

The University of Melbourne
Occupational Health & Safety Committee
Meeting 03/2014

Meeting 3/2014 of the Occupational Health & Safety Committee was held on Wednesday
6 August at 2.15 pm, in the Dean's Den, Old Geology Building.

Membership	In Attendance	Apologies	ToO Expiry
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Executive Director, Property & Campus Services or nominee Dean of a Faculty or Graduate School or nominee Director, OHS & Injury Management Provost or nominee	Ms Julia McQuillan Mr Tim Thornton Mr Stefan Delaney	Ms Julie Davies Prof Mark Rizzacasa Mr Daniel Persaud	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Ms Leanne Fisher Ms Jennifer Scott Mr Steven Adams Ms Paula Mitchell Mr Darren Tucker		1 May 2016 7 May 2017 17 November 2014 6 November 2016 12 February 2017 7 August 2016
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas (UMSU nominee)	Miss Emma Dook (GSA nominee)	
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		Ms Kirsty Altis-Downie	
Standing Observers Manager, Injury Management	Mr Peter Robertson		
In Attendance	Ms Angela Mullins (Minutes Secretary)		

A Formal Matters

A01 Apologies

Mark Rizzacasa, Julie Davies, Kirsty Altis-Downie and Emma Dook.

A02 Welcome

A03 Membership Changes

There were no membership changes.

A04 Minutes of the Last Meeting

The minutes were approved as distributed.

A05 Action Sheet from Previous Meeting

B Items for Consultation

No items for consultation were submitted for this meeting.

C Items for Discussion

C01 Health & Safety Representatives Items for Discussion

- i. **What steps are University management taking to address the effects of increased workloads, stress, low morale, etc due to the BIP process?**

Mr Delaney contacted Mr AllanTait, Mr Chris Chapman and Ms Sally Eastoe to confirm who the appropriate person was to provide a response.

The University's Final Change Programme published on the BIP website explains how the University intends to address the effects of increased workloads, and help with stress and low morale during the BIP process.

The changes will be dealt with fairness in the of filling of roles through a detailed process i.e Defined Pool, Expressions of Interest and each process is designed to be fair and equitable.

The other elements i.e. around work loads will be addressed through the 135 process improvements being made which will make the University more efficient. It is acknowledged that this will not take place straight away and therefore transitional roles have been created to help until these improvements are in place. The transitional roles are essential to ensuring manageable workloads.

There is the Employee Assistance Program for staff and family members, Managing Myself Through Change and Leading My Team Through Change courses, all designed to manage a person effectively through the stages of change.

D Items for Noting

D01 Internal Audit Report

The outcome of audit activity to 30 July 2014 was reported to the Committee. There have been 12 audits conducted and reports received for all departments within the Faculty of Arts and MDHS and one report for MDHS is still under review. Generally the adverse findings have been in the areas of risk registers, risk assessments, training and contractor management.

In 2014 each area audited is being given a compliance score which is measured using the percentage of conformances and percentage of areas for improvement ratings. MDHS have a preliminary overall rating of 89% and Arts 63%.

With the number of reports received to date, it indicates similar areas of concern to those identified in previous years.

The Committee noted the report.

D02 External Certification Audits Update

As previously advised an external surveillance audit was undertaken by LRQA auditors in February 2014. At the conclusion of the audit three of the auditee areas had adverse findings (Non Conformance) requiring corrective actions. Subsequently the LRQA auditor was required to confirm the completion of the corrective actions during a visit on 13 June 2014.

In addition, a corrective action from one minor Non Conformance which remained open from the 2013 external audit program was also reviewed during the visit.

All Non Conformance findings have now been brought back into Conformance and the University's certifications for the OHSMS continue.

The Committee noted the report.

D03 Review of Serious Incident Reports & Investigations

i. Claims Report

From 1 January 2013 to 30 June 2013 there were 53 claims of which 12 resulted in lost time with a total days lost of 126.

From 1 January 2014 to 23 June 2014 there were 36 claims of which 6 resulted in lost time with a total days lost of 37.

