildings to have these issues addressed.

#### **3.5 Incident Report: Veterinary Science Blocked Fire Escape**

The Committee noted a tabled report from Property and Buildings regarding an incident involving a blocked fire escape in Vet Science (Building 400). The Committee was concerned the report did not address the initial request for the submission of Property and Buildings internal procedures on contractor management and agreed the Chair to write to the Vice-Principal (Property & Buildings) to seek further information.

### **3.6 Off-Campus Travel and Work Policy Working Group**

The Committee noted a Working Group has been established. Initial members are Professor Michael Bryan (representing Academic Board), Alison Hunt-Sturman and Samantha Demmon.

## **4. Reports**

### **4.1 Reports from Faculty and Departmental Safety Committees**

#### **4.1.1. Melbourne Research and Innovation Office**

The Committee noted a memorandum from the Director, Research and Innovation raising issues about the EHSM Policy 5.1.2 After Hours Work and Equipment. The Committee agreed the issues raised require clarification and the Risk Management Office to simplify the policy and procedures with a focus on High Risk Activities.

#### **4.1.2. Other Significant Reports**

There were no other significant issues to report arising from the University's Faculty and Departmental EHS Committee Meetings.

### **4.2 Report from Environment Health and Safety Representatives**

The Committee noted minutes from the Environment Health and Safety Representatives meeting held 27<sup>th</sup> July 2004 and the following issues arising from these minutes.

#### **4.2.1. Significant maintenance issues impacting EHS**

The Environment Health and Safety Representatives expressed frustration at the lack of communication in response to Maintenance Requests, in particular requests impacting health and safety issues.

The Committee noted a tabled report listing major maintenance issues potentially affecting Health and Safety in particular Faculties and Departments. The Committee noted that issues of delays in actioning maintenance should be raised by Heads of Department with Property and Buildings.

The Committee agreed to invite Mr Colin Rieter, newly appointed General Manager (Maintenance) to the next meeting to clarify the system used by Property and Buildings to prioritise maintenance, in particular where health and Safety issues arise.

#### **4.2.2. Maintenance Backlog**

The Environment Health and Safety Representatives requested confirmation of the commitment to the allocation of additional resources for Property and Buildings to address maintenance requests impacting EHS issues in 2005 and interim plans for 2004. The Committee noted confirmation from the Chair that additional financial resources totalling \$3 million have been allocated to Property and Buildings for 2005 to deal with the maintenance backlog.

### **4.3 Environment Advisory Committee**

The Committee noted minutes from the Environment Advisory Committee meeting held 03 August 2004 are available on the web.

See: <http://www.unimelb.edu.au/rmo/ehs/committees.html>

There are no significant issues to report arising from these minutes.

#### **4.4 Reportable Incidents**

The Committee noted a tabled Summary of Incidents Report from the Risk Management Office addressing the following reportable incidents:

##### **4.4.1. Electrical Shock incidents**

- a) Microfiche Reader, 780 Elizabeth St – July 2004
- b) Cabling, Alan Gilbert Building – July 2004

##### **4.4.2. Flood due to failure of water main adjacent to ERC building**

– August 2004

The Committee noted an area of concern from Worksafe was emergency management. The Committee agreed to invite Mr Justin Kibell, Emergency Management Coordinator to the next meeting to outline the University's procedures.

#### **4.5 Significant incidents**

The Committee noted a tabled Summary of Incidents Report from the Risk Management Office addressing the following significant incidents:

- 4.5.1.** Zoology Building – Legionella Detection
- 4.5.2.** Creswick – Student Accommodation
- 4.5.3.** Lincoln Square – Impact of Demolition works on staff

#### **4.6 EHS Management System**

##### **4.6.1. Internal Audits**

The Committee noted the University's Internal Audit Schedule has been changed from routine auditing to a focus on providing EHS Management assistance to Faculties and Departments requiring support prior to their external audits in September 2004.

##### **4.6.2. External Audits**

The Committee noted the University is being audited by Lloyds Register Quality Assurance for re-certification in September 2004.

The Committee noted the University's Self Insurance Licence is due for renewal in October 2005. The Victorian Workcover Authority has indicated it may wish to undertake direct audits in addition to reliance on Lloyd's certification.

#### **4.7 Changes to EHS Manual**

No items to report.

### **5. Occupational Health and Safety System Review**

The Committee noted the Health and Safety Review – 2004 document and its appendices tabled by the Risk Management Office. The review included draft OHS revised policy and the OHS Strategic Plan 2004-2006. The Committee agreed to review the draft Policy and Strategic Plan providing feedback to the Secretary by Tuesday 7<sup>th</sup> September 2004.

The Committee noted the Risk Management Office is to convene a meeting of the Faculty Focus Group to review the OHS Strategic Plan 2004/6

The Committee agreed to hold an extraordinary meeting early October 2004 to review the draft OHS Policy and Strategic Plan 2004/6.

