

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 1/10

Meeting 1/2010 of the Occupational Health and Safety Committee was held on Wednesday 10 February 2010, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives 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	Mr Nigel Waugh Ms Julia McQuillan Mr Colin Reiter Pr Ken Hinchcliff Mr Stefan Delaney Mr Garry Thomson	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Mr Steven Adams Mr Paul Donald Mr Lindsay Rayner Ms Sarah Epskamp Ms Deanne Catmull (alternate for Kate Nowell)	Ms Kate Nowell
Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association	Mr Shaun Khoo Ms Vyv Mishra	
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

1.2 Welcome

The Chair thanked the committee for attending.

2. Minutes of the previous Meeting 03/2009

The minutes were approved as distributed.

3. Action items from Meeting 03/2009

3.1 Annual confirmation of the Chair

S. Delaney

It was noted that the Vice-Chancellor had nominated Mr Waugh to continue to serve as Chair for 2010. The committee had received this nomination with the papers of meeting 03/2009. The new Standing Resolution 02/2009-4 now required the committee to vote on endorsement of the Vice-Chancellor's nomination.

The committee endorsed the Vice-Chancellor's nomination unanimously.

3.2 Melbourne Policy Library Implementation

B. Rule

Ms Rule gave a verbal report. The Melbourne Policy Library has now been launched. EHS website links have been updated to point to the Melbourne Policy Library. The old EHS Manual at <http://www.unimelb.edu.au/ehsm-new> still remains online temporarily, with a coloured bar at the top of each page warning users that it is obsolete. This old manual is tentatively scheduled for removal at the end of February, at which time the web address will redirect to an index that translates old procedure references into new.

3.3 OHSC Terms of Reference & Standing Resolutions – publication of changes

B. Rule

All recent changes to the Terms of Reference and Standing Resolutions are now published on the EHS website.

4. Reports

4.1 Executive Committee Report

The Executive Committee elected not to meet on 29 January 2010 due to lack of business.

4.2 Workloads Advisory Committee Report (none received)

4.3 Workplace Bullying Advisory Group Report (none received)

4.4 Faculty and Departmental Safety Committees (none received)

4.5 Health and Safety Representatives Items for Discussion (none received)

4.6 Significant Incidents Requiring Notification and Regulatory Activity S. Delaney

The committee noted the report.

Mr Delaney reported verbally on two further incidents that had taken place after the written report was compiled:

- tragically, a student of the University died in a motor vehicle accident at Dookie campus on Sunday 7 February 2010;

- a labour hire employee sustained a fracture to a bone in her wrist on Tuesday 9 February 2010.

These events are currently being investigated, and Mr Delaney will report fully at the next meeting.

4.7 Claims and Incidents Reports Jan –Dec 2009

S. Delaney

Mr Delaney spoke to his report, distributed with the agenda, which shows a welcome decrease in WorkCover claims, lost time incidents and days lost due to reported injuries in 2009. This is a preliminary report which still requires further data cleansing before the figures can be finalised. Once finalised, the figures will be published in the annual report.

The committee commended all those involved in bringing this improvement about.

Members noted that:

- once the figures are expressed as a percentage of staff employed, the improvement will appear even more pronounced, due to the increase in staff numbers in this period;
- the downward trend cannot continue indefinitely, so it is important to have realistic expectations about future data.

In response to a question, Mr Delaney and Mr Robertson reported that there are no patterns in injury rate by division, and that manual handling and slip, trip and fall injuries represent the bulk of WorkCover claims. These breakdowns will appear in the finalised report.

Mr Delaney agreed to supply the report to the Human Resources Remuneration and Employment Conditions Committee.

4.8 2007-2010 Strategic Plan Progress Report

S. Delaney

Mr Delaney apologised that this report was incomplete due to workload in responding to critical incidents. It will be tabled at the next meeting.

4.9 EHS Audit Reports

S. Delaney

4.6.1 External Audits

The committee noted the report. Mr Delaney will provide dates for external audit visits to affected divisions shortly.

4.6.2 Internal Audits – 2009 final report

The committee noted the report. Members agreed the final internal audit results for 2009 were encouraging.

4.10 Review of EHS Policy and Procedures

S. Delaney

The changes to EHS procedures endorsed by the OHSC in meeting 02/2009 have now been endorsed by the Administrative Policy and Practices Group and referred to the Senior Vice-Principal for approval. They will be published shortly.

5. Other Business

5.1 Vacancies for HSR members

Members noted that Ms Nowell is on long-term leave and will not be returning to work until after her term of office as HSR member of the committee expires.

Mr Delaney reported that WorkSafe has advised that a person on long-term leave from a Designated Work Group is considered to have left the Designated Work Group, and therefore no longer to hold office as a HSR of the University. Under Standing Resolution 04-2007-1, such a person can no longer hold office as a HSR member of the committee.

Mr Adams reported that he had been in correspondence with Ms Nowell and understood she would be willing to tender a formal letter of resignation to assist in clarifying any uncertainty around this matter. Members agreed Mr Adams should solicit this letter. [*Update 15 February 2010 – this letter has been received.*]

The HSR members will call for nominations to fill Ms Nowell's position at an upcoming meeting of the University's HSRs.

The terms of office of some other HSR members of the committee will expire on 23 July 2010 and 23 October 2010. The HSR members will ask the upcoming meeting of University HSRs to consider calling for nominations for these positions at the same time.

Mr Delaney agreed to provide advice to the Zoology Designated Work Group clarifying that it was no longer represented by Ms Nowell as HSR.

The next meeting of the Occupational Health & Safety Committee will take place on Wednesday 14 April 2010, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

MEETING CALENDAR FOR 2010

Wednesdays at 2.15pm in 2010:

- 10 February Foundation Life Member's Room, 1888 Building
- 14 April Foundation Life Member's Room, 1888 Building
- 11 August Executive Lounge, Alan Gilbert Building
- 10 November Moot Court Room, Old Quadrangle

BJR
15 Feb 2010

APPROVED

NW 3/8/10

Nigel Waugh
Executive Director, Human Resources