

The University of Melbourne
Occupational Health and Safety Committee
Minutes of Meeting 4/07

Meeting 4/2007 of the Occupational Health and Safety Committee was held at 2.15pm on Tuesday 30 October 2007 in the Jim Potter Room, Old Physics.

1. Welcome and Attendance

1.1-2 Apologies and welcome

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 Ms Diana Harrison attending for 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	Mr Paul Donald Ms Jennifer Scott Ms Sarah Epskamp Mr Lindsay Rayner Mr Steven Adams	Mr Ken Young
Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association (vacant)		Mr Robert Anderson-Hunt
Occasional Observers Other observers as determined by the Committee and invited by the Chair.	Ms Kirsty Riddle	
Standing Observers WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

2. Minutes of the previous meeting 03/2007

The minutes of meeting 03/2007, held on 10 July 2007, copies of which had been distributed, were confirmed.

3. Action items from meeting 02/2007

3.1 Occupational Health & Safety Strategic Plan 2007-2010

The OHS Strategic Plan has been supplied to Heads of Department and Deans for comment, and none has been received. It will be submitted to Planning & Budget Committee on 14 November 2007.

3.2 EHS incident reports information availability to HSRs

Mr Delaney reported he had been provided with written correspondence detailing desired information provision by Mr Young as agreed. The EHS Unit is working with Enterprise Applications to have an "EHS Coordinator" responsibility created in Themis, which would allow real time access to incident report information at the department level. HSR members reiterated their desire for prompt feedback about incidents that occur.

3.3 Exposure to blood-borne virus from rare research subject – letter to Deans

Mr Delaney has sent a letter to Deans of laboratory-based Faculties concerning the changes to export requirements, as agreed.

3.4 EHS Manual review: Travel & Off Campus Risk and International Travel Policy - Update

Risk Management Committee (RMC) referred the International Travel Policy to Planning & Budget Committee (PBC). As some PBC members had concerns about Deans keeping records on staff travelling to high risk destinations, the matter has been deferred for future discussion by PBC. The Travel & Off Campus Risk procedure has been approved by RMC, but has been held back from publication until the International Travel Policy has been approved.

3.5 WorkSafe Universities Intervention Program - Update

Further to discussions with WorkSafe, Mr Delaney reported that inspector Gary Lowenstein will head up this project. Visits are expected to commence with a desktop audit of University-wide systems (including physical assets management and central procedure) in January 2008. A series of up to fifteen visits to Faculties and Departments will then take place over the course of the rest of the year.

3.6 Occupational Health & Safety Regulations 2007 (Vic) – Staff briefings

All staff were invited to a briefing session on 5 September 2007. Attendance numbered approximately 50. The presentation slides from the briefing are available online at http://www.pb.unimelb.edu.au/ehs/ehs/compliance_news/ Another session is planned for late November. [Update 14 Nov. 07: this next session will be held on 21 November 2007 at 11am in Alan Gilbert Building Theatre 2].

4. Reports

4.1 Workload Advisory Committee

Mr Waugh reported that management representative appointments to the Workload Advisory Committee (WAC) have now been finalised, and are:

- Pr David McMillan – Head of Department, Zoology
- Pr Rick Roush – Dean, Faculty of Land & Food Resources
- Ms Helen Page – Director (Acting), Information Education Services

Mr Waugh supplied a draft Terms of Reference for the WAC. The committee approved the Terms of Reference.

Mr Waugh advised that the OHSC must appoint a chair from amongst its own members. Previously the chair of the WAC was the Vice-Principal, Human Resources, and Mr Waugh proposed that this continue to be the case. The committee agreed.

Mr Waugh will advise the WAC of the OHSC's decisions.

Ms Riddle left the meeting.

4.2 Faculty and Department Safety Committees

No reports had been referred.

Members noted the infrequency with which reports are received for this Item, and discussed possibilities for improving EHS information sharing by Faculties and Departments.

Mr Delaney agreed to write to chairs of Faculty EHS Committees, advising them of the 2008 meeting calendar (once released) and reminding them of their ability to refer matters to the OHSC, which can include positive reports on best practice as well as any concerns.

4.3 Health and Safety Representatives

The HSR members had no further matters to report at this item.

4.4 Significant Incidents requiring notification to WorkSafe

Mr Delaney tabled a report on significant incidents that had been reported to WorkSafe between 3 July 2007 and 25 October 2007. For item 1.4, Mr Delaney asked members to note that the word "alleged" should be inserted before "disagreement". A WorkSafe visit is pending to discuss workplace violence management. Item 1.5 is not expected to be followed up by WorkSafe, but Mr Delaney will publish a hazard alert recommending the use of scissors rather than knives for certain tasks.

