

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 2/10

Meeting 2/2010 of the Occupational Health and Safety Committee was held on Wednesday 14 April 2010, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
<p>Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Human Resources or nominee Executive Director, Property and Campus Services or nominee Dean of a laboratory based Division General Manager, Occupational Health & Safety and Injury Management Academic Registrar or nominee</p>	<p>Mr Nigel Waugh Ms Julia McQuillan Mr Colin Reiter Ms Susan Butler Mr Garry Thomson (attended for part meeting)</p>	<p>Pr Ken Hinchcliff Mr Stefan Delaney (attended for part meeting)</p>
<p>Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives</p>	<p>Ms Jennifer Scott Mr Steven Adams Mr Paul Donald Mr Lindsay Rayner Ms Jane Howard (alternate for Ms Sarah Epskamp) Ms Deanne Catmull</p>	<p>Ms Sarah Epskamp</p>
<p>Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the Graduate Student Association</p>		<p>Mr Shaun Khoo Ms Vyv Mishra</p>
<p>Occasional Observers Other observers as determined by the Committee and invited by the Chair.</p>		
<p>Standing Observers Manager, Injury Management</p>	<p>Mr Peter Robertson</p>	
<p>In Attendance</p>	<p>Ms Belinda Rule (Minutes Secretary)</p>	

1.2 Welcome

The Chair thanked the committee for attending.

2. Minutes of the previous Meeting 01/2010

The minutes were approved as distributed on 17 February 2010.

3. Action items from Meeting 01/2010

3.1 Claims and Incidents Reports Jan–Dec 2009

Mr Delaney undertook to supply the report to the Human Resources Remuneration and Employment Conditions Committee shortly.

3.2 2007-2010 Strategic Plan Progress Report

This item was discussed at Item 4.7.

3.3 External Audits

Mr Delaney confirmed he had provided the dates for external audit visits to Deans and Faculty General Managers of affected divisions.

3.4 Vacancies for HSR members

3.4.1 Mr Adams to seek formal letter of resignation from OHSC from Ms Nowell

Mr Adams passed on Ms Nowell's letter of resignation dated 15 February 2010.

3.4.2 HSR members will call for nominations for Ms Nowell's OHSC position and another HSR committee position expiring on 23 July 2010

An election was held at the HSR meeting on 24 March 2010. The following HSRs were elected as HSR members of the OHSC:

- Paul Donald, with a term of office expiring 23 July 2013
- Deanne Catmull, with a term of office expiring 24 March 2013.

Scrutineer Susan Butler's report had been provided to the Chair in conformance with Standing Resolution 02-2009-7.

The committee welcomed the new and returning members.

3.4.3 Mr Delaney agreed to provide advice to the Zoology Designated Work Group

Mr Delaney confirmed he had provided this advice. Faculty EHS Manager Sam Montalto was now coordinating the election for a new HSR for Zoology.

The discussion of Item 4.5.1 occurred at this point. Mr Delaney left the meeting following Item 4.5.1.

4. Reports

4.1 Executive Committee Report

The Executive Committee elected not to meet due to lack of business.

4.2 Workloads Advisory Committee Report (none received)**4.3 Workplace Bullying Advisory Group Report (none received)**

Mr Donald, who was a member of the WBAG, reported there had been a meeting after the last reported minutes. Ms Rule will follow up to solicit the minutes. [Update 3 May 2010: there was a meeting on 30/3/2010, but minutes have not yet been circulated.]

4.4 Faculty and Departmental Safety Committees (none received)**4.5 Health and Safety Representatives Items for Discussion****4.5.1 HSR member observer**

This item was discussed following Item 3.4.3.

The HSR members asked the Chair to extend an invitation to Ms Jane Howard to attend meetings on an ongoing basis as an observer. When an HSR member is unable to attend, Ms Howard will act as an alternate.

Members had no objection. Mr Waugh extended the requested invitation.

4.5.2 Traffic hazards and pedestrian surfaces

Mr Adams reported on a meeting between himself, Mr Donald and Mr Delaney regarding traffic hazards and pedestrian surfaces.

