

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

Minutes of Meeting 1/14

Meeting 1/2014 of the Occupational Health and Safety Committee was held on Wednesday
26 February at 2.15 pm, in the Dean's Den, Old Geology.

MEMBERSHIP	In Attendance	Apologies	ToO Expiry
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Human Resources or nominee Executive Director, Property and Campus Services or nominee Dean of a Faculty or Graduate School or nominee Director, OHS and Injury Management Provost or nominee	Ms Louise Doyle Ms Julia McQuillan Mr Colin Reiter Mr Stefan Delaney Mr Daniel Persaud	Prof Mark Rizzacasa	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Ms Leanne Fisher Mr Steven Adams Ms Paula Mitchell Mr Darren Tucker	Ms Jennifer Scott	1 May 2016 7 May 2017 6 November 2016 12 February 2017
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Beornn McCarthy		
Occasional Observers Other observers as determined by the Committee and invited by the Chair.	Ms Irene Stanley		
Standing Observers Manager, Injury Management	Mr Peter Robertson		
In Attendance	Ms Angela Mullins (Minutes Secretary)		

1. Welcome and Attendance

1.1. Apologies

Apologies were received from Jennifer Scott and Mark Rizzacassa.

2. Minutes of Previous Meeting 04/2013

The minutes were approved as distributed.

3. Office Bearing Positions (Standing Resolution 02-2009-04)

3.1. Confirmation of Chair

Motion (4.1a): that the Committee endorse the Vice-Chancellor's nomination of Ms Louise Doyle for Chair of the OHSC. Mover: S Delaney. Seconder: L Fisher.

Motion (4.1b): passed with all in favour.

3.2. Election of Deputy Chair

Mr Delaney called for nominees for the position of Deputy Chair. The Deputy Chair is a HSR member elected by the Committee.

There was one nominee: Mr Steven Adams

Motion (4.2a): that the Committee elect Mr Steven Adams as Deputy Chair of the OHSC for a term of one year.

Motion (4.2b): passed with all in favour.

3.3. Executive Committee Members

Mr Delaney called for nominees for the position of second HSR member of the Executive Committee. This role is elected by the HSR members.

There was one nominee: Ms Leanne Fisher

Motion (4.3a) – HSR members only to vote: that the HSR members elect Ms Leanne Fisher as HSR member of the Executive Committee for a term of one year.

Motion (4.3b): passed with all HSR members in favour.

3.4. Review of Terms of Reference

Some minor amendments to be made due to organisational changes but these will be made post implementation of the Business Improvement Program (BIP) i.e. at meeting 04/14.

3.5. Review of Standing Orders

Some minor amendments to be made due to organisational changes but these will be made post BIP i.e. at meeting 04/14.

4. Health and Safety Representatives Items for Discussion

4.1. Update on Working Alone Policy or in Isolation Policy

This policy is still under review. It is intended to review the current after hours work and focussing on working alone policy. Progress on this review will be later this year.

4.2. Tin Alley & DLU

At the first HSR meeting concern was expressed at the location of the DLU in Tin Alley due to the number of incidents which occur in this location.

Mr Reiter informed the Committee that there are plans to substantially change the layout of Tin Alley, including a roundabout to be built near the sports area, making the area one way, changing the alignment to one footpath instead of two small paths and, once the Architecture building is completed further works are scheduled along Tin Alley.

Action:

Mr Delaney and Ms Catmull to meet at DLU to discuss whether any actions can be put in place before the works are completed.

4.3. Emergency Procedure Information in Lecture Theatres

Ms Stanley expressed her concern at the lack of emergency procedure information in lecture theatres and requested that information displaying emergency numbers and what to do in the case of an emergency, should be displayed in an obvious location in lecture theatres. Ms Stanley also requested that she would like the ability of pressing an emergency button somewhere in the theatre. Mr Delaney pointed out that this information should already be in place in lecture theatres, it is the responsibility of the Chief Warden and Deputy Warden of the building where the theatres are located to ensure that this information is displayed. If you find that the information is absent, please contact SD and he will arrange for the information to be displayed.

