

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 1/06

Meeting 1/2006 of the Occupational Health and Safety Committee was held at 2.15pm on Tuesday 24 January 2006 in the Plaza Conference Centre Room 1.

1. Welcome, Attendance and Apologies

**MEMBERSHIP**

**Employer Representatives**

Vice-Principal nominated by the Vice-Chancellor (Chair)

Vice-Principal, Property and Buildings or nominee

Dean of a laboratory based Faculty

Director, Risk Management Office or nominee

Academic Registrar or nominee

**Employee Health and Safety Representatives**

*Six Health and Safety Representatives elected by the Health and Safety Representatives*

Observers

**Student Observers**

One student nominated by the University of Melbourne Student Union

One student nominated by the University of Melbourne Post Graduate Association (vacant)

**Occasional Observers**

Other observers as determined by the Committee and invited by the Chair.

**Standing Observers**

Minutes Secretary

**In Attendance**

Ms Elizabeth Baré

Ms Julia McQuillan  
Mr Stefan Delaney

Mr Garry Thompson

Ms Alison Hunt-Sturman  
Mr Paul Donald  
Mr Bruce Greenwood  
Mr Chris Bramich (for Dr Cappai)

Ms Christine Normoyle  
Mr Sam Montalto  
Ms Danielle Rostan-Herbert

Mr Colin McIntosh

**Apologies**

Prof. Ivan Caple

Mr Brendan Kehoe  
Dr Roberto Cappai  
Mr Mark Georgesz

Nic Halliwell

## 2. Minutes of the previous meeting 4/05

The minutes of meeting 4/05, held on 10 November 2005, copies of which had been distributed, were confirmed.

## 3. Action items from meeting 04/2005

### 3.1 Diving Officer

Members were provided with a proposed Terms of Reference for the Diving Sub-Committee. Members noted that the Sub-Committee would report once more to the OHSC prior to finalisation of policy, after which it would be submitted to Planning and Budgets Committee for approval.

## 4. Reports

### 4.1 Draft Consultation Procedure

Mr Delaney provided members with a draft copy of proposed **Consultation, Communication and Reporting** arrangements. The new procedures are required to enable the University to comply with new consultation procedures outlined in changes to the Occupational Health and Safety act as at 1 January 2006. Feedback has been sought from staff through HSR's, the University website and StaffNews.

Members noted that consultation with students regarding decisions affecting health and safety required by the new policy will normally be dealt with through the student representatives on the Committees and also through local lab managers for Postgraduate students.

Members also noted that the membership of each committee is only provided for guidance and to allow for standardisation of process. It was agreed that a separate comment will be placed in the policy, confirming that the membership requirements are only guidelines and not mandatory so long as membership still complies with the Act.

Members agreed that the reference to Undergraduate and Postgraduate students in membership of Budget Division (Faculty) Committees should also note "*(where applicable)*".

Members noted that the *Election of Employee Health and Safety Representatives and Deputy Health and Safety Representatives* document is a formalisation of interim procedures introduced in September 2005. It is envisaged that this will provide standardisation of process for election of Health and Safety representatives to Designated Work Groups across the University. It was noted that where Designated Work Groups feel that variation to this process is required a case should be put to the General Manager, Environment, Health and Safety.

Members agreed that an amendment be made to the policy to allow each candidate to nominate a scrutineer (University staff member or student) to be present at the counting of votes in addition to at least two witnesses. Members also agreed that an additional standing agenda item be added to the Terms of Reference of the OHSC to allow for reports to be

received from the OHSC Executive Committee where business is discussed between full meetings of the OHSC.

Members noted that Ms Baré and Mr Delaney will meet with the University Secretary to discuss the options for holding elections.

#### **4.2 Performance against Objectives and Targets**

Mr Delaney provided members with a report of performance against objectives and targets contained in the OHS Strategic Plan 2004-2006. Mr Delaney advised members that the Senior Vice-Principal has requested that an OHS Strategic Plan for 2006 be presented to Planning and Budgets Committee and the Risk Management Committee. Mr Delaney advised members that any future plan will likely cover a number of years rather than just 2006.

#### **4.3 Faculty and Departmental Safety Committees**

No reports received.

#### **4.4 Health and Safety Representatives**

No reports received.

#### **4.5 EHS Unit - allocation of resources**

Mr Delaney briefed members on changes to allocation of work within the EHS Unit. Members noted that this is designed to allow for consistent advice to be provided through greater access to specialist knowledge and to ensure a more even allocation of work across the Unit. Members noted that the position of Senior Advisor is still to be filled with the duties of this position currently spread across the Unit.

#### **4.6 Workload Advisory Committee Report**

No report received.

#### **4.7 Significant Incidents**

The Committee noted that an employee of a contractor had received an electric shock during digging work at Werribee. No serious injury occurred, the contractor has reviewed work practices and has notified WorkSafe. The Committee also noted that an employee received an electric shock from a portable transformer at MTC, no serious injury occurred and measures have been taken to avoid reoccurrence.

#### **4.8 Regulatory Activity**

Members were provided with a consolidated list of WorkSafe visits together with a verbal report from Mr Stefan Delaney. Members noted the library are working in conjunction with

WorkSafe to develop safer work practices in relation to shelving large books to avoid further manual handling issues.

Members also noted that the Chemical Management in Universities process has closed with a couple of outstanding prohibition notices to be dealt with. These are currently being addressed.

Members suggested that the relevant Department be noted on the report.

#### **4.9 EHS Management System**

##### **4.9.1. Internal/External Audits**

Members were provided with a copy of the Internal Audit Schedule for 2006. Members noted that the dates specified were actual audit days with report writing time extra.

##### **4.9.2. Review of EHS manual**

Members noted that the Risk Management Procedure was the next to be reviewed. Mr Delaney advised members that the new procedure would be provided to members first for comment with the Committee to be reconvened if required. The document would then be placed on the policy consultation website for the required time with a copy also emailed to Health and Safety Reps for comment prior to seeking approval from Risk Management Committee.

#### **5. Other Business**

There was no other business.

The next meeting of the Occupational Health and Safety Committee will be held on Tuesday 4<sup>th</sup> April at 2.15pm in Plaza Conference Centre Room 1.

CM  
25 January 2006