

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 2/06

Meeting 2/2006 of the Occupational Health and Safety Committee was held at 2.15pm on Tuesday 4 April 2006 in the Plaza Conference Centre Room 1.

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
General Manager, Environment Health and Safety Unit

Academic Registrar or nominee

Employee Health and Safety Representatives

Six Health and Safety Representatives elected by the Health and Safety Representatives

In Attendance

Student Observers

One student nominated by the University of Melbourne Student Union

One student nominated by the University of Melbourne Post Graduate Association (vacant)

Occasional Observers

Other observers as determined by the Committee and invited by the Chair.

Standing Observers

In Attendance

Ms Elizabeth Baré

Ms Julia McQuillan
Vacant

Prof. Ivan Caple
Mr Stefan Delaney

Mr Garry Thomson

Ms Alison Hunt-Sturman
Mr Paul Donald
Mr Bruce Greenwood
Mr Mark Georgesz

Ms Belinda Rule
(Minutes Secretary)
Ms Amanda Mulligan
Mr Peter McGrath

Mr Nic Halliwell

Mr Michael Barry

Apologies

Mr Brendan Kehoe
Dr Roberto Cappai

Ms Clare Murphy

2. Minutes of the previous meeting 01/2006

The minutes of meeting 01/2006, held on 24 January 2006, copies of which had been distributed, were confirmed.

3. Action items from meeting 01/2006

3.1 Diving Officer

Mr Delaney reported that Scientific Diving Procedures are in development. They will be submitted for peer review within Zoology. A final draft of the procedures will be available when a Scientific Diving Committee has been formed.

3.2 Consultation Procedure

Ms Baré reported to the Committee on her discussion with the University Secretary regarding systems and processes difficulties with a recent election and the need for a more robust election system. The Members noted Ms Baré has also been in discussion with Information Services regarding a new election interface.

Members agreed the intention of University-provided election procedures was not to limit Designated Work Groups (DWGs) in their choice of procedures, but to ensure that adequate procedures are readily available to DWGs. Members also agreed that DWGs continue to be entitled to request the assistance of WorkSafe to organise a vote.

The Health and Safety Representatives resolved to consider election procedures further. Members agreed to defer further action until the HSRs have held a special meeting to discuss the matter. Mr Georgesz and Mr Greenwood agreed to coordinate the meeting. Ms Baré advised that this meeting needed to be held before 4 May 2006. The HSRs agreed Mr Delaney could address this meeting.

Members agreed that a special meeting of the OHSC will be called after the HSRs have met, in which Mr Georgesz and Mr Greenwood will report to an executive committee of Ms Baré and Mr Delaney.

4. Reports

4.1 Faculty and Department Safety Committees

No reports were received.

Mr Delaney reported that he is in the process of reviewing Faculty and Departmental OHS Committees.

4.2 Health and Safety Representatives

Ms Hunt-Sturman made a verbal report from the HSRs' Meeting of 15 March 2006. The minutes of this meeting will be circulated to members along with the minutes of this meeting.

HSRs' spill

The HSRs requested that those representatives who have held their positions for less than 12 months be excluded from the planned spill of all HSR positions.

Members noted that the OHS Act does not prescribe a minimum term of office for HSRs. Members agreed that the Term of Office for all HSRs would expire on July 3, 2006.

HSR Training

The HSRs noted that training for new HSRs, as well as refresher training, was desirable, and that on-campus training would be beneficial.

Members noted that the OHS Act does not allow the University to prescribe training. A University-specific training program could be arranged provided this were supported by the HSRs. Members agreed that the HSR Committee will report to the special meeting after nominating one or more training providers.

Task Risk Assessment Form

Members noted the low number of comments and feedback on this form.

Letter to Heads and Managers

The HSR Committee received reports of Heads and Managers misunderstanding the role of an HSR and inappropriately delegating responsibilities. The HSR Committee requested that the OHSC write a letter to Heads and Managers clarifying the role of HSRs.

Members agreed to defer action until DWGs have been adequately defined.

