

The University of Melbourne  
Occupational Health and Safety Committee  
Minutes of Meeting 3/07

Meeting 3/2007 of the Occupational Health and Safety Committee was held at 2.15pm on Tuesday 10 July 2007 in the Jim Potter Room, Old Physics.

1. Welcome and Attendance

1.1-2 Apologies and welcome

MEMBERSHIP	In Attendance	Apologies
<b>Employer Representatives</b> Vice-Principal nominated by the Vice-Chancellor (Chair) Vice-Principal, Human Resources or nominee Vice-Principal, Property and Campus Services or nominee Dean of a laboratory based Faculty General Manager, Environment Health and Safety Unit Academic Registrar or nominee	Ms Julia McQuillan  Mr Nigel Waugh Ms Sue Butler attending for Mr Colin Reiter  Mr Stefan Delaney  Mr Garry Thomson	Prof. Glenn Browning
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Mr Paul Donald Ms Jennifer Scott Mr Ken Young Ms Sarah Epskamp	Mr Lindsay Rayner Mr Steven Adams
<b>Student Observers</b> One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association (vacant)		Mr Robert Anderson-Hunt
<b>Occasional Observers</b> Other observers as determined by the Committee and invited by the Chair.	Mr Zsigmond Balatinacz (HSR observer)	
<b>Standing Observers</b> WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

1.3 Call for Nominations for a HSR member

As a result of the second Call for Nominations closing Friday 27 April 2007, two nominations were received, and an election was held. Voting concluded on Friday 11 May 2007.

The committee welcomed Ms Sarah Epskamp, HSR for the Designated Work Group of Ian Potter Museum of Art, who has been elected as a HSR member of the OHSC, with a term of office concluding 10 May 2009.

## 2. Minutes of the previous meeting 02/2007

The minutes of meeting 02/2007, held on 23 April 2007, copies of which had been distributed, were confirmed.

## 3. Action items from meeting 02/2007

### 3.1 Incident followup: glass louvres in the David Penington Building

Mr Delaney reported that the louvres remain electrically isolated while various experts assess them. The final report is still pending.

### 3.2 Incident followup: Medical Road gas leak and evacuation

Mr Delaney reported that the leaking section of pipe has been fixed, and a risk assessment commissioned on remaining cast iron pipe assets, which are programmed for future replacement.

### 3.3 Occupational Health & Safety Strategic Plan 2007-2010

Ms McQuillan and Mr Delaney had met as agreed and created a communication plan for the Plan prior to its submission to Planning & Budget Committee. Mr Delaney will action further.

## 4. Reports

### 4.1 Workload Advisory Committee

Mr Waugh gave a verbal report. This committee was established under the previous Enterprise Bargaining Agreement, and reports to the OHSC. Member terms had expired and so an election was held with the University Secretary as returning officer. The candidates elected to the Workload Advisory Committee as staff representatives with a term of office until 31 August 2008 are:

- Graham Willett
- Heather Fletcher
- Christine Holmes.

Management representative appointments are still being finalised – Mr Waugh will report further at next meeting.

### 4.2 Faculty and Department Safety Committees

No reports.

### 4.3 Health and Safety Representatives

HSR members had queries about the availability of information from EHS incident reports to HSRs.

This information is currently available in the following ways:

- EHS incidents are reported on in Faculty/Budget Division EHS Committees, of which HSRs are members;
- In all electronic (Themis) incident reports, there is an option for the supervisor to send a copy to the HSR. In addition, for both reporters and supervisors, there is an ability to send an email of the PDF Incident Report to any person.

- The EHS Unit now has access to Discoverer Reports from the Themis EHS Incident Reporting System – meaning that EHS Advisers can now supply EHS Coordinators with spreadsheets of all incident data from a Faculty/Department in a nominated time frame. HSRs can in turn request this information from their department's EHS Coordinator.

Mr Young will create a written proposal on behalf of the HSR members on further options for information provision.

#### **4.4 Significant Incidents requiring notification to WorkSafe**

Mr Delaney gave a verbal report on the following significant incidents that had been reported to WorkSafe:

- Asbestos contamination at Queensberry Children's Centre – this was not notifiable as such, but WorkSafe attended at the University's request. Allegedly inappropriately conducted removal of asbestos cement sheeting by a contractor on a neighbouring non-University-controlled site led to contamination of outdoor surfaces with asbestos. The University closed the Children's Centre and engaged an independent hygienist to clean up: a clearance certificate was issued after 10 days and the centre re-opened. A medical expert described the risk to staff and children as "infinitesimally low".

Mr Thomson passed on the thanks of Children's Services for the thorough and professional efforts of the EHS Unit in response to this incident.

- Medical Treatment within 48 hours of exposure to a substance (a potentially infectious virus), Faculty of Science – this injury was a potential exposure to a blood-borne virus due to a sharp injury. Staff member had to undergo anti-viral treatment because a sample could not be sent overseas promptly due to regulatory changes. Changes to Risk Assessments, Safe Work Procedures and testing administration were made. WorkSafe investigated and were satisfied.

Members expressed concern that information about regulatory changes had not been provided to the Faculty. Mr Delaney clarified that the research subject was very rare and few persons were affected, and as a result neither the University nor the testing company had been aware of the changes. Mr Delaney will now write to Deans of Faculties that may be affected.