To ensure that students know what to do in the case of an emergency, Lecturers should encourage students to download the Safer Community app onto their phone.

4.4. Location of Traffic Management Committee Minutes on Web

Traffic Management Committee Minutes are located at <http://www.safety.unimelb.edu.au/consultation/committees/workinggroups/traffic/#minutes>

5. Review of Serious Incident Reports and Investigations

5.1. Occupational Health & Safety Incidents

Incidents, Injuries and Claims Report

The Committee noted the report.

In 2012 there were 97 claims of which 9 resulted in lost time with a total days lost of 666 days.

In 2013 there were 96 claims of which 8 resulted in lost time with a total days lost of 231 days.

In 2012 claims had been made from 20 different budget divisions, but in 2013 the number of different budget divisions making claims was reduced to 16. The report is not highlighting any trouble spots.

5.2 Significant Incidents Requiring Notification and Regulatory Activity

Mr Delaney gave a brief follow up from events from last meeting and new incidents which have occurred:-

Initial Event Date	Description of Event	Division	Regulatory Intervention & Status
Jun 2013	Significant Event: Previously reported Asbestos dust and debris was identified in a building owned by UoM and occupied by an external tenant.	SVP (P&CS) – Responsible for space	The building is currently unoccupied. A management plan is in place until the roof can be removed under controlled conditions in Dec 2013/Jan2014 period. Feb 2013: Actions complete and space available to re-occupy
5 Nov 2013	Notifiable Injury: Laceration requiring immediate medical treatment (stiches) resulting from impact with office furniture.	MDHS	22 November: WorkSafe Inspector attended to review the corrective actions taken. Inspector was satisfied with corrective actions taken. No further visits planned
8 Nov 2013	Notifiable Injury: Serious laceration requiring immediate medical treatment (stiches) resulting from laboratory glassware exploding during a reaction.	MSE (Chem & Bio)	8 November: Emergency response and closure of Chemistry building. WorkSafe inspector attended. Prohibition notice Issued prohibiting UoM from undertaking the reaction. 12 November: WorkSafe inspector attended to collect further information about incident 4 December: WorkSafe inspector attended to monitor progress of UoM investigation 10 February 2014: WorkSafe inspector attended to monitor progress of UoM investigation Feb 2014: Investigation continuing
9 Nov 2013	Notifiable Injury: Death from natural causes	MDHS (Dental)	Emergency response provided
9 Nov 2013	Notifiable Injury: Loss of bodily function (use of wrist) due to fractured following fall at same level on external pathway.	MSL (Library)	WorkSafe did not attend
9 Dec 2013	Notifiable Injury: Laceration requiring immediate medical treatment (stiches) resulting from contact with sharp packaging and knife.	MSLE	WorkSafe did not attend

6. OHS Audit Reports

6.1. Internal Audit Report

The first part of the 2013 Internal OHS program focused on closing out the 2012

audits. Not all criteria in the Science, MDHS and BIO21 Institute could be closed out. Considerable work was evident by these areas and this is being taken into consideration in discussions concerning the implementation of the budget incentive. It should be noted that only one of 65 NCs and 14 of 169 RC's in total could not be closed out.

There have been 11 audits conducted and reports received for three departments within the Faculty of Arts and MUP. The general failings noted have been in the areas of risk registers, risk assessments and contractor management.

With the limited number of reports received to date it is difficult to draw any definite conclusions but similar areas of concern to those identified in previous years continue.

The Committee noted the report.

6.2. External Certification Audits Update

A close out meeting was held in December for audits conducted in July 2013.

Of the 23 major NCs reviewed, 21 were brought back into full conformance and two were reclassified as minor NC. The remaining two minor NCs will be reviewed at the next LRQA visit.