4.5 Regulatory Activity

Mr Delaney provided a consolidated list of WorkSafe visits from 3 July 2007 and 25 October 2007. The work-related stress matter has now been finalised via the visits detailed in this report.

4.6 EHS Management System

4.6.1 External Audits

Mr Delaney tabled a report on the results of the full SafetyMAP Initial Level recertification audit on 28 August-7 September 2007. The results were very pleasing overall. Mr Delaney especially commended the Faculty of Science for its results, and the Faculty of Victorian College of the Arts, which despite its recent affiliation has speedily put management plans in place for existing problems, thus minimising adverse audit findings.

The external auditors will return on 11 December 2007 to verify the implementation of corrective actions. The EHS Unit has received action plans from all areas that received adverse findings.

Members also commended Melbourne University Sport, Children's Services and the Occupational Health Service for avoiding any non-conformances despite operating in high risk and highly regulated business areas.

4.6.2 Internal Audits

Mr Delaney provided a report on internal audit results for 2007 to 31 May 2007 – a later summary was not available. The areas remaining to be internally audited for 2007 are: Melbourne School of Graduate Research, Bookshop, Information Services and University-wide systems.

4.7 Review of EHS manual

Mr Delaney provided a copy of two new revised procedures for inclusion in the EHS Manual, to replace the Consultation Procedure, which requires revision due to changes in the *OHS Regulations 2007* (Vic). The revised Consultation Procedure has been split into two parts on the advice of WorkSafe, and incorporates feedback from the previously instituted OHSC subcommittee.

The procedures were released for comment to the University community in the usual manner, and one piece of feedback was received, which asked that students be included in the consultation process. Mr Delaney reported that this was not required by legislation and would be very difficult to achieve in a formal manner. However, there are already student representatives on local area EHS Committees and on the OHSC.

(a) EHS Consultation

Members noted the definition of Management Representative needs to include the Provost and the Pro Vice-Chancellors, and supported the procedure with that change.

(b) EHS Representation and Committees

Members noted the definition of Management Representative needs to include the Provost and the Pro Vice-Chancellors, and supported the procedure with that change.

5. Other Business

5.1 HSR member ceasing to be HSR

The committee currently has a HSR member who has ceased to hold office as a HSR of the University. Both the Terms of Reference and the *OHS Act 2004* (Vic) are silent on the implications of this, and accordingly the committee must make a determination.

Members agreed that the implied intent of the Terms of Reference was that HSR members should be current holders of the office of HSR at the University.

Ms Rule will draft a Standing Resolution stating that a HSR member ceasing to hold office as a HSR of the University shall cease to be a member of the committee, and circulate this to members.

5.2 Expiry of HSR member term of office

Members noted that term of office expiry dates have been added to the circulation list on the Agenda.

Mr Donald's term of office on the committee will expire on 9 November 2007. Mr Donald has no formal election date, but is first minuted as attending a meeting as a member on 10 November 2005.

Together with the vacancy created by the committee's determination at Item 5.1, there will be two HSR member vacancies by 9 November 2007.

Mr Delaney proposed to seek the assistance of the University Secretary in holding an election after 9 November, and the committee agreed.

5.3 University of Melbourne Diving Policy and Procedures Manual

Mr Delaney reported that he had recently received a finished draft of this manual from the University's Diving Safety Officer, and would present it at the next meeting for ratification.

5.4 Meeting calendar for 2008

A draft meeting calendar for 2007 will be circulated for feedback after the Risk Management Committee calendar has been confirmed.

The next meeting of the Occupational Health and Safety Committee will be held at a date to be announced.

MEETING CALENDAR FOR 2007

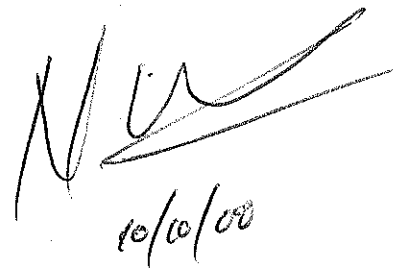
Tuesdays at 2.15pm in the Jim Potter Conference Room, Old Physics:

- 23 January 2007
- ~~3 April 2007~~ Postponed to Monday 23 April 2007, in the Plaza Conference Room 1.
- 10 July 2007
- ~~16 October 2007~~ Postponed to 30 October 2007, in the Jim Potter Conference Room.

MEETING CALENDAR FOR 2008

To be announced.

BJR
14 November 2007



A handwritten signature in black ink, followed by the date 10/10/07 written below it.