There were concerns regarding:

- pedestrian hazards from autumn leaf fall;
- pedestrian hazards from debris associated with construction and maintenance works;
- pedestrian hazards from bicycle use around the Baillieu library;
- anecdotally, the appearance that slips, trips and falls on the grounds were not always reported via an EHS incident report.

The following actions were planned:

- it was reported that Mr Delaney had undertaken to convene a traffic management working group during 2010 to consider broader issues;
- Mr Reiter will re-emphasise to Project Managers the need for their contractors to restore areas to a safe state following works;
- Mr Reiter will report back to the committee on the specific activities being undertaken by Grounds staff/contractors in relation to leaf fall management;
- it was reported that Mr Delaney will request cyclist dismount signage be installed around the Baillieu;
- Ms Butler agreed on behalf of Mr Delaney to publish a general reminder about incident reporting.

[Update 5/5/10: Mr Reiter provided the following post-meeting update on 16 April 2010:

Site Clean Up and Gravel

I have raised with Project Managers within P&CS, particularly with those associated with the Fire Ring Main and the Gas Insertion Project, the need to provide adequate attention to daily cleanup of gravel and other loose materials that might cause a slip hazard. Every effort will be made

to make contractors accountable for the safety of the staff, students and visitors who use our walkways, roads and paths.

Resourcing for Autumn Leaf Clean Up

In addition to the usual resources for clearing of paths and walkways, additional resources will be made available to the University to address the expected increase in leaf matter over the Autumn period. Our Grounds Contractor, Serco Australia, have also been asked to supply specialist equipment (either a Vacuum Truck or Walk with Sweeper) to add to the current approach of blowing, raking and street sweeping.

Dis-mount Signage - Professors Walk

Dis-mount signs for bike riders will be erected at either end of Professors Walk, as suggested.]

4.6 Significant Incidents Requiring Notification and Regulatory Activity

The committee noted the report.

4.7 2007-2010 Strategic Plan Progress Report

Ms Butler spoke to the Annual Occupational Health and Safety Management System Review 2009.

In support of the Review's recommendations, the committee:

- noted the Review;
- supported the conclusion; and
- endorsed the priority actions for 2010.

4.8 EHS Audit Reports

4.6.1 External Audits

The committee noted the report.

4.6.2 Internal Audits

No Internal Audits had taken place since last meeting. Members noted that the tender process for engaging a contractor to perform internal EHS audits in 2010 is currently in progress.

4.9 Review of EHS Policy and Procedures

Ms Butler spoke on behalf of Mr Delaney and reported that due to an administrative problem, the closing date for the formal consultation period for these procedure changes had been revised to 22 April 2010. It was therefore proposed that members offer any comments now, but that the final decision to endorse the changes be deferred to a meeting of the Executive Committee after 22 April 2010. The committee agreed to this proposal. Ms Butler also reported that very little feedback had been received to date on the changes. There had been some feedback on implementation issues raised by the OHS & Environmental Responsibilities procedure.

Members discussed the proposed changes:

- Ms Butler clarified that the First Aid changes were mostly due to changed standard terminology for first aid training;
- Members expressed a desire to see tracked changes for such proposals in future, to allow a quick grasp of the implications of the changes. Ms Butler agreed to discuss this with Mr Delaney;
- Members discussed policing issues for the Smoking procedure, and agreed that problems should be raised with local area managers/supervisors in the first instance;
- Members noted a typographical error in the Smoking procedure – *Dean* should now be *Head of Division* (pp. 51 and 55 of the agenda papers).

Mr Thomson arrived during the course of this discussion.

5. Other Business

There was no other business.

The next meeting of the Occupational Health & Safety Committee will take place on Wednesday 11 August 2010, at 2.15pm, in the Executive Lounge, Alan Gilbert Building.

MEETING CALENDAR FOR 2010

Wednesdays at 2.15pm in 2010:

- 10 February Foundation Life Member's Room, 1888 Building
- 14 April Foundation Life Member's Room, 1888 Building
- 11 August Executive Lounge, Alan Gilbert Building
- 10 November Moot Court Room, Old Quadrangle

BJR
5 May 2010



2/11/10