The auditors are currently back at the University visiting Melbourne Law School, SVP Division – Property & Campus Services (Security and Building Services) and Finance & Planning Group, Faculty of Science, UoM Commercial, MSL Division – Early Learning Centre, MDHS and Central Systems.

The program is due to conclude tomorrow. We are expecting to receive a small number of non conformances, but the audit appears to be progressing well.

7. OHS Management System

7.1. OHS Management System Objectives and Targets Report

Mr Delaney presented a report on the OHS Management System Objectives and Targets. The objectives and targets are largely tracking to plan.

7.2. OHS Management System Review 2013

Mr Delaney formally reported on the Management Review of the Occupational Health & Safety Management System (OHSMS) for the period commencing 1 January 2013 and ending 31 December 2013.

The following table summarises some of the significant outcomes of 2013 against the goals of the Strategic Plan:-

Objective	Outcome
Reduce the occurrence or re-occurrence of	1. 33.3% decrease in lost time injuries from

workplace injuries and illnesses	2012 2. 4.4% decrease in total claims from 2012
Continually improve compliance with OHS legislation and effective implementation of the University's OHS Management System (OHSMS)	1. One prohibition notice issued by WorkSafe 2. Nil improvement notices issued by WorkSafe 3. Recertification of OHSMS to NAT and AS4801
Improve health and safety leadership and culture throughout the University	95 participants attended OHS Roles and Responsibilities for Executives in 2013.
Provide high-quality, consistent and practical health and safety information and advice to the University community	One University-wide systems non-conformance finding issued during external audit of the OHSMS
Plan, prepare and develop a 5 year OHS strategic plan for the University	1. Consultation with a range of stakeholders completed 2. Draft OHS strategic plan scheduled for approval and implementation in 2014

The university has continued the effective development and implementation of the OHSMS consistent with the contemporary standards and the requirements of the University's self-insurance license.

Despite these achievements there is evidence of further opportunities for improvement in the following areas:

- identification, assessment and risk control of legacy plant and equipment
- inspection and maintenance of chemical storage equipment
- effectiveness of systems of work associated with chemical use and storage
- identification, assessment and risk control of materials storage and handling equipment.
- purchasing and management of contractors
- implementation OHS training program
- implementation of specific OHS risk management procedures

The following projects and program are priority action for 2014:

- Formalise and commence implementation of a new OHS Strategy for the next five years
- Continue to enhance the University's systems and processes for business continuity, crisis and emergency management
- Develop plans for renewing specific risk management programs for:
 - Material Safety Data Sheets MSDS
 - Plant and equipment
 - Manual task injuries
 - Working from home
 - Slips trips and falls
 - Working at heights
 - Contractor management
 - Asbestos Management

The Committee noted the OHS management system review of 2013 and supported the conclusion. The Committee also endorsed the priority actions for 2014.

8. Draft OHS Management Plan

Mr Delaney presented the draft OHS Management Plan.

The purpose of the plan is to establish the University of Melbourne's OHS strategy and OHS Management Plan from 2014 until 31 December 2019.

The goal of the OHS strategy is to provide a framework for establishing and monitoring measurable objectives and targets that is consistent with the risk profile, organisational arrangements and operating context of the organisation.

To this end it is proposed to establish both long-term and short-term objectives and targets that are consistent with the strategy.

As with previous OHS management plans these objectives and targets will be focussed on the same primary objectives:-

- Reduce the occurrence or re-occurrence of workplace injuries and illnesses
- Continually improved compliance with OHS legislation and effective implementation of the University's OHS Management System (OHSMS)
- Improve OHS leadership and culture throughout the University
- Provided high quality consistent and practical OHS information and advice to the University community

However, the 2014-2019 plan proposes to establish short-term one-year targets and long-term five year targets for each of the primary objectives. 6

The Committee endorsed the report but requested the addition of some performance criteria around wellbeing.

9. Policy & Procedures Review

9.1. Smoke Free Campus

Since the document was tabled at the last committee meeting some minor tweeks have been made due to clarity. An exemption process was adopted for two reasons, one being research taking place in Psychology which necessitates smoking and the second being the use of non-nicotine E cigarettes in theatre productions.

