

**The University of Melbourne**  
**Occupational Health and Safety Committee**

**Minutes of Meeting 3/09**

Meeting 2/2009 of the Occupational Health and Safety Committee was held on Thursday 17 December 2009, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

**1. Welcome and Attendance**

**1.1 Apologies**

<b>MEMBERSHIP</b>	<b>In Attendance</b>	<b>Apologies</b>
<b>Employer Representatives</b> Vice-Principal nominated by the Vice-Chancellor (Chair) Vice-Principal, Human Resources or nominee Vice-Principal, Property and Campus Services or nominee Dean of a laboratory based Faculty General Manager, Environment Health and Safety Unit Academic Registrar or nominee	Mr Nigel Waugh  Ms Julia McQuillan Mr Colin Reiter  Mr Stefan Delaney  Mr Garry Thomson	Pr Ken Hinchcliff
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Mr Steven Adams Mr Paul Donald Mr Lindsay Rayner Ms Sarah Epskamp Ms Deanne Catmull (alternate)	Ms Kate Nowell
<b>Student Observers</b> One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association	Mr Shaun Khoo	Mr Paul Coats
<b>Occasional Observers</b> Other observers as determined by the Committee and invited by the Chair.	Mr Warwick Harvey, HSR	
<b>Standing Observers</b> WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

## 1.2 Welcome

The Chair thanked the committee for attending.

## 2. Minutes of the previous Meeting 02/2009

The minutes were approved as distributed.

## 3. Action items from Meeting 02/2009

### 3.1 OHSC Terms of Reference, Protocol and Membership S. Delaney

#### 3.1.1 Standing Resolution on Voting S. Delaney

The committee endorsed the new version of the Standing Resolution on voting, which had been attached to the agenda.

#### 3.1.2 UMSU proposal on Terms of Reference S. Khoo

The committee endorsed this proposal. The terms of reference will be amended to read: "One student nominated by UMSU Incorporated."

### 3.2 Calendar 2010 B. Rule

A servicing calendar for 2010, incorporating the requirements of the new Standing Resolution 02/2009-1, was tabled.

## 4. Reports

### 4.1 Workloads Advisory Committee Report (none received)

### 4.2 Workplace Bullying Advisory Group Report

The committee noted the Minutes for 29 September 2009 presented for information.

### 4.3 Faculty and Departmental Safety Committees (none received)

### 4.4 Health and Safety Representatives Items for Discussion (none)

### 4.5 Significant Incidents Requiring Notification and Regulatory Activity (none)

### 4.6 EHS Audit Reports S. Delaney

#### 4.6.1 External Audits

The committee noted the report.

#### 4.6.2 Internal Audits

The committee noted the report.

### 4.7 Review of EHS Manual B. Rule

Ms Rule gave a verbal report. The Melbourne Policy Library will be launched officially via Staff News tomorrow, 18 December 2009. The EHS Manual will remain available for a period, with a warning message alerting the user that this is an obsolete version of the document in question.

## 5. Other Business

## 5.1 Office Bearing Positions

N. Waugh

- Confirmation of Chair

The committee noted Mr Delaney's letter to the Vice Chancellor requesting a nomination for a chairperson, which was attached to the agenda.

Mr Delaney tabled a response received from the Vice-Chancellor. The Vice-Chancellor has nominated the Executive Director, Human Resources, Mr Nigel Waugh, as chairperson for 2010.

The committee will consider endorsement of the Vice-Chancellor's nomination in the first meeting of 2010.

- Election of Deputy Chair

The chair called for nominations from the HSR members for the position of deputy chairperson. The HSR members nominated Mr Paul Donald. As the number of nominees did not exceed the number of vacancies, Mr Donald was declared elected as the deputy chairperson with a term of office concluding on 17 December 2010.

- Election of Executive Committee

The final vacancy remaining on the Executive Committee was for a HSR member elected by the HSR members. The HSR members nominated Mr Steve Adams. As the number of nominees did not exceed the number of vacancies, Mr Adams was declared elected as the HSR member of the Executive Committee, with a term of office concluding on 17 December 2010.

The Executive Committee for 2010 will therefore comprise:

- Chairperson – the Chairperson of the OHSC (subject to the committee's endorsement in the first meeting of 2010)
- Deputy Chairperson – Mr Paul Donald
- Committee Secretary – Mr Stefan Delaney
- HSR member – Mr Steve Adams

Members of the Executive Committee agreed they would establish four standing meeting times for the year, between each ordinary meeting. These meetings will go ahead if there is business to discuss. Ms Rule will calendar these times.

