

**The University of Melbourne
Occupational Health and Safety Committee
Meeting Number 3/99**

A meeting of the Occupational Health and Safety Committee was held in Conference Room 1 Old Physics Building Tuesday 17 August, 1999 at 2.15pm

Present

Ms Helen Hayes	Mr P Coats
Ms Julia McQuillan (nominee of Ms Baré)	Mr G Suckling
Mr J Carmichael	Dr M Livett
Dr M Bullen	Dr M Wlodek
Dr L Huq	Mr R Sorenson
Mr P Edwards	Mr E Smart

In Attendance

Ms T Wright

Appologies

Mr J Colebatch	Ms Jane Stephens
Dr R. Cappai	Professor T Wedd

1 Change to Chairperson

Graham Suckling informed the committee that Helen Hayes is the management representative nominated as chairperson. If elected as chairperson Helen Hayes would provide a direct avenue to admin committee and council required for the reporting of this committee. John Carmicheal was asked for a response from the employee representatives. As there was no objection Helen Hayes took chair

2 Apologies

T. Wedd J. Stephens R Cappai

3 Minutes of Meeting 2/99

The minutes of meeting 2/99 were accepted

Agenda Items for Discussion

It was requested that the item record keeping for safety map to be discussed as item 11 under other business. The following items were starred for attention of the committee: 6.1; 6.2; 6.5; 6.7; 7; 9; 10 Item 6.6 was agreed to be held over to next meeting. All other items were accepted as tabled

4 Report to Council

Occupational Health and Safety meeting 2/99 report to council accepted as tabled

5 Reports from departmental Safety Committees

Listed reports from University faculty or departmental safety committees accepted as tabled

6. Action items from Meeting 1/99

6.1. Fume Cupboard Management

Fume Cupboard management plan status report July/August 1999 accepted as tabled

6.2. Health Monitoring guidelines – post graduate

Consideration for a University wide policy incorporating the following aspects was discussed

- Completion of health hazard questionnaire (HHQ) as part of all post graduate induction of candidature
- Reassessment of HHQ during regular post graduate project evaluation
- Include management of post graduate students hazard exposure according to policy in supervisors roles and responsibilities

6.3. Health monitoring guidelines – staff

The updated HR 23, HR 24 and HR 34 forms including signed confirmation from staff members regarding changes to work hazards were accepted as tabled

6.4. Regulation 17.1R5

The final draft of Regulation 17.1.R5 was accepted as tabled

6.5. Emergency information for lecture theatres

Details of trial emergency procedures presented as tabled minute from Engineering OHS committee. Graham Suckling to take report to Property and Buildings safety meeting scheduled for Wednesday 18 August

6.6. OH&S risks associated with lecturing

This item was deferred to meeting 4/99

6.7. First Aid Policy

A report by Nan Austin was tabled recommending utilisation of existing emergency response structures available on the Parkville campus to support first aid provisions in buildings. In addition highlighting the availability of first aid provisions in areas open for extended hours such as the Baillieu Library, Student Union and Sports Centre.

Provision of clear information regarding the role of first aid and the action required in emergency medical situations has prompted a rewrite of the first aid section from the internal telephone directory. This was tabled for the committee

Paul Coats raised his initial concern regarding the visibility for both first aid attendants and facilities in departments as an issue still to be resolved. The role of SaftyMap in making these facilities more prominent as each department progresses towards certification was discussed.

Tricia Wright will incorporate this information into a submission for the student diary to be tabled at next meeting.

7. Alteration of designated work groups

The committee approved the submitted alteration of library designated work groups.

8. Asbestos Management Plan Status Report

The Asbestos Management Plan Status Report August 1999 was accepted as tabled

9. Report from Health and Safety Representatives

The position of convenor has remained vacant since March 1999. The Risk Management Office undertook a recent survey requesting expressions of interest in this position from both the current committee membership and then the wider population of OHS representatives. Bruce Greenwood from Property and Buildings has offered to fill this role. The committee agreed to invite Bruce as an ex officio participating observer to the committee for the remainder of 1999. The Health and Safety Representatives' membership for the year 2000 could then be discussed at meeting 4/99. A request was made for guidelines specific to the role of the convenor and the what assistance was available and appropriate from the Risk management office. Guidelines for the position of convenor shall be discussed at meeting 4/99

10. SafetyMap progress report as at June 30th 1999

The tabled report shall be resubmitted to the membership following correction of the three typographical errors as discussed. The report shall be submitted to Administrative committee via David Percival. The committee agreed that the success should be a focus for publicity and awareness through a Uninews article. The welcoming of Helen Hayes as the new chairperson would be an important focus for the article. Helen Hayes will take the report to planning and budget committee to maximise awareness of the success to heads of departments and deans of faculties.

