

**THE UNIVERSITY OF MELBOURNE**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**MEETING 03/2016**

Meeting 3/2016 of the Occupational Health & Safety Committee was held on Friday 16 September 2016, at 1.00pm on Level 3, Meeting Room 311, Raymond Priestly Building.

<b>Membership</b>	<b>In Attendance</b>	<b>Apologies</b>	<b>To Expiry</b>
<b>Employer Representatives</b> Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Executive Director, Infrastructure Services or nominee Dean of a Faculty or Graduate School or nominee Academic Registrar or nominee Associate Director, Health & Safety	Dr Sally Eastoe  Mr Kelvin Doyle (delegate) Mr Daniel Persaud  Mr Stefan Delaney	Ms Nadine Goldsmith  Mr Colin Reiter Prof Mark Rizzacasa	
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives Delegate of Mr Steve Adams	Ms Deanne Catmull  Ms Paula Mitchell Mr Paulo Vas-Serra Mr Darren Tucker Mr Steve Adams Mr Laurence Deam	Ms Leanne Fisher  Ms Heather Daykin	1 May 2016 7 May 2017 6 November 2016 2 June 2018 12 February 2017 26 November 2016 7 August 2016
<b>Student Observers</b> One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas (UMSU nominee)	Mr Shardul Jain (GSA nominee)	
<b>Occasional Observers</b> Other observers as determined by the Committee and invited by the Chair.	Ms Sally Coates (In attendance for item D06 (ii))		
<b>Standing Observers</b> Manager, Injury Management		Mr Peter Robertson	
<b>Minutes Secretary</b> Administration Assistant, Health & Safety	Ms Georgie Burg (Minutes Secretary)		

**A Formal Matters**

**A01 Apologies & Delegates**

Professor Mark Rizzacasa, Ms Nadine Goldsmith and Mr Peter Robertson were apologies.

Mr Kelvin Doyle is the delegate for Mr Colin Reiter and Mr Paulo Vas-Serra is the delegate for Ms Leanne Fisher. In future Ms Nadine Goldsmith (Executive Director, Finance and Employee Services) will act as delegate in Dr Eastoe's absence.

**A02 Welcome**

**A03 Membership Changes**

Nil

**A04 Minutes of the Previous Meeting**

The minutes were approved as distributed.

**A05 Action Sheet from Previous Meeting**

REF	ACTION	RESPONSIBILITY	STATUS
B01 i	Mr Delaney to provide brief paper on mechanics of reporting from the OHSC.	SD	Complete

**B Items for Consultation/Discussion**

**B01 Health & Safety Representatives Items for Discussion**

**i. OHSC Terms of Reference**

Mr Delaney met with Ms Catmull, agreeing that the OHSC minutes would be provided to Mr Allan Tait, and the Terms of Reference would be distributed to the Chief Financial Officer, Vice Principal and published on Health & Safety website for students. Ms Catmull noted there was an error with numbering of items.

**ii. Working in Isolation process**

Mr Delaney confirmed the process has been awaiting publication in Promapp. Ms Catmull noted notifications in Promapp aren't able to be accessed.

**iii. Bullying policy/process  
Where to report/seek assistance**

Extensive discussion took place around this action item. The information provided on the Staff Hub was considered helpful, although the HSR members reported there are still difficulties in locating the appropriate staff member to refer matters to.

Dr Eastoe and Mr Delaney advised that the HR Manager or Line Manager should firstly be approached as quickly as possible to maximize simplification. If the staff member concerned is reluctant to approach them, the next Manager in line should be then contacted.

HR will then engage the appropriate bodies (Employee Relations etc) to resolve a case from that point. Employees have the right to report a matter to their HSR, however the role of a HSR is as a referral point only.

A new policy is expected to be published shortly following consultation. Managers will be held accountable through a fair and transparent process with procedures spelt out in detail.

It was noted that the changes regarding mindsets in this issue also apply to students regarding the actions of the University of Melbourne.

iv. **HSR Terms of Office reminders and election processes**

Mr Delaney will arrange reminders when HSR's Terms of Office is expiring. He will also arrange coordination of election processes, some of which have been documented. By December 2016 reminders will be sent, calling for nominations with vacant roles.

