

**The University of Melbourne**  
**Occupational Health & Safety Committee**

**Meeting 02/2014**

Meeting 2/2014 of the Occupational Health & Safety Committee was held on Wednesday  
 4 June at 2.15 pm, in the Dean's Den, Old Geology Building.

<b>Membership</b>	<b>In Attendance</b>	<b>Apologies</b>	<b>ToO Expiry</b>
<b>Employer Representatives</b> Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Executive Director, Property & Campus Services or nominee Dean of a Faculty or Graduate School or nominee Director, OHS & Injury Management Provost or nominee	Mr Michael O'Sullivan  Ms Julie Davies  Mr Stefan Delaney	Mr Colin Reiter  Prof Mark Rizzacasa  Mr Daniel Persaud	
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Ms Leanne Fisher Ms Jennifer Scott Mr Steven Adams Ms Paula Mitchell Mr Darren Tucker		1 May 2016 7 May 2017 17 November 2014 6 November 2016 12 February 2017 7 August 2016
<b>Student Observers</b> One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas (UMSU nominee)	Miss Emma Dook (GSA nominee)	
<b>Occasional Observers</b> Other observers as determined by the Committee and invited by the Chair.	Ms Irene Stanley		
<b>Standing Observers</b> Manager, Injury Management	Mr Peter Robertson		
In Attendance	Ms Angela Mullins (Minutes Secretary)		

**A Formal Matters****A01 Apologies**

Dan Persaud, Colin Reiter, Julia McQuillan, Mark Rizzacasa, Emma Dook

**A02 Welcome**

Michael O'Sullivan for Julia McQuillan, Julie Davies for Julia McQuillan.

Emma Dook, representative for GSA and Alan Thomas, representative for UMSU.

**A03 Membership Changes**

Due to the departure of Louise Doyle from the University, Mr Delaney consulted with the Executive Committee to organise temporary arrangements. The Executive Committee agreed it would be appropriate for Julia McQuillan to Chair the Committee in a temporary capacity until the newly created role of Executive Director HR & OHS is filled permanently.

Miss Julie Davies has been nominated to fill the role of nominee for the Executive Director, Human Resources whilst Ms McQuillan acts as temporary Chair.

**A04 Minutes of the Last Meeting**

The minutes were approved as distributed although it was requested that Ms Stanley's term of office date be removed as Ms Stanley was an observer at the meeting, not an elected HSR for the Committee.

**A05 Action Sheet from Previous Meeting**

Status is complete. Mr Delaney and Ms Catmull met to discuss whether any actions can be put in place before works at DLU are completed. A report has been made to Director Campus Planning in Property & Campus Services for a pedestrian crossing from Ballwyn Spencer Boulevard, Union House and North Court.

**B Items for Consultation**

No items for consultation were submitted for this meeting.

**C Items for Discussion****C01 Health & Safety Representatives Items for Discussion****i. Agave Plants near Gate 10**

It was noted that the Agave plants near Gate 10 were growing through the fence and would need pruning so as not to create a risk of cutting or scraping people as they walk/ride past. The plants are rather spiky and sharp and are starting to protrude through the fencing and onto the walkway. Ms

Stanley to forward this issue to Property & Campus Services. Ms Catmull will inform HSRs of the need to raise these types of matters via the Property & Campus Services Call Centre.

**Action: Ms Stanley to forward the issue of overgrown agave plants at gate 10 to Property & Campus Services.**

**Action: Ms Catmull to request HSRs to log this type of issue with Property & Campus Services in the future rather than through the committee meetings.**

**ii. Link to Traffic Management Working Group Minutes**

A link to the Traffic Management Working Group Minutes was published in the last minutes. Ms Catmull will forward to all HSRs.

**Action: Ms Catmull to forward Traffic Management Working Group Minutes link to all HSRs for information.**

**iii. Lecture Theatre Emergency Information**

Ms Stanley has forwarded information of Lecture Theatres to Mr Delaney. Mr Delaney confirmed that Emergency information is available on desktop computers only. OHS & Injury Management are currently in the process of drafting posters with emergency information on and will arrange for distribution to lecture theatres and other teaching spaces as soon as they are available.

**Action: Mr Delaney to print Emergency Contacts posters for display in Lecture Theatres.**

**iv. Non Secure OHS Training Websites**

Mr Delaney informed the Committee that after discussion with IT some web browsers are overly cautious and indicating a security issue when there is not one. Unfortunately this is not something we can sort out. The best advice to give if concerned is to contact your local IT support.

