

2004

**THE UNIVERSITY OF MELBOURNE**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**EXTRAORDINARY MEETING 05/2004**  
**UNCONFIRMED MINUTES**

A meeting of the Occupational Health and Safety Committee (OHSC) was held in the Jim Potter Meeting Room, Old Physics Building on Tuesday 23<sup>rd</sup> November 2004 at 2:15pm.

**1. Welcome, Attendance and Apologies**

**MEMBERSHIP**

**Employer Representatives**

Vice-Principal nominated by the Vice-Chancellor (Chair)  
Vice-Principal, Human Resources or nominee  
Vice-Principal, Property and Buildings or nominee  
Dean of a laboratory based Faculty  
Director, Risk Management Office  
Vice-Principal and Academic Registrar or nominee

**Employee Health and Safety Representatives**

*Six health and safety representatives elected by the Health and Safety Representatives*

**Student Observers**

One student nominated by the Melbourne University Student Union  
One student nominated by the University of Melbourne Post Graduate Association

**Occasional Observers**

Officials of trade unions with significant membership within the University  
Officers of the University with significant membership within the University

**Standing Observers**

Secretary, Risk Management Office

**In Attendance**

Ms Elizabeth Baré  
  
Mr Colin Reiter  
Prof. Ivan Caple  
Mr David Lyons  
Mr Garry Thompson

Dr Roberto Cappai  
Ms Alison Hunt-Sturman  
Assoc. Prof. Mary Wlodek  
Mr Bruce Greenwood

Ms Vicki Mimis (NTEU)

Ms Samantha Demmon

Ms Debbie Wallace

**Apologies**

Ms Julia McQuillan

Mr Mark Georgesz

Mr Julian Barendse

Ms Gemma Clark

The Committee noted Assoc. Prof. Wlodek' and Ms Clark' resignations from the Committee. Assoc. Prof. Wlodek was thanked for her contribution to the OHS activities at the University.

**2. Minutes of the previous meetings 03/2004 and 04/2004**

The Minutes of the previous meetings held 03/2004 24<sup>th</sup> August 2004 and 04/2004 12<sup>th</sup> October 2004 were confirmed.

**3. Action items from Meeting 03/2004**

**3.1 Membership**

The Committee noted voting papers have been received for the vacant Employee Health and Safety Representative position. New representative to attend the first meeting of 2005. An additional employee Health and Safety Representative to replace Ms Wlodek and a Postgraduate Student Representative to replace Ms Clark will be required in 2005.

**3.2 Drug and Alcohol Policy**

The Chair advised no comments have been received from the Vice-Principal (Property and Buildings) and the Vice-Principal and Academic Registrar. The Committee agreed to submit the re-drafted Drug and Alcohol Policy to Administrative Committee for Approval.

**3.3 EHS Compliance in University in Tenancy Agreements**

The Chair advised confirmation has been received from the Vice-Principal (Property and Buildings) that EHS obligations for tenants in University owned buildings are included in the University Tenancy Agreements.

**3.4 Grattan Street Pedestrian Crossing**

The Chair advised the Vice-Principal (Property and Buildings) confirmed the Grattan Street Pedestrian Crossings are continuing to be monitored. The Risk Management Office to review the incident reports received from recorded incidents at the Grattan Street crossings and prepare a report for the next meeting.

**3.5 Incident Report: Veterinary Science**

The Chair advised the Vice-Principal (Property and Buildings) confirmed Contractor Management Processes are in place.

**3.6 After Hours Work and Equipment Policy**

Nothing to report, item deferred to the next meeting.

**3.7 Flood adjacent to ERC building (Update on Emergency Management)**

In the absence of Mr Kibell, Mr Reiter reported on the actions being taken by Property and Buildings in response to Worksafe's concern raised during the flood incident to improve Emergency Management. The Committee noted plans are in place to train additional Property and Buildings staff in emergency management. Procedures have also been developed for confined space, dial before you dig and Equipment usage and availability.

**3.8 OHS System Review Update**

Subject to minor amendments, Mr Lyons confirmed the following documents have been tabled at the Risk Management Committee and submitted to Administrative Committee for forwarding to Council in December 2004.

1. Health and Safety Policy and System Review 2004
2. Occupational Health and Safety Policy - Standing Resolution of Council (Number 3.40)
3. Health and Safety Strategic Plan 2004 - 2006

The Committee noted the Health and Safety Strategic Plan will be communicated throughout Faculties and Departments in 2005. Mr Lyons advised the Committee the Risk Management Office will be reviewing and updating the EHS Manual in 2005 with a focus on alignment with Australian Standard. The Risk Management Office will also be investigating an on-line web-based incident reporting system.