- Medical Treatment within 48 hours of exposure to a substance (possibly arsene gas), Faculty of Science – a staff member believed she had been exposed to arsene gas, and was admitted to hospital for observation and administered a drip. Investigation revealed that exposure could not have occurred, and medical tests confirmed it had not. The symptoms may have been anxiety related. The procedure will now be moved to a larger laboratory so that it can be conducted in a fumehood. WorkSafe has investigated and verbally reported its satisfaction.
- Loss of bodily function (broken toe) to postgraduate architecture student in Torres Strait field trip. Occurred while moving furniture. This was notified in error, as it did not occur in WorkSafe Victoria's jurisdiction.

#### **4.5 Regulatory Activity**

Mr Delaney provided a consolidated list of WorkSafe visits from 17 April 2007 to 2 July 2007.

#### **4.6 EHS Management System**

##### **4.6.1 External Audits**

Deans and Vice-Principals have been advised of the forthcoming full certification audit on 28 August-7 September 2007.

#### **4.6.2 Internal Audits**

Mr Delaney provided a report on internal audit results for 2007 to date.

#### **4.7 Review of EHS manual**

Mr Delaney provided copies of five new procedures for inclusion in the EHS Manual, and tabled a summary of the feedback that was received, some of which had been incorporated into the revised procedures (attached to these minutes as Item 4.7).

- (a) EHS Communication**
- (b) EHS Legal Requirements**
- (c) Travel & Off-Campus Risk (plus guidance materials i-x)**

Members had the following feedback:

- Model Diving Risk Assessment does not state certain standard precautions such as having two people present, although these are part of existing University diving procedure. There was agreement to include these.
- In the flowcharts, the connector between the HR 18 form and "Human Resources" in the guidance column may seem to suggest incorrectly that Human Resources can offer advice on whether travel should be approved. There was agreement to move the information in the guidance column to a separate box outside the flowchart.

In addition to these changes to EHS travel procedure, members expressed their support for centralisation of all travel-related administration, as the current devolved management of these matters leads to duplication of resources and difficulty in monitoring compliance. Lack of consistent documentation and compliance is a business risk exposure. However, the University is undergoing great change in other areas at present, and so this is unlikely to be an opportune time for a broader reform of travel administration.

- (d) International Travel Policy**
- (e) Electrical Inspection & Testing**

Members queried the term "competent person", and whether this would relate to persons who have completed Information Services training on visual electrical safety checks (eg. on laptop power cords). Mr Delaney clarified that the definition of competent person comes from Australian Standard 3745, and this procedure relates to the centralised testing and tagging program run by Property & Campus Services (performed by a contractor), not to any further checking practices in Faculties or Departments.

The Committee supported the five procedures and noted the feedback about guidance materials provided.

### **5. Other Business**

#### **5.1 New Occupational Health & Safety Regulations 2007 (Vic)**

The previous thirteen regulations have been consolidated into one. Mr Delaney reported on key changes:

- New construction regulations will require risk plans for work above \$200,000 – will affect our construction contractors;
- Operator licensing exemptions for forestry and primary industries have been removed – will affect Land & Food Resources;
- Methods of consulting HSRs about workplace changes affecting health and safety have been made more specific – will affect our Consultation Procedure.

The Consultation Procedure must now be reviewed. Members agreed to the following process: Mr Delaney will draft the changes and publish the draft for general comment in line with EHS Procedure Writing Procedure. Upon close of the two week comment period, a subcommittee of Mr Donald, Mr Adams, Mr Waugh and Mr Delaney will confer (meeting if necessary) to approve the changes.

Ms Butler left the meeting.

## **5.2 New Self Insurance National Audit Tool (NAT)**

Mr Delaney reported that a Self Insurance National Audit Tool (NAT) has been established for all eastern Australian jurisdictions, effectively replacing SafetyMAP for Self Insurers for WorkSafe's purposes. The NAT is based on SafetyMAP Advanced Level, whereas the University is currently audited to SafetyMAP Initial Level.

The scheduled WorkSafe audit in October 2008 will still be to SafetyMAP Initial Level. The University must conform to the NAT from 1 January 2009.

The EHS Unit and the Internal Audit office are working to review the Internal and External EHS Audit programs. Mr Delaney will hold briefing sessions later in the year.

## **5.3 WorkSafe Universities Intervention Program**

Mr Delaney reported that WorkSafe has declared a Universities Intervention Program, with likely running dates August 2007 to July 2008. A draft compliance tool has been released for feedback. This is in addition to the extensive auditing programs to which the University is already subject.

For larger Universities, the project is likely to be systems-based. It is not known if inspectors will visit individual departments; however, they are unlikely to visit every department.

## **5.4 Chemicals of Security Concern – COAG Review**

Mr Delaney reported that the Council of Australian Governments is engaged in an ongoing review of legislation on the security of dangerous chemicals. Any prospective legislative changes are as yet unknown.

The next meeting of the Occupational Health and Safety Committee will be held on Tuesday, 16 October 2007 at 2.15pm in the Jim Potter Conference Room, Old Physics.

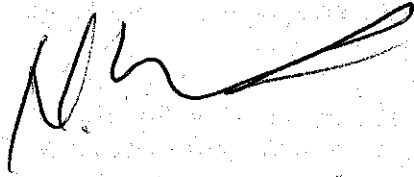
### **MEETING CALENDAR FOR 2007**

*Tuesdays at 2.15pm in the Jim Potter Conference Room, Old Physics:*

- 23 January 2007
- ~~3 April 2007~~ Postponed to Monday 23 April 2007, in the Plaza Conference Room 1.
- 10 July 2007

• 16 October 2007

BJR  
26 July 2007

A handwritten signature in black ink, appearing to be 'BJR', is written over a horizontal line.