Ms Stanley reiterated that some sites are not HTTPS which she considers they should be.

**Action: Mr Delaney to seek further advice re the HTTPS issue.**

**C02 How can the Committee Add Value?**

**i. Property & Campus Services Work Order System**

Mr Delaney suggested that HSRs could promote the upgrade of the Property & Campus Services Work Order System which allows all staff members to



Prior to the finalisation of the audit reports local staff were provided an opportunity to provide feedback on the anticipated findings.

The following findings were reported:-

- Corporate System – 2 non conformances (OHS Management Plan)
- Science – 1 non conformance (Inspections and testing of engineering controls)
- MSL – Early Learning Centre – 5 non conformances (Risk Register and related documentation).

Extracts of the final report relevant to each audited area have been distributed to the respective Head of Division or Wholly Owned Subsidiary. Corrective action plans have been developed and provided by each area with open Non Conformance findings.

LRQA auditors are scheduled to review progress on corrective action plans on 13 June 2014 in order to maintain the University's OHS Management Systems external certifications.

The Committee noted the report.

## **D02 Review of Serious Incident Reports & Investigations**

### **i. Claims Report**

The Committee noted the report.

From 1 January 2013 to 23 May 2013 there were 34 claims of which 5 resulted in lost time with a total days lost of 13.

From 1 January 2014 to 23 May 2014 there were 25 claims of which 3 resulted in lost time with a total days lost of 17.

### **ii. Significant Incidents Requiring Notification & Regulatory Activity**

Mr Delaney gave a brief follow up of events from the last meeting and new incidents which have occurred:-

<b>Initial Event Date</b>	<b>Description of Event</b>	<b>Division</b>	<b>Regulatory Intervention &amp; Status</b>
20 Mar 2014	Student sustained laceration requiring medical treatment resulting from fall from bike whilst on campus. <b>Corrective Action:</b> Recommend to student that he fasten his helmet whilst cycling	Architecture, Building and Planning (Student)	WorkSafe did not attend

8 May 2014	Staff member sustained laceration requiring medical treatment resulting from bite by cat. <b>Corrective Action:</b> Review of animal handling procedures	Veterinary Science	WorkSafe did not attend
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#### **D04 Legislative Report**

Mr Delaney informed the Committee that WorkSafe has published the draft Manual Handling Compliance Code. It is expected that the new compliance code will be published in approximately six weeks time. Some work will result from this, solutions and processes behind this will be modified and made easier to understand and comply with.

#### **D05 OHS Management Plan**

Mr Delaney presented the OHS Management Plan 2014 – 2019 and requested the Committee's endorsement.

The goal of the OHS strategy is to provide a framework for establishing and monitoring measurable objectives and targets that is consistent with the risk profile, organisational arrangements and operating context of the organisation.

To this end it is proposed to establish both long-term and short-term objectives and targets that are consistent with the strategy.

As with previous OHS management plans these objectives and targets will be focussed on the same primary objectives:

1. Reduce occurrence or re-occurrence of workplace injuries and illnesses
2. Continually improve compliance with OHS legislation and effectively implement the University's OHS Management System (OHSMS)
3. Improve OHS leadership and culture throughout the University
4. Provide high quality consistent and practical OHS information and advice to the University community

The 2014-2019 plan proposes to establish short-term one-year targets and long-term five year targets for each of the primary objectives.

The Committee supported the conclusion and endorsed the OHS Management Plan 2014 - 2019.

#### **D07 Progress on Objectives & Targets**

Mr Delaney presented a summary progress report on the Objectives and Targets of the OHS Management Plan as at 27 May 2014.

	Description	Progress
1.	Reduce occurrence or re-occurrence of workplace injuries and illnesses	Tracking to plan
2.	Continually improve compliance with OHS legislation and effective implementation of the University's OHSMS	Minor issues developing, but currently being resolved
3.	Improve OHS leadership and culture throughout the University	Tracking to plan
4.	Provide high quality consistent and practical OHS information and advice to the University community	Data not yet available to report

#### D08 Work Health Check Report

Mr Delaney presented a Workplace Profile report on the Work Health Checks carried out during 2012 and 2013.

The report is designed to assist the University in taking the next step in encouraging healthy behaviour and will be used to help the University introduce a wellbeing program that will support staff to adopt healthy lifestyles.

The report did not provide a profile of the staff who attended the health checks based on age or gender to ensure that the privacy of staff is maintained.

The program was well attended with 3,253 staff participating. Overall the results were good based on the results for the general population, although there are two areas we can improve upon, 1) consumption of fruit and vegetables and 2) physical activity.