The Committee noted the report.

ii. Significant Incidents Requiring Notification & Regulatory Activity

Mr Delaney gave a brief follow up of events from the last meeting and new incidents which have occurred:-

Initial Event Date	Description of Event	Division	Regulatory Intervention & Status
1 July 2014	Small fire involving a portable electric fan heater in 207 Bouverie St. MFB attended	MDHS	WorkSafe did not attend: Investigation undertaken. Safety bulletin on thermal comfort in winter re-issued. Other portable electric fan heaters in the department where checked.
7 July 2014	Student sustained laceration requiring medical treatment (stiches) when pipet fractured whilst being handled.	MDHS	WorkSafe did not attend: Pipet use techniques in local area reviewed
16 Jul 2014	Visiting school student sustained contusion to head from impact with stage floor whilst performing a choreographed movement. Student admitted into hospital for observation.	MTC	WorkSafe did not attend: Participants briefed on choreographed movement

The Committee noted the report.

D04 Legislative Report

Mr Delaney reported on two legislative changes:-

i. Occupational Health & Safety Amending Regulations 2014 (Vic)

Amendments have been made to various parts of the Occupational Health & Safety Regulations 2007 (Vic) that are intended to improve the workability of the regulations and reduce compliance without reducing safety standards.

There are no additional duties for the University or employees as a result of the changes. However some duties under the previous regulations that have been incorporated into University procedures and guidance materials are no longer required e.g. registration of specific classes of pressure vessels.

The Occupational Health & Safety Amending Regulations 2014 simplify some administrative tasks associated with the University's duties as an employer. These will be progressively introduced into procedures and guidance as they are reviewed.

ii. Workplace Injury Rehabilitation & Compensation Act 2013 (Vic)

The Workplace Injury Rehabilitation & Compensation Act 2013 became effective on 1 July 2014. It is intended to simplify the legislation for

employers and workers to use and understand their rights, obligations and responsibilities.

The WIRC Act does not change the benefits available to injured workers, nor the way that premiums are calculated.

Importantly for the University and University staff, self-insurance arrangements will be the same. Existing self-insurance agreements will continue to be valid under the new legislation.

As a self-insurer the University is required to update the standard letters used in corresponding with injured workers in the administration of their workers compensation claim and return to work processes. This action has already been completed.

The WIRC Act provides a clearer legislative framework for the regulation and administration of workers compensation. The impact on the University and University staff is negligible.

The Committee noted the report.

D05 Policy & Procedures Review

The University is undertaking a Policy & Procedures Review as part of BIP. The impact of the review will not be large as the policies and procedures are not fundamentally changing. It is envisaged there will be a need for a separate OHS Consultation procedure.

All other procedures will sit outside the procedure framework and will be provided in one location. It will provide clarity on processes and it is envisaged that there will be a hierarchy of documents in a simplified format. This should be completed by the end of September.

Given the timeframe we may need to convene another meeting of this group?

E How can the Committee Members Contribute?

i Managing Myself Through Change

Mr Delaney encouraged the Committee Members to promote the Managing Myself Through Change courses to the wider community to help with the changes coinciding with BIP.

Action: Committee members to promote the Managing Myself Through Change courses.

ii An Effective Way of Providing the OHSC Minutes

Can the process of sharing the OHSC Minutes be simplified and made quicker?

iii **Greater Interaction Between Faculty OHSCs**

Mr Adams queried if there was a way to improve the interaction between Faculty OHSCs and the University OHSC, improve the links between committees and the ability to share best practice.

Action: Mr Delaney, Mr Adams and Ms Catmull to meet to discuss more effective reporting.

F **Other Business**

i **WorkSafe Awards**

The University has entered the 2014 WorkSafe awards for the Bullying Prevention program. An initial review by WorkSafe awards personnel has been undertaken.

Approved.

Julian McQuillan
Director, HR Specialist Services

19/11/14.

Occupational Health and Safety Committee

Meeting 3/2014, 6 August 2014

ACTION SHEET

REF	ACTION	RESPONSIBILITY	STATUS
03/2014 Ei	Committee members to promote the Managing Myself Through Change courses.	All	
03/2014 Eiii	Mr Delaney, Mr Adams and Ms Catmull to meet to discuss more effective reporting between Faculty OHSCs and the University OHSC.	Stefan Delaney, Steve Adams and Deanne Catmull	
02/2014 C02 iii	Mr Delaney to print Emergency Contacts posters for display in Lecture Theatres	Stefan Delaney	Finalising content
02/2014 C02 ii	Mr Delaney to explore how to engage students and staff on the safety of walking and using mobile phones	Stefan Delaney	SD to provide paper to Committee