**3.9 Occupational Rehabilitation Program**

The Committee noted the Occupational Rehabilitation Program (Final Draft 17<sup>th</sup> November 2004) and approved the document for submission to Administrative Committee.

### **3.10 Maintenance issues impacting EHS – priority system**

Mr Reiter reported on the priority system for the management of Maintenance requests (refer attachment 1) and the Committee noted the processes in place are actively being worked on for improvement. The Committee noted a sample report for information of what is supplied to Faculties on a Monthly basis. The Committee noted additional financial resources have been allocated for 2005 to address the outstanding historical maintenance issues.

## **4. Reports**

### **4.1 Performance against Objectives and Targets**

The Committee noted this as a standing agenda item for future reports on the 2005 University EHS Objectives and Targets.

### **4.2 Faculty and Departmental Safety Committees**

There were no significant issues to report arising from the University's Faculty and Departmental EHS Committee meetings.

### **4.3 Environment Health and Safety Representatives**

The Committee noted minutes from the Environment Health and Safety Representatives Meeting 04/2004 held 26 October 2004 and the following issues arising.

#### **a) Property and Buildings Management of Maintenance Requests**

Prior to the appointment of the General Manager Maintenance, the EHS Representatives expressed a significant level of dissatisfaction with Property and Buildings Management of Maintenance Requests affecting EHS issues.

The Committee suggested the EHS Representatives invite Mr Reiter to their next meeting to clarify the Maintenance Request priority system.

#### **b) Cleaning**

The EHS Representatives expressed general dissatisfaction with the University's cleaning services.

The Committee noted this issue has also been picked up in the recent Australian University Quality Audits (AUQA).

#### **c) Personal Health Monitoring**

Ms Demmon clarified item 6.2 of the EHS Representatives Minutes on Personal Health Monitoring referred to the Occupational Health Services review.

Mr Thompson advised a report from the review is due by mid December 2004. This report to be tabled at the next meeting.

### **4.4 Environment Advisory Committee (EAC)**

The Committee noted minutes of the EAC meeting 04/2004 held 09 November will be available on the web

[http://www.unimelb.edu.au/rmo/ehs/committees/ehs\\_reps/EHSReps\\_min.html](http://www.unimelb.edu.au/rmo/ehs/committees/ehs_reps/EHSReps_min.html)

The Committee also noted the EAC is reviewing its purpose and function in moving forward for 2005.

## **4.5 Reportable Incidents**

### **4.5.1. Update on Electrical Incident 780 Elizabeth Street**

The Committee noted actions required in response to the electrical shock incident in the Information Division has been circulated to Faculties and Departments. The Risk Management Office will continue to monitor the progress of these actions.

Mr Reiter advised the University currently has 3,000 Residual Current Devices (RCD's) with an additional 80 planned for the Department of Botany and 50 at Werribee in 2005. The Committee noted Property and Buildings have a scheduled program for 2005 to test the RCD's. This includes financial resources of \$50,000 to test and install additional high priority RCD's (Approx. 100 new). The Committee noted all new and refurbished buildings have RCD's installed as part of the project.

### **4.5.2. Contractor Notified Electrical Incident**

The Committee noted two incidents have been notified to WorkSafe by contracting companies working for the University.

1. Electric Shock from live wires in a junction box. Isolation was carried out immediately following the incident.

2. Flash Burn due to short circuit at electrical switchboard. Fault reported to Property and Buildings for rectification.

The Committee noted that for these incidents the reporting responsibility is with the contracting company.

## **4.6 Significant Incidents**

### **4.6.1. Review of Procedures for Use of Gold 198**

The Committee noted an incident at Vet Science, Werribee involving the radioactive source "Gold 198". The Committee noted detection devices picked up the high dosage used and appropriate action was taken to rectify the situation. No persons were affected by the incident and Prof. Caple reported documentation and procedures have been put in place to prevent future incidents of this nature. Prof. Caple also advised the Department of Human Services have approved the procedures.

## **4.7 EHS Management System**

### **4.7.1. Internal Audits**

The Committee noted the Internal Audit process will continue in 2005 with the appointment of Integrated Risk Management P/L.