	% of High Risk Results
Blood Pressure	Systolic – 9% Diastolic – 10%
Cholesterol	19%
Diabetes	13%
CVD Risk Score	0%
Body Shape	14%
Smoking	6%
Healthy Eating	Fruit - 39% Vegetables - 84%
Physical Activity	63%

The results of this report fit within the objectives of the University's well being plan.

Mr Delaney has commenced talks with Procurement for finding subtle ways to influence catering menus.

The Committee noted the report.

#### **D09 2014 Influenza Vaccination Program**

Mr Delaney presented a report on the 2014 Influenza Vaccination Program.

In 2014 the University offered the vaccinations through an external provider, HealthWatch Australia. HealthWatch Australia utilised an online booking system and, once sessions were arranged, local OHS personnel provided the relevant weblink to staff in their respective Division (or Department). On receipt of the link participants were able to choose a convenient time from the allocated session.

All Divisions and Departments of the University participated in the program, with 3,491 participating this year, significantly up on last year well above the 2,000 who participated four years ago. Feedback received shows that the process worked well.

### **E Other Business**

#### **E01 Visitor Guides**

Mr Delaney informed the Committee that visitor guides have been re-printed and issued. The guides are available through your local OHS contact.

#### **E02 Bicycle Parking**

Mr Thomas was requested by UMSU to inform the Committee that bikes were being parked in difficult places as it was felt that there were not enough legitimate places for students to park.

Mr Delaney informed Mr Thomas that if bikes were found to be posing a risk then Traffic or Maintenance should be contacted, they will remove the bike and leave a card notifying the owner of the whereabouts of their bike.

Mr Delaney said that the broader issue of bike parking is a challenge, more bike parks are available now than ever before. There are further plans for bike parking in South Lawn Car Park. A number of surveys have been completed to try to find the ideal area for bike parking. He also informed Mr Thomas that there is no charge to park bikes in the cages available, for access simply swipe your student/staff card.

Mr Delaney suggested that Mr Thomas contact Danielle Rostan-Herbert of the Sustainability Unit for more up to date information.

#### **E03 Engineering Laboratories in Alice Hoy Building**

Mr Thomas informed the Committee that UMSU members were experiencing mouldy air whilst working in the engineering labs in the Alice Hoy Building. Mr Delaney informed Mr Thomas that Property & Campus Services should be contacted



in the first instance for a maintenance perspective. If this proves unsuccessful, then the Engineering OHS staff should be contacted for further guidance.

**Action: Mr Thomas to contact Property & Campus Services to report issue of mouldy air in Alice Hoy engineering laboratories, and to escalate to Engineering OHS staff if this proves unsuccessful.**

**E04 Slips, Trips and Falls**

Mr Adams reminded the Committee that pavers may become slippery during wet weather or when leaves are falling from the trees. Of particular note are areas near Old Metallurgy, Wilson Avenue and McFarlane Court.

**Action: Mr Delaney to request Mr Reiter to ensure that these areas are cleared of leaves.**

Approved.

JMcQuillan  
Director, HR Specialist Services  
16/12/14

## Occupational Health and Safety Committee

Meeting 2/2014, 4 June 2014

## ACTION SHEET

REF	ACTION	RESPONSIBILITY	STATUS
02/2014 C01 i	Ms Stanley to forward the issue of the overgrown agave plants at Gate 10 to Property & Campus Services.  Ms Catmull to request HSRs to log this type of issue with Property & Campus Services in the future rather than through the committee meetings.	Irene Stanley  Deanne Catmull	In progress
02/2014 C01 ii	Ms Catmull to forward Traffic Management Working Group Minutes link to all HSRs for information	Deanne Catmull	In progress
02/2014 C02 iii	Mr Delaney to print Emergency Contacts posters for display in Lecture Theatres	Stefan Delaney	In progress
02/2014 C02 iv	Mr Delaney to seek further advice re the HTTPS issue.	Stefan Delaney	Verbal Report
02/2014 C02 i	Mr Delaney to obtain information from Property & Campus Services and distribute with the Minutes of the OHSC for dissemination through the group	Stefan Delaney	
02/2014 C02 ii	Mr Delaney to explore how to engage students and staff on the safety of walking and using mobile phones	Stefan Delaney	SD to provide paper to Committee
02/2014 E03	Mr Thomas to contact Property & Campus Services to report issue of mouldy air in Alice Hoy engineering laboratories, and to escalate to Engineering OHS staff if this proves unsuccessful	Alan Thomas	