

**THE UNIVERSITY OF MELBOURNE**  
**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

Thursday 9<sup>th</sup> February, 11:00 am

Seminar Room A, Ground floor at the Melbourne Dental School, 720 Swanston  
St Carlton (The Royal Melbourne Dental Hospital)

**MINUTES**

1. Attendance

Present: Deanne Catmull, **Chair** (Melbourne Dental School), Stefan Delaney, **Guest Speaker** (OHS& Injury Management), Leanne Fisher (University Secretary's Department), Irene Stanley (Biochemistry and Molecular Biology), Lindsay Rayner (Bio Chem. & Mol Biology), Anton Cozijnsen (Botany), Jenny Mercer (Centre for Youth Mental Health), Warick Marcus (Southbank Library), Peter Barron (Bookshop), Carol Horsman (Pharmacology), Martin Boland (Pathology), Michael Poloni (Science), Angus Macdonald (MU Student Union), Kirsty Altis (ITS), Prue Dittman (Libraries), Jane Howard (Micro & Immunology), Steven Adams (Engineering), Lynda Gilbert, **Minutes** (MEPO), Steve Adams (Engineering)

Apologies: Steven Wyld (VCAM), Dominique Hes (Architecture), Kate Nowell (Zoology), David Watson (Engineering), Boon Lay Ong (Architecture), Julie Truman (UOM Commercial), Tim Kennedy (VCA), Catherine Lee (Marcomm), Paul Donald (Scholarly Information)

2. Speaker: Stefan Delaney (General Manager- Occupational Health and Safety) Topics: "PINS, Issue resolution and development of the OHS Strategic Plan"

**PINS**

Stefan outlined the background, criteria and process for using PINS. A PIN is issued when a HSR believes there has been an active contravention/s of the Act or specific regulations or a past contravention with the likelihood of that contravention continuing. The PINS must be issued to either a local supervisor or manager as well as to Stefan and displayed in a common area to inform those staff that may be affected by the issue.

PINS may be treated in 3 ways:

1. Affirmed
2. Affirmed with amendments
3. Declared invalid.

If an employer doesn't accept the remedy, then the employee may ask Worksafe to make a determination on the PIN. PINS should be taken as a "last resort" even though there is nothing in the regulations to stipulate that an informal Issue Resolution process be followed prior. An issue can and may be sorted out at a local level first with the Supervisor and employee/s affected. If there is no positive outcome in 5 working days then the matter can be escalated to the OHS & Injury Management unit where either Stefan or another representative of the unit will work with the HSR to solve the matter at hand. If the HSR believes that the matter poses an immediate threat to Health and Safety, the HSR may order a "cease of work" in that area.

Out of 17 PINS issued over the past 7 years at the University, 15 were rejected mainly on technical grounds, 2 were formally withdrawn before the Inspector visited and 1 was dismissed on the grounds that it was not submitted by a HSR and 2 were affirmed with amendments.

Stefan noted that HSR were consulted with regards to PINS and are welcome to attend the closing/decision meetings and also to present information important to the PIN for the inspector to consider.

He noted the PIN is a very formal and regulated process and will not necessarily resolve the issue. He suggested that communicating the issue in the first instance in an open conversation through the University's "Issue Resolution Procedure" or an agreed "Issue Resolution" procedure that has been tailored to better suit your particular workplace environment.

UOM0313 "Health and Safety Issue Resolution" was tabled at the meeting for guidance. Stefan also stressed that a HSR is welcome to attend the closing/final decision from the inspector and the inspector will revise and consider all information from the HSR. Stefan also consults the HSR and is involved in the review/checking of most paperwork involved with a PIN issue.

### OHS Strategic Plan

Stefan noted that a new plan for 2012-2017 would be drawn up due to new legislation in January 2012. Stakeholders would be sent invitations shortly to discuss the plan.

### 3. Confirm minutes of the last meeting

The minutes of the meeting held on 20th October 2011 were confirmed as a true record with one minor amendment – correction to the spelling of Anton Cozijnsen's name and small punctuation change highlighted by Irene Stanley. Deanne will amend and send the final version out shortly.

### 4. Occupational Health & Safety Committee (OHSC)

#### 4.1 What's happening at OHSC

The Traffic Management Committee met on the 6<sup>th</sup> of December 2011. Due to the re-scheduling of the University OHSC meeting, Deanne is hoping the minutes from that meeting will be available for circulation and the progress of Traffic Management Issues discussed in HSR meetings 3 and 4 last year will be addressed. Any outcomes from these will be reported to the next meeting.

#### 4.2 Progress of items previously raised at the OHSC

- The recommendation to use the stairs to improve our health has been viewed positively by Stefan who is working with the Sustainability Unit in Property and Campus Services to target a building on campus, look at energy savings, place up signage and how behaviour can be rewarded
- Traffic Management Issues have been taken to the meeting of the Traffic Management Committee on the 6<sup>th</sup> of December 2011. Minutes pending (See above).
- There has been a 12 month delay in the Harmonised Work Health and Safety Legislation. Renata Musolino will discuss this issue at the May 10<sup>th</sup> meeting.
- The Work Health Program has been initiated and the first few Departments approached to provide expressions of interest. The MDS being one of the first to be offered the checks. The scheme will then be subsequently rolled out to other Departments over the next 12-18 months.

- There is now an online form for areas to update OHS Coordinator and HSR details. This will ensure that lists are kept up to date regularly and help create an audit trail.

4.3. Items to be raised at OHSC  
See below 5.1 and 5.2.

5. Other Business

5.1. HSR meeting minutes- web page or intranet access?

It was agreed that web page access would be useful for storing current and previous minutes. Maybe this could be raised at the next University OHSC? Emails would still be sent out to remind HSRs of the meeting dates and times.

5.2. Alternates for the University OHSC - call for volunteers?

Jenny Mercer kindly offered to be an alternate. OHSC HSR members will ask the committee for confirmation at the next meeting.

6. Next meeting: **Thursday the 10<sup>th</sup> May** Seminar Room A, Ground floor at the Melbourne Dental School, 720 Swanston St Carlton (The Royal Melbourne Dental Hospital)  
Renata Musolino, Trades Hall guest speaker- "WHS laws and the impacts for HSRs".

A get well card was available for HSR's to sign after the meeting for Paul McDonald who recently suffered a stroke.