### **4.7.2. External Audits**

The Committee noted Lloyd's Register Quality Assurance have been confirmed as the University's external auditor for 2005. The Committee also noted the identified gaps in the 2004 audits (ILFR and Melbourne University Private) will be actioned for re-certification in February 2005.

## **4.8 Changes to EHS Manual**

### **4.8.1. Administrative Committee Approvals**

The Committee noted the following EHS Procedures were approved by Administrative Committee at its 20 October 2004 meeting and have been referred to Council for information.

3.4 EHS Pre-Purchasing (Draft July 2003)

5.4 Non-Ionising Electromagnetic Radiation, Including Sound (Draft)

7.5 Working at Heights (Draft April 2004)

### **4.8.2. Objectives and Targets Procedure**

The Committee noted the revised EHSM Procedure 1.4 Objectives and Targets.

The Committee also noted a Draft EHS Management Plan Template has been developed as a supporting document to the procedure. The template is to be circulated with the minutes for comments (refer Attachment 2).

Feedback to be forwarded to Samantha Demmon

[sdemmon@unimelb.edu.au](mailto:sdemmon@unimelb.edu.au) x 44006 by 10 December 2004.

Subject to feedback on the template, the procedure was approved.

### **4.8.3. Management Review Procedure**

The Committee noted and approved the new EHSM Procedure 1.6.7 System Management Review.

### **4.8.4. Manual Handling Procedure**

The Committee noted the revised EHSM Procedure 8.3.1 Manual Handling and its attachments:

a) Generic Risk Assessment (Example)

b) Assessing & Controlling Manual Handling Risk (WorkSafe form)

c) Manual Handling Hazard Identification Audit Sheet (Example)

After considerable discussion the Committee agreed to review the procedure further with feedback to be provided to Samantha Demmon

[sdemmon@unimelb.edu.au](mailto:sdemmon@unimelb.edu.au) x 44006 by 22 December 2004. Ms Demmon to submit an updated procedure to the next meeting.

## 5. Other Business

### 5.1 Appointment of University Diving Officer

The Committee noted a paper tabled by the Risk Management Office on *"The Obligations of University of Melbourne Under AS 2299.2:2002 Occupational Diving Operations; Part 2: Scientific Diving"*.

The Committee agreed the following in response to the recommendations outlined in the report.

Recommendation	Action
1. That the University delegates the responsibilities of University Diving Officer to the Marine Technician in the Department of Zoology. That it provides the funds required for training current and future Diving Officers to the level required for a Diving Officer by the Standard, and for backfill of staff to enable the development of a University Diving Manual	The Committee agreed to this recommendation. Director, Risk Management Office to confirm succession planning for the position of Diving Officer.
2. That the Diving Officer be responsible for: <ul style="list-style-type: none"> <li>a) Developing the Diving operations manual in conjunction with RMO and reviewing this periodically</li> <li>b) Acting as a source of expert advice to the organisation with regard to the Standard and diving operations</li> </ul>	The Committee agree to this recommendation.
3. That the Department of Zoology charges other Departments for the services provided by the University Diving Officer, both for the administrative activities required, eg <ul style="list-style-type: none"> <li>a) Developing documentation as required for the departments</li> <li>b) Collection of records as noted above</li> <li>c) Collection of data sheets relating to diving operations</li> <li>d) Organizing first aid training as necessary</li> <li>e) Publicising the requirements of the Standard and the Diving operations manual to departments carrying out diving operations</li> </ul> and on a per dive basis. The Department of Zoology will make appropriate arrangements to manage the administrative activities required by the Standard.	The Committee agreed this recommendation requires further clarification and discussion. Director, Risk Management Office to discuss with the Faculty of Science and other Key Stakeholders.

### 5.2 Proposed Changes to OHS Act

The Committee were advised of new proposed changes to the OHS Act (refer Attachment 3) and noted the majority of compliance date for these changes will be July 2005.

### 5.3 Meeting Dates 2005

Meeting dates for the OHSC in 2005 are as follows. All meetings will commence at 2:15pm, venue to be confirmed.

01/2005 Tuesday 15<sup>th</sup> February  
 02/2005 Tuesday 19<sup>th</sup> April  
 03/2005 Tuesday 19<sup>th</sup> July  
 04/2005 Tuesday 18<sup>th</sup> October

#### 5.4 Workload Management

The Committee noted a paper tabled by the Chair, "Part G: Hours of Work and Workload Management" (Extract from The University of Melbourne Enterprise Agreement 2003) and the requirement of the OHSC to establish the Workload Advisory Committee (WAC). The suggestion to include a member of Academic Board as a member of the WAC was noted.

