

THE UNIVERSITY OF MELBOURNE

**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

**MEETING NO 2/2014 — 8<sup>th</sup> May 2014**

A meeting of Employee Health & Safety Representatives was held on Thursday 8th May 2014 in Seminar Room C, Melbourne Dental School, University of Melbourne at 11.00 am.

**PRESENT:** Deanne Catmull (Melbourne Dental School) **Chair and minutes**  
Leanne Fisher (University Secretary's Department)  
Geoff Duke (Engineering)  
Heather Daykin (Pharmacology)  
Paula Mitchell (Microbiology and Immunology)  
Billie Hunne (Anatomy and Neuroscience)  
Warick Harvey (Scholarly Information, Southbank Library)  
Renata Luhr (UOM Commercial)  
Jennifer Scott (Chemistry)  
Laura Ellett (Pathology)  
Steve Adams (Engineering)  
Rochelle Sullivan (Arts)  
Ashley Cross (School of Music, VCA and MCM)  
Ross Chapman (VCA and MCM)  
Yvonne Lai (VCA and MCM)  
Michael Poloni (Computing and Information Systems Science)  
Stefan Delaney (OHS and IM — Presenter)  
Steve Halliwell — (University Secretary — Presenter)  
Marcus Bunyan (Arts)

**1. FORMAL MATTERS**

**1.1 Welcome/Apologies**

The Chair welcomed everyone to the second meeting of the Employee Health & Safety Representatives for 2014. The Chair also welcomed all new HSRs to the committee that have recently been elected or added to the newly updated University HSR Representatives list. Apologies received from Boon Lay Ong (Architecture), Cherie Winter (VCA), Kirsty Altis-Downie (ITS – Workspace), Dominique Hes (Architecture), Jenny Mercer (CYMH), Kirsty Turner (Botany), Kylie White (VCA) and Phoebe Churches (Student Union).

**1.2 Introductions**

A brief around the table introduction was conducted to introduce the Committee members including all new members.

**2. ELECTION of (1) HSR to the UNIVERSITY OHSC**

An election of one Health and Safety Representative was undertaken, in accordance with the University's Occupational Health and Safety Committee's Standing Resolution 02/2009-07. The election was conducted in the presence of Mr John Carmichael (Observer/Scrutineer, Chemistry).

One nomination was received for the position– Leanne Fisher (University Secretary’s Department). Leanne Fisher was re-elected unanimously for the period of 3 years from the next University OHSC meeting. Nomination was seconded by Deanne Catmull (Melbourne Dental School).

### **3. GUEST SPEAKERS:**

#### **1. Stefan Delaney (OHS and Injury Management) Asbestos audit procedures**

Mr Stefan Delaney was welcomed to the meeting and he gave a presentation on the University’s “Asbestos Management Program”. A copy of his presentation is attached to these Minutes.

Stefan’s talk addressed the University’s Asbestos Management Program. The talk highlighted the responsibilities of the University in regulating Asbestos in University controlled buildings. Over 100 PC&S staff are trained in asbestos awareness and management. In 2014 the University is engaging Hazardous materials consultants to complete a round of Division 5 Asbestos Surveys. The talk outlined the scope of these surveys and how the University plans to increase the scope of these surveys beyond the regulations to include extra areas and items such as ceiling spaces, floor areas, confined spaces and loose plant and equipment. The presentation also explained the labelling that will be used to identified areas containing or deemed to be containing asbestos (Areas not inspected because of its accessibility though likely to contain asbestos) which will be used to alert anyone who may be coming into the area to conduct future surveys, work, demolition or disturbance work (renovation). Any questions or queries can be forwarded to Stefan Delaney: [delaneys@unimelb.edu.au](mailto:delaneys@unimelb.edu.au)

#### **2. Steve Halliwell (University Secretary’s Department) National Privacy Law changes- OHS impacts.**

Mr Steve Halliwell was welcomed to the meeting and he gave a presentation on Privacy and the National Privacy Law Changes. HSRs were given a copy of “Our Privacy Responsibilities”. A copy of his presentation is attached to these minutes.

The main take home messages include that rules governing privacy apply to all staff, not special or extra rules apply to HSRs or Health and Safety in general. Anyone dealing with personal or sensitive information must ensure databases are encrypted or password protected and any staff working away from the office must take extra management precautions when dealing with information stored on USB or other external devices. Any questions or queries can be forwarded to Steve via email: [hals@unimelb.edu.au](mailto:hals@unimelb.edu.au)

### **4. MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting 1/2014 of the Employee Health & Safety Representative Group held on Thursday, 13<sup>th</sup> February 2014, were confirmed unchanged.