**B02 Health & Safety Managers Nominated Items**

i. **Bullying Advisors** (see above)

**C New Initiatives and Actions**

**C01 TrainMe e-training system**

The committee was advised that the TrainMe system would provide one platform for all compliance courses. An example training report from TrainMe was provided to the committee.

Core compliance course content has been developed, revised and published in the TrainMe platform.

Mr Delaney confirmed the TrainMe platform could host courses developed by third parties.

**C02 Launch of Health and Safety Policies & Processes**

Two policies have been revised and published in the new form. The alcohol policy is out for consultation currently but will be revised and published in the near future. The new policy has no major changes, but tightens the regulatory plan to fall into line with University policies. A process icon is available on the Staff Hub.

**D Reports**

**D01 External Audit Update**

The committee received and noted reports on the -

- i. **Recertification by LRQA**
- ii. **Worksafe self insurance License Renewal**

**D02 Review of Serious Incident Reports & Investigations**

i. **Claims Report**

It was requested that the phrase 'psychosocial disorder' be used in place of 'mental health problems'.

Psychosocial disorders are more costly in treatment than other areas. It was noted that there is a common spike in claims occurring in October.

**ii. Significant Incidents Requiring Notification & Regulatory Activity**

Significant incidents regarding Veterinary and Agricultural Sciences mainly revolve around bites and active reporting. Preventative medical treatment is often used (tetanus injections etc) resulting in a relatively minor injury requiring notification to Worksafe.

**D03 Health & Safety Management Systems  
Objectives and Targets Report**

The University is tracking to plan on most annual targets with the exception of nonconformance findings in the external audit for the OHS system. There have been no prohibition or improvement notices issued by Worksafe. Mr Delaney will provide a written progress report at the next meeting.

**D04 Legislative Report**

**i. Draft Occupational Health & Safety Regulations 2017  
Summary of proposed changes**

The committee noted the report.

**D05 Reports Received from Other Committees**

**i. Faculty and Departmental Safety Committees**

Nil.

**D06 Management Representatives Update**

**i. Infrastructure Services & Campus Services**

Mr Kelvin Doyle is the delegate in this matter for Mr Colin Reiter.

Achievements re campus services –

1. A permanent OHS resource in the form of a Monday safety bulletin. The distribution list is mostly through contractors, and includes 970 people. Faculties are now included in the distribution.
2. Façade and roofing inspections confirming the conditions of buildings and safe roof access are progressing, including 14 buildings from 16 September that will receive works.
3. A Campus Security upgrade – access control likely to be upgraded, which will include access swipe to improve security.

**ii. Academic Services & Wellbeing Services**

Mr Dan Persaud gave a verbal report on the current focuses for Wellbeing services.

These include –

1. A health promotion initiative focusing on physical, spiritual and emotional health, including a Chaplaincy program representative for all faiths and general society.
2. Progressing the establishment of an OHS approach to wellbeing.
3. A Symposium held on 9 September, with a view to wellbeing being embedded into the curriculum.
4. A vaccination program initiative and an OHS policy of ‘no jab=no play’ for childcare providers.

5. Psychology services are provided, with trends indicating that anxiety and depression are rising in the student body.
6. Active placement for people (students) with disabilities.
7. Wellbeing initiatives for race and culture, health promotions, gender based awareness, and the LGBTI community.
8. A Mental Health Awareness Week is scheduled for 9 October.

#### **D07 External OHS Feedback Received**

An Engineering document was tabled outlining the after hours processes and procedures. It was noted that the Log book sign in process does not reflect best practice. This has a link to the working in isolation policy. Mr Steve Adams has requested a meeting with Mr Delaney to discuss this matter. An electronic system was flagged as a possible solution for discussion.

#### **E Other Business**

It was requested that Ms Heather Daykin who has been elected as an HSR member of the OHSC be added to the distribution list.

#### **Action items**

<b>REF</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>
B01v	Mr Delaney to arrange reminders re HSR's Terms of Office expiry dates	SD	In progress
D03	Mr Delaney to provide written report re Objectives and Targets report.	SD	In progress
D07	Meeting between Mr Steve Adams/Mr Stefan Delaney re out of hours security process in Engineering.	SD	In Progress
E	Election date for Ms Heather Daykin tbc.	GB	In progress