Intimidation

The HSR Committee reported that an HSR felt intimidated in the course of duties.

The Members expressed their disappointment at this occurrence.

The Members agreed that the University Issue Resolution Procedure should be followed in such cases, however Ms Baré suggested that any HSR could also meet with the convenor of the HSR Committee or Mr Delaney informally to discuss matters of this kind.

4.3 Workload Advisory Committee Report

No reports received.

4.4 Significant Incidents

A fire was reported in Zoology resulting from a drying oven venting to electrical ducting, causing a smoldering fire. Heat detectors that malfunctioned are to be replaced with smoke detectors.

A trip resulting in a fractured elbow occurred on South Lawn. The area has been fenced off but no trip hazards were identified.

On 3 April 2006, there was a small oil fire in a Redmond Barry lift. As this lift is scheduled for refurbishment, it is unlikely to be returned to service until the scheduled refurbishment takes place.

4.5 Regulatory Activity

Members were provided with a consolidated list of WorkSafe visits from 19 January 2006 to 29 March 2006 together with a verbal report from Mr Stefan Delaney.

Mr Delaney reported that there has been a significant increase in regulatory activity in the past five years. WorkSafe's focus will now shift to Plant (General) and Psycho-Social Hazards.

Mr Delaney advised the Committee that a working group to review the University anti-bullying policy is to be formed. Mr Delaney will request that Mr Thomson be invited to provide input.

4.6 Traffic Control Measures - Grattan Street

Mr Delaney reported on improvements to traffic control in Grattan Street, including:

- 50km per hour speed limit instituted for the length of Grattan Street
- Further tree trimming on the University side of the street by Property and Buildings staff
- Zigzag lines leading to pedestrian crossings complete
- Realignment and shuttering of traffic signals to improve visibility and reduce see-through effect
- Change in sequence of lights
- Trees on City of Melbourne side of street trimmed three times.

Stage One of improvements is now complete. Stage Two involves City of Melbourne monitoring the changes to traffic conditions to measure the effectiveness of these changes. The University will publicise submission of S3 forms for Grattan St incidents in 6-12 months' time, to gather data for further traffic control measures.

The Members expressed their gratitude to Mr Delaney for these achievements.

4.7 Statistical Reports

Members were provided with an Annual Claims and Incident Statistics Report together with a verbal report, which is soon to be circulated to Deans and Faculty General Managers.

Members agreed more clarity is needed to distinguish between supervisors and managers.

Members noted that the University has no set target for days lost due to Reported Incidents.

4.8 EHS Management System

4.8.1 Internal/External Audits

Members were provided with Internal and External Audit Schedules for 2006.

Members were provided with a report on the result of the 2005 Internal EHS Audit, together with a verbal report by Mr McGrath.

Members agreed that the number of non-conformances and areas for improvement was of concern, and noted that this was a local responsibility.

Members suggested that progress in rectifying non-conformances and areas for improvement should form part of operational performance reviews. Mr Delaney agreed to include this in the EHS Management Plan draft for consultation. Members agreed that these audit results should be reported to the Risk Management Committee, which will then report to the Planning and Budget Committee.

4.8.2 Review of EHS manual

Members were provided with the Second Draft of the EHS Risk Management Procedure. Feedback concerning confusion about where airconditioning issues were covered in the policy has been incorporated.

Members were provided with a new draft of a General Plant Assessment Form which has been developed in consultation with Design and Print. This form is not proposed as compulsory. Mr Delaney invited comments on how to make the form more user-friendly, by the end of the week. Ms Baré asked members to report to Mr Delaney directly with their comments.

Members were advised by Mr Delaney that Travel Policy and Procedures are next scheduled for review, and that this would result in the revision of the EHS Policy and Procedures Manual.

5. Other Business

There was no other business.

The next meeting of the Occupational Health and Safety Committee will be held on Tuesday 18 July 2006 at 2.15pm in Plaza Conference Centre Room 1.

BJR
10 April 2006