### **4. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)**

#### **4.1 What’s happening at OHSC?**

- HSRs were advised that the University’s Occupational Health and Safety Committee had been re-scheduled to 4 June 2014.
- iProcurement has presented a challenge with the delivery of chemicals.

- The 2013 Internal Audit report has been received. The general failing observed were in the areas of risk registers, risk assessments and contractor management but with the limited number of reports received to date it was difficult to draw any solid conclusions.
- Campus has now gone smoke free. Please see the Melbourne Policy Library (MPF1260 and 1261) for the finalized policy on Smoke-free and Tobacco-Free Campuses Policy.
- The University has released an Asbestos and Hazardous Materials Report. This paper outlines the current approach by the University in managing asbestos in University workplaces. It also included information about other hazardous building materials that are included in the University's hazardous material surveys. Deanne will forward this paper as supplementary information to these minutes.
- The University has released a new HR15 form (Health and hazard assessment questionnaire (HHAQ)). Please discard any old copies you may have and use the new form for employees.
- A number of incidents have been noted and addressed by PC&S recently including:
  - a. Sidney Myer Asia Centre glass panels. Panels have been coming loose and falling out to the ground creating pedestrian hazards. There is an impurity problem with the glass which has been identified and a catchment device has been installed to prevent this from recurring.
  - b. Façade Safety reports. Reports are being conducted across campus in conjunction with Asbestos Safety reports.

#### **4.2 Progress of Items Previously Raised at the OHSC**

- Deanne has placed the Traffic Committee meeting minute's link on the Agenda for the next OHSC meeting.
- The issue of Lecture Theatre Safety has been addressed with a Terms of reference drafted addressing the history of the matter, existing policy and procedures and services currently available to address these issues along with a proposed action plan to identify, assess and control occupational violence risk in Lecture theatres and other teaching areas/spaces through the action of a working group (see supplementary information with these minutes).
- The smoke free campuses policy has been implemented and can be found through the Melbourne Policy Library as described in Item 4.1.
- Still awaiting the Working alone or in isolation policy from the OHS Injury and Management Unit. This is coming soon (by the end of the year).
- Advertisements regarding Bike Storage Locations on campus was published in the Staff news on 15<sup>th</sup> of November 2013 (see supplementary information with these minutes).
- The BBQ structure at Tin Alley has been safely modified so it no longer poses a safety risk (see attached to the end of these minutes).
- Major Capital works are scheduled for Tin Alley at the end of this year as the Architecture building wraps up construction and works outside of Ormond College are completed. These works will aim to increase pedestrian safety. The DLU moved 5 years ago to improve access to the unit and that has been achieved in that time. 6 years ago the pedestrian pathway was widened to accommodate these changes though more work needs to be done. PC&S are looking at making traffic one way once these works are completed (over the Christmas break this year). The project has been delayed due to the works occurring at Architecture (large deliveries are still being brought through this area

and it is feared that the heavy transport may damage pathways and road surfaces) as well as Ormond College works (which are renovating parts which back onto Tin Alley). Stefan Delaney and Deanne Catmull will discuss some interim measures that can be made to improve safety in between projects.

- Irene Stanley is providing Stefan Delaney with information on which Lecture Theatres are lacking displayed Emergency Information. Stefan also stressed to staff and students the importance of downloading the Safer Community app on their smart phones as this app contains all emergency numbers and information <http://safercommunity.unimelb.edu.au/>
- HSR minute publication is now up to date on the web, see: <https://safety.unimelb.edu.au/consultation/committees/hsr/>
- Stefan and Angela will provide a link to the Traffic Management Committee minutes.
- Irene Stanley to forward the links to the training websites that are safety compromised (lacking https domain).

#### **4.3 Items to be Raised at the OHSC**

- Agave plants near Gate 10. Reports of spiky plants growing outside of the gates and into pedestrian space is creating a hazard risk.
- Follow up on items outstanding as mentioned in Item 4.2

#### **6. OTHER BUSINESS**

- The HSR committee meeting Terms of Reference has been endorsed.

#### **7. NEXT MEETING**

Thursday the 7<sup>th</sup> of August 2014, 11am. Seminar Room C, Royal Melbourne Dental Hospital.

Guest speakers T.B.C.