### 6. Report to Administrative Committee

#### 6.1 Recommendations

- Drug & Alcohol Policy
- Occupational Rehabilitation Program
- Objectives and Targets Procedure
- Management Review Procedure

The next meeting of the OHSC will be held Tuesday 15<sup>th</sup> February 2005 at 2:15pm. Venue to be confirmed.

#### Action Items from OHSC 05/2004

Item	Topic	Action	By Whom	By When
1.0	Membership	Replacement nominees to be sought for Postgraduate Student and Employee Health and Safety Representative.	Secretary	01/2005
3.2	Drug and Alcohol Policy	Submit the re-drafted policy to Administrative Committee for Approval	E. Baré / D. Lyons	01/2005
3.4	Grattan Street Pedestrian Crossing	RMO to review the incident reports received from recorded incidents at the Grattan Street crossings and prepare a report for the next meeting.	D. Lyons	01/2005
3.9	Occupational Rehabilitation Program	Final Draft of 17 <sup>th</sup> November 2004 to be submitted to Administrative Committee	D. Lyons	01/2005
4.3 a)	P&B Management of Maintenance Requests	EHS Representatives invite Mr Reiter to their next meeting to clarify the Maintenance Request priority system.	S. Demmon	01/2005
4.3 c)	Personal Health Monitoring	Review of the Occupational Health Services Report to be tabled for the next meeting.	G. Thompson	01/2005
4.5.1	Electrical Incident 780 Elizabeth St	RMO to update the Committee on the progress of the actions arising from this incident.	S. Demmon	01/2005
4.8.2	Objectives and Targets Procedure	Template circulated with minutes. Feedback to be provided to S. Demmon.	All Members	10-Dec-04
4.8.4	Manual Handling Procedure	a) Procedure to be reviewed. Feedback to be provided to S. Demmon.  b) Ms Demmon to submit updated procedure to the next meeting.	All Members  Ms. Demmon	22-Dec-04  01/2005
5.1	University Diving Officer	1) RMO to confirm succession planning for the position of Diving Officer.  3) RMO to discuss the management of diving requirements with the Faculty of Science and other Key Stakeholders.	D. Lyons  D. Lyons	01/2005  01/2005

6	Minutes to Risk Management Committee	Minutes to be circulated at the next meeting of the Risk Management Committee	Secretary	07-Dec-04
6.1	Report to Admin Committee	Report to Administrative Committee from this meeting.	Secretary	15-Dec-04

**OHSC Meeting Dates 2004**

01/04 Tuesday 24<sup>th</sup> February (7<sup>th</sup> Floor Meeting Room, Raymond Priestley Building)  
02/04 Tuesday 25<sup>th</sup> May (Jim Potter, Old Physics Building)  
03/04 Tuesday 17<sup>th</sup> 24<sup>th</sup> August (~~Jim Potter, Old Physics Building~~) Plaza Conference Room 2  
04/04 Tuesday 12<sup>th</sup> October 2004 (Extraordinary Meeting) (Jim Potter, Old Physics Building)  
05/04 Tuesday 23<sup>rd</sup> November (Jim Potter, Old Physics Building)  
All Meetings will commence at 2:15pm.

**Circulation List**

Ms Elizabeth Baré, Vice Principal (Human Resources)  
Mr Julian Barendse, Undergraduate Student Representative  
Prof. Ivan Caple, Dean, Veterinary Science  
Dr Roberto Cappai, Department of Pathology, Faculty of Medicine  
Ms Gemma Clark, Postgraduate Student Representative  
Ms Samantha Demmon, Risk Management Office  
Mr Mark Georgesz, Faculty of Economics & Commerce  
Mr Bruce Greenwood, Property & Buildings  
Ms Alison Hunt-Sturman, Faculty of Medicine  
Mr David Lyons, Director, Risk Management Office  
Ms Julia McQuillan, Manager (Client Services), Human Resources  
Ms Vicki Mimis, NTEU  
Mr Colin Reiter, General Manager (Maintenance), Property & Buildings  
Mr Gary Thompson, Director, Health and Counselling, Academic Services  
Assoc. Prof. Mary Wlodek, Department of Physiology, Faculty of Medicine

**For Information**

Ms Leanne Dyson, Minutes Office, Records Services  
Equal Opportunity Unit, Human Resources