The roll out of the smoke free campus has gone well. Several activities have taken place advertising the smoke free campus. A number of qualified cessation of smoking staff are based in Cardigan Street, and to date they have only received three enquiries, but have not received any referrals.

The remaining Victorian Universities will be going smoke free.

10. 2014 Influenza Vaccination Program

OHS & Injury Management will be running the 2014 Influenza Vaccination Program in the same manner as last year. The booking system and information will be published next week in Staff News and the program commences on 24 March.

Just under 3,300 staff received the influenza vaccination last year.

11. Asbestos Management

Mr Delaney presented a report on Asbestos and Hazardous Materials Management at the University of Melbourne.

The scope of the report focused on building materials and non-building plant and equipment in workplaces under the management control of the University and where the building is owned by the University of Melbourne.

The 2014 Division 5 survey program has been developed with input from local OHS staff and local facilities staff. An information and feedback session was provided with these staff in late 2013 when the program was being developed. Further information about the program will be provided to building occupants as the program is being implemented in their respective buildings. This information sharing is being facilitated by the PCS Client Relationship Co-ordinators.

The Committee noted the report.

12. Occupational Violence & Lecture Theatre Safety

Mr Delaney presented a report on Occupational Violence & Lecture Theatre Safety at the University of Melbourne.

It is proposed to establish a small working group to develop a university-wide approach to identifying, assessing and controlling occupational violence risk in lecture theatres. The process may also be suitable for other teaching spaces.

The working group is proposed to consist of representatives from:-

- OHS & IM and/or local OHS staff
- P&CS
- Learning Environments
- Employee HSRs
- Security
- Safety Community Group
- Other interested parties

The group would undertake the following activities:-

- Review existing arrangements to identify, assess and control occupational violence risk
- Review (de-identified) security and OHS reports of frequency and incidence of occupational violence related to lecture theatres
- Seek input from staff to provide information about the frequency and incidence of occupational violence related to lecture theatres e.g. via survey
- Assess the information collected in the context of the existing arrangements and WorkSafe Victoria guidance materials on Occupational Violence
- Provide a report and any recommendations to the Director OHS & IM

The Committee endorsed the report.

13. Other Business

13.1. Sidney Myer Asia Centre

Mr Reiter informed the Committee that an impurity problem with glass panels in the Sidney Myer Asia Centre had caused a couple of panes of glass to fail. A trap has been installed to the front of the building to catch any glass should this happen again.

13.2. Water Supply at Dookie

Due to a problem with the water supply at Dookie a "Boiled Water" notice has been issued. Bottled water has been supplied to the campus whilst P&CS work on an alternate water supply.

13.3. Balustrade in Union Building

Mr Reiter informed the Committee that there is an issue with the staircase in the Union building and P&CS are in the process of installing perspex to ensure that children cannot fall through the balustrade. There is a similar issue at Wilson Hall, this is a temporary measure until a long term solution can be found.

13.4. Condition of Structures

Mr Reiter informed the Committee that P&CS were in the process of inspecting the condition of walls, gates, structures, facades and walls with structural engineers to give a report on the condition of walls maintained by the University. Any problems will be identified and these will be given either 'red', 'amber' or green status, ('remove', 'rebuild' or 'monitor') depending upon the severity of the defect if any.

A wall in Storey Street has been taken down and is now in the process of being rebuilt.

13.5. Possums

P&CS are dealing with the issue of moving possums from the Conservatorium of Music building at Parkville.

Approved

Julian McQuillan
Director, The Specialist Services

19/11/14

Occupational Health and Safety Committee**Meeting 1/2014, 26 February 2014****ACTION SHEET**

REF	ACTION	RESPONSIBILITY	STATUS
1/4.2	Mr Delaney and Ms Catmull to meet at DLU to discuss whether any actions can be put in place before the works are completed.	Ms Catmull and Mr Delaney	