

2004

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

EXTRAORDINARY MEETING 04/2004

MINUTES

A meeting of the Occupational Health and Safety Committee (OHSC) was held in the Jim Potter Meeting Room, Old Physics Building on Tuesday 12th October 2004 at 2:15pm.

1. **Welcome, Attendance and Apologies**

MEMBERSHIP

Employer Representatives

Vice-Principal nominated by the Vice-Chancellor (Chair)
Vice-Principal, Human Resources or nominee
Vice-Principal, Property and Buildings or nominee
Dean of a laboratory based Faculty
Director, Risk Management Office
Vice-Principal and Academic Registrar or nominee

Employee Health and Safety Representatives

Six health and safety representatives elected by the Health and Safety Representatives

Student Observers

One student nominated by the Melbourne University Student Union
One student nominated by the University of Melbourne Post Graduate Association

Occasional Observers

Officials of trade unions with significant membership within the University
Officers of the University with significant membership within the University

Standing Observers

Secretary, Risk Management Office

In Attendance

Ms Elizabeth Baré

Mr Colin Reiter

Mr David Lyons

Mr Garry Thompson

Mr Mark Georgesz

Dr Roberto Cappai

Ms Alison Hunt-Sturman

Assoc. Prof. Mary Wlodek

Mr Bruce Greenwood

Ms Samantha Demmon

Ms Debbie Wallace

Apologies

Ms Julia McQuillan

Prof. Ivan Caple

Mr Julian Barendse

Ms Gemma Clark

Ms Vicki Mimis (NTEU)

New nominee for Property & Buildings, Mr Colin Reiter, General Manager Maintenance was welcomed to the Committee.

The Committee noted the Chair is considering sourcing a replacement Dean Representative for the Committee, in place of Professor Caple who has been unable to attend the meetings.

2. **Minutes of the previous meeting 02/04**

The Minutes of the previous meeting held 25 May 2004 were not discussed. Refer to next meeting.

3. Occupational Health and Safety System Review

The Committee noted the following papers for discussion:

- **Feedback on OHSC Strategic Plan 2004-6**
Mr Lyons highlighted feedback received on the Draft Policy and Strategic Plan tabled at OHSC 03/2004.
- **DRAFT University of Melbourne Occupational Health and Safety – Strategic Plan 2004-2006 (Version 2)**
The Committee discussed each of the Objectives in detail and suggested changes were noted. The Committee agreed the Risk Management Office should incorporate these suggestions and re-circulate the revised OHS Policy and Strategic Plan to the Committee for approval prior to submission to the Risk Management Committee and Administrative Committee.

4. Other Business

4.1 Occupational Rehabilitation Program

The Committee noted that following discussions between Human Resources and the Risk Management Office, further work is required to finalise the Occupational Rehabilitation Program. On production of an updated version, approval is to be sought from the Victorian WorkCover Authority and the NTEU before approval by the OHSC.

4.2 SafetyMap version 4

Mr Lyons advised Lloyd's Register Quality Assurance Ltd. conducted external audits in September 2004. As a result of these audits the University has been certified to SafetyMap Level 4; with two certifications to be issued.

1. University of Melbourne
2. Institute of Land and Food Resources (ILFR)

The Committee noted the decision of the auditors to split the certification due to ILFR not passing the audits as a whole Faculty. ILFR Longerenong and Glenormiston Campuses require additional work to certify. The Committee noted the Risk Management Office will meet with the Dean and Safety Officer of ILFR to discuss.

Occupational Health and Safety System Review

5. Report to Administrative Committee

5.1 Recommendations

OHS Policy be approved for submission to Council.

The meeting closed at 3:30pm.

The next meeting of the OHSC will be held Tuesday 23rd November 2004 in the Jim Potter Meeting Room, Old Physics Building at 2:15pm.

Action Items from OHSC 03/04

Item	Topic	Action	By Whom	By When
1.0	Membership	Replacement Dean to be sought for Dean of Laboratory Based Faculty Representative	Chair	05/04
3.0	OHS Strategic Plan & OHS Policy	Changes to be incorporated and re-circulated to Committee for approval	S. Demmon	15-Oct-04
5.0	Minutes to Risk Management Committee	Minutes to be circulated at the next meeting of the Risk Management Committee	Secretary	21-Oct-04
5.0	Report to Admin Committee	Report to Administrative Committee from this meeting.	Secretary	05/04

OHSC Meeting Dates 2004

01/04 Tuesday 24th February (7th Floor Meeting Room, Raymond Priestley Building)

02/04 Tuesday 25th May (Jim Potter, Old Physics Building)

03/04 Tuesday 17th 24th August (Jim Potter, Old Physics Building) Plaza Conference Room 2

04/04 Tuesday 12th October 2004 (Extraordinary Meeting) (Jim Potter, Old Physics Building)

05/04 Tuesday 23rd November (Jim Potter, Old Physics Building)

All Meetings will commence at 2:15pm.

DISTRIBUTION LIST

Circulation List

Ms Elizabeth Baré, Vice Principal (Human Resources)

Mr Julian Barendse, Undergraduate Student Representative

Prof. Ivan Caple, Dean, Veterinary Science

Dr Roberto Cappai, Department of Pathology, Faculty of Medicine

Ms Gemma Clark, Postgraduate Student Representative

Dr Doug Daines, Vice-Principal (Property & Buildings)

Ms Samantha Demmon, Risk Management Office

Ms Claire Elliott, C/- Property & Buildings

Mr Mark Georgesz, Faculty of Economics & Commerce

Mr Bruce Greenwood, Property & Buildings

Ms Alison Hunt-Sturman, Faculty of Medicine

Mr David Lyons, Director, Risk Management Office

Ms Julia McQuillan, Manager (Client Services), Human Resources

Ms Vicki Mimis, NTEU

Mr Gary Thompson, Director, Health and Counselling, Academic Services

Assoc. Prof. Mary Wlodek, Department of Physiology, Faculty of Medicine

For Information

Ms Leanne Dyson, Minutes Office, Records Services

Equal Opportunity Unit, Human Resources