## **6. Other Business**

### **6.1 Occupational Rehabilitation Program**

The Committee noted the Draft Occupational Rehabilitation Program (ORP) for approval. The ORP has been reviewed and agreed to by the Victorian Workcover Authority and the National Tertiary Education Union. The Committee agreed Mr Thompson and Ms McQuillan meet with the Workcover Manager Clare Murphy to discuss. All other Committee Members to review the ORP and provide feedback to the Secretary by 7<sup>th</sup> September 2004.

The Committee agreed to discuss the ORP for approval at the extraordinary meeting in October.

### **6.2 EHS Manager Recruitment Update**

The Committee noted the recent selected candidate for the EHS Manager position within the Risk Management Office has withdrawn their application. The Risk Management Office has recommenced the recruiting process. In the interim the Risk Management Office will utilise external consultancies to meet resource demands for specific projects.

## **7. Report to Administrative Committee**

### **7.1 Recommendations**

There are no recommendations arising from this meeting for submission to Administrative Committee.

The meeting closed at 4:20pm.

The extraordinary meeting of the OHSC will be held Tuesday 12<sup>th</sup> October 2004 in the Jim Potter Meeting Room at 2:15pm.

## Action Items from OHSC 03/04

Item	Topic	Action	By Whom	By When
1.0	Membership	Nominations to be called for a new EHS Representative.	Secretary	04/04
3.2	Drug & Alcohol Policy	Feedback to be sought from Vice-Principal & Academic Registrar	G. Thompson	05/04
		Feedback to be sought from Vice-Principal (Property & Buildings)	Chair	05/04
3.3.2	EHS Compliance in University Tenancy Agreements	Further information to be sought from Property & Buildings.	Chair	05/04
3.4	Grattan Street Pedestrian Crossing	Information to be sought from Property and Buildings to have additional issues addressed.	Chair	05/04
3.5	Incident Report: Veterinary Science Blocked Fire Escape	Further information to be sought from Vice-Principal (Property & Buildings).	Chair	05/04
4.1.1	Report from MIRO EHS Committee	After Hours Work and Equipment Policy and procedures to be clarified and simplified.	S. Demmon	05/04
4.4.2	Flood adjacent to ERC Building	Mr Kibell to be invited to address Emergency Management.	Secretary	05/04
5.0	OHS System Review	Draft OHS revised policy and OHS Strategic Plan 2004-2006 to be reviewed, forward comments to the Secretary.	All members	07 Sept 04
		RMO to convene a meeting of the FFG.	S. Demmon	04/04
6.1	Occupational Rehabilitation Program	ORP to be reviewed, forward comments to the Secretary.	All members	07 Sept 04
		G. Thompson, J. McQuillan to meet with Workcover Manager.	Secretary	04/04
	Extraordinary Meeting	To be set for October.	Secretary	04/04
	Report to Admin Committee	Report to Administrative Committee from this meeting.	Secretary	04/04

### OHSC Meeting Dates 2004

01/04 Tuesday 24<sup>th</sup> February (7<sup>th</sup> Floor Meeting Room, Raymond Priestley Building)

02/04 Tuesday 25<sup>th</sup> May (Jim Potter, Old Physics Building)

03/04 Tuesday 17<sup>th</sup> 24<sup>th</sup> August (Jim Potter, Old Physics Building) Plaza Conference Room 2

04/04 Tuesday 12<sup>th</sup> October 2004 (Extraordinary Meeting) (Jim Potter, Old Physics Building)

05/04 Tuesday 23<sup>rd</sup> November (Jim Potter, Old Physics Building)

All Meetings will commence at 2:15pm.

### DISTRIBUTION LIST

#### Circulation List

Ms Elizabeth Baré, Vice Principal (Human Resources)

Mr Julian Barendse, Undergraduate Student Representative

Prof. Ivan Caple, Dean, Veterinary Science

Dr Roberto Cappai, Department of Pathology, Faculty of Medicine

Ms Gemma Clark, Postgraduate Student Representative

Dr Doug Daines, Vice-Principal (Property & Buildings)

Ms Samantha Demmon, Risk Management Office

Ms Claire Elliott, C/- Property & Buildings

Mr Mark Georgesz, Faculty of Economics & Commerce

Mr Bruce Greenwood, Property & Buildings

Ms Alison Hunt-Sturman, Faculty of Medicine

Mr David Lyons, Director, Risk Management Office

Ms Julia McQuillan, Manager (Client Services), Human Resources

Ms Vicki Mimis, NTEU

Mr Gary Thompson, Director, Health and Counselling, Academic Services

Assoc. Prof. Mary Wlodek, Department of Physiology, Faculty of Medicine

#### For Information

Ms Leanne Dyson, Minutes Office, Records Services

Equal Opportunity Unit, Human Resources