11. Other business:

11.1. Record Keeping & SafetyMap

John Carmicheal discussed an email received from Kit Grady regarding concerns for consistency between record management demands of auditors within the SafetyMap program and coordination between departments and University policy relating to record keeping. Tricia Wright agreed to provide Kit Grady with SafetyMap record keeping guidelines and bring outcomes from that meeting to the next committee.

11.2. Overcrowding in Lecture Theatres

Paul Coats raised the issue of overcrowding in lecture theatres and agreed to submit a report to the next meeting with a focus from a student perspective. This item shall be discussed at the next committee meeting incorporating information from the deferred item 6.6 with a view to consider development of a clear recommendation for responsibility and action relating to overcrowding in lecture theatres

The meeting closed at 3:15 pm.

The next meeting will be held on Tuesday November 17th in Conference Room 1, Old Physics Building.

ACTION PLAN FROM THIS MEETING

Ref	Topic	Action Needed	By Whom	By When
2/99 #11 3/99 #6.6	OH&S risks associated with lecturing	<ul style="list-style-type: none"> ▪ Consultation with Faculty General Managers ▪ Liaison with timetable re inclusion of guidance information. 	J Stephens RMO	17 th November 17 th November
3/99 #11.2	Overcrowding of lecture theatres	<ul style="list-style-type: none"> ▪ Report regarding student concerns 	Paul Coats	17 th November
3/99 #6.2	Health monitoring guidelines – post graduate students	Report on progress of ongoing issue	M Bullen	17 th November
3/99 #6.5	Emergency Information for lecture theatres	Report to Property and Buildings safety meeting	G. Suckling	August 1999
3/99 #6.7	First Aid Information	Inclusion for student diary to be tabled	T. Wright	17 th November
2/99 #6.5	No smoking Policy	Report on trial	RMO / grounds	End 1999
3/99 #9	Health and Safety representatives	Guidelines for role of convenor and assistance available	RMO	17 th November
3/99 10	SafetyMap Progress	Uninews article incorporating successes and welcome to new chairperson	Graham Suckling	17 th November
3/99 #11.1	Record Keeping & SafetyMap	Liaise with Records Management and report	T.Wright	17 th November

Completed Actions

Topic	Action Completed	By Whom
Fume Cupboard Management	July/August status report	J. Colebatch
Health Monitoring Guidelines – staff	Updated HR 23, HR 24 & HR 34 forms	J. McQuillan
Regulation 17.1.R5	Revised and submitted to admin committee and legislative committee	N. Austin
First Aid Policy	Report on available structures Update of Internal Telephone Directory	N. Austin M. Bullen
SafetyMap	Progress Report	G. Suckling

Attendance Record for 1999; 3 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Professor F Larkins	1	1	0
Ms Jane Stephens	2	1	1
Ms Helen Hayes	1	1	0
Ms J McQuillan	3	3	0
Mr J Colebatch	3	2	1
Dr M Bullen	3	3	0
Professor A Wedd	3	0	3
Mr G Suckling	3	2	1
Ms J Wedgwood	1	1	0
Dr M Wlodek	3	3	0
Mr J Carmichael	3	3	0
Mr E Smart	3	2	1
Dr L Huq	3	3	0
Dr R Cappai	3	2	1
Mr P Edwards	3	2	1
Dr M Livett	3	3	0
Mr R Sorenson	3	2	1
Mr P Coats	3	3	0

Distribution

Ms Helen Hayes	Chairperson	Mr P Edwards	H&S rep ITS
Ms E Baré	Management Rep	Mr E Smart	H&S rep ILFR
Ms. J McQuillan	Nominee of Ms Baré	Dr R Cappai	H&S rep Pathology
Mr. J Colebatch	Management Rep	Dr L Huq	H&S rep Dentistry
Mr. G Suckling	Management Rep	Dr M Wlodek	H&S rep physiology
Mr I Marshman	Management Rep	Mr J Carmichael	H&S rep chemistry
Prof T Wedd	Nominee of Mr. Marshman	Dr M Livett	Participating observer
Dr M Bullen	Management Rep	Mr P Coats	MU student Union
Ms Nan Austin	Project officer RMO	Mr R Sorenson	Post graduate rep
Ms M Gleeson	Central Secretariat		

Agenda & Minutes: Tricia Wright Risk Management Office ex 44006 T.wright@rmo.unimelb.edu.au