## 5.2 Responsible Division Management Implementation – EHS Arrangements

S. Delaney

Mr Delaney gave a verbal report. Under Responsible Division Management, services are split into the categories: chancellery services, common services and local services. All services that are not in the common and chancellery services catalogue (available from [http://www.administration.unimelb.edu.au/project\\_rdmi/](http://www.administration.unimelb.edu.au/project_rdmi/)) will be a local responsibility in 2010. This includes a number of EHS services.

Each division or business centre has appointed a local EHS manager to deliver local EHS services (except Economics & Commerce, whose nomination is still pending). This has resulted in a nett gain to EHS resources across the University.

Issues around the coverage of auxiliary organisations are still to be resolved. New EHS managers will be supported by the EHS Unit in the transition into their new duties. A meeting of the local EHS managers will be called in the New Year.

Changes will occur in the New Year to the EHS website, including its web address. These changes are due to the change in services provided, and a change in the EHS Unit's organisational position.

### **5.3 Swine Flu Vaccinations**

S. Delaney

Mr Delaney gave a verbal report. Swine Flu Vaccinations are available with a General Practitioner consultation from the Health Service. The vaccination itself is free of charge, but clients who are not eligible for bulk billing may incur a consultation fee. More information has been published at <http://www.unimelb.edu.au/community/swineflu-response/vaccination.html>.

This information has been publicised by the Health Service and the EHS Unit via Staff News, the EHS Coordinators' list, and the web including the Student Portal. Mr Delaney will publicise it again before next year's flu season.

### **5.4 Changes to Health & Safety Legislation**

S. Delaney

Mr Delaney provided a preliminary verbal briefing on changes to two important pieces of legislation.

#### **5.4.1 Adoption of National Model Work Health & Safety Act**

The Workplace Relations Ministerial Council endorsed the proposed new national Model Work Health & Safety Act on 11 December 2009. Safe Work Australia is now working on an implementation plan. New harmonised legislation based on this model Act is likely to be presented to all state parliaments in 2011. In Victoria, this legislation will replace the *OHS Act 2004*. More information is available from <http://safeworkaustralia.gov.au/>

The changes in Victoria will not be substantial. One impact for the University may occur due to the replacement of the term "employee" in the current Act with the term "worker" in the model Act. It is possible that some students performing practical work as part of their studies will be considered workers, and therefore have the same consultation and representation entitlements as employees. The future final draft of the prospective new Victorian Act may clarify this matter.

Mr Delaney will communicate with the University community in more detail on this matter once more information is available.

#### **5.4.2 Review of the Accident Compensation Act**

The Hanks Review into the Accident Compensation Act has completed. The resulting *Accident Compensation Amendment Bill 2009* was presented to the Victorian Parliament on 10 December 2009.

Many of the changes are not expected to impact the University significantly. There is a possibility for six year licensing terms (up from four years) for self insurers, which may affect the University.

Mr Delaney will review the details of the changes and provide a briefing paper in future.

Mr Robertson reported that Marina Harris from Injury Management sat on the self insurers' subcommittee of the Hanks Review. The committee congratulated Ms Harris on her contribution.

## 5.5 Working Hours policy in Libraries

P. Donald

Mr Donald reported that the Libraries EHS Committee is discussing limiting consecutive days of work for employees to seven consecutive days, and enquired whether there was any plan to make such a policy University wide.

A discussion ensued:

- A number of local areas where shift and overtime work is performed have created their own policies regarding working hours;
- Mr Delaney reported that there are no plans for a University-wide EHS policy, as work patterns are too diverse. However, an EHS procedure for risk management of impairment, which includes impairment from a variety of factors including drugs, alcohol and fatigue, will be developed in 2010;
- A fatigued person presents a risk to the health and safety of him/herself, and puts others at risk when working or travelling;
- The EHS Unit can assist with risk assessments regarding fatigue;
- There is an opportunity for Mr Donald to provide feedback through the local consultation process and the local EHS Committee.

The next meeting of the Occupational Health & Safety Committee will take place on Wednesday 10 February 2010, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

### MEETING CALENDAR FOR 2010

*Wednesdays at 2.15pm in 2010:*

- |               |  |
|---------------|--|
| • 10 February | Foundation Life Member's Room, 1888 Building |
| • 14 April    | Foundation Life Member's Room, 1888 Building |
| • 11 August   | Executive Lounge, Alan Gilbert Building      |
| • 10 November | Moot Court Room, Old Quadrangle              |

BJR  
22 Dec 2009

**APPROVED**

*Nigel Waugh*  
3/10

**Nigel Waugh**  
Executive Director, Human Resources