

THE UNIVERSITY OF MELBOURNE

EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

MEETING NO 4/2013 — 7th November 2013

A meeting of Employee Health & Safety Representatives was held on Thursday 7th November 2013 in Seminar Room A, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT: Deanne Catmull (Melbourne Dental School) **Chair**
Leanne Fisher (University Secretary's Department) **Minutes**
Geoff Duke (Engineering)
John Carmichael (OHS and Injury Management)
Martin Boland (Pathology/MBC)
Warick Harvey (VCA Library)
Irene Stanley (Biochemistry and Molecular Biology)
Jennifer Scott (School of Chemistry)
Carol Horsman (Pharmacology)
Heather Daykin (Pharmacology)
Paula Mitchell (Microbiology)
Anton Cozijnsen (Botany)

1. FORMAL MATTERS

1.1 Welcome/Apologies

The Chair welcomed everyone to the final meeting of the Employee Health & Safety Representatives for 2013. Apologies received from Loren Dawes (Law), Steve Adams (Engineering), Marcus Bunyan (Faculty of Arts), Kirsty Altis (ITS – Workspace), Ashley Cross (VCA).

1.2 Introductions

A brief around the table introduction was conducted to introduce the Committee members.

2. ELECTION of (1) HSR to the UNIVERSITY OHSC

An election of one Health and Safety Representative was undertaken, in accordance with the University's Occupational Health and Safety Committee's Standing Resolution 02/2009-07. The election was conducted in the presence of Mr John Carmichael (Observer/Scrutineer, OH&S and Injury Management Office).

One nomination was received for the position— Steve Adams (Engineering). Steve Adams was re-elected unanimously for the period of 3 years from the next University OHSC meeting.

3. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting 3/2013 of the Employee Health & Safety Representative Group held on Thursday, 8th August 2013, were confirmed unchanged.

4. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)

4.1 What's happening at OHSC?

1. Update on Lecture Theatre Safety is in progress with Stefan getting a small group together to do an assessment/ report on this which will involve the Safer Community Group.
2. A number of incident reports have been received reporting the slippery nature of the wooden walkway between the Melbourne Brain Centre and Microbiology. PC&S will be coating the wood with a special gripping paint to address this. Deanne highlighted that this was a great example of how lodging a report can get an important Health and Safety matter addressed quickly.
3. Recent high winds have caused a few incidents on campus. PC&S have reviewed a number of areas as a result and made some changes. Staff, students and visitors have been told to take care on campus during these times.
4. A new Code of Practise has been released covering Dangerous goods. There have been no significant changes to the code, but OHS unit is reviewing this.
5. The OHS regulations 2007 are due to sunset in 2017. WorkSafe are currently reviewing the regulations and are looking to achieve some level of consistencies with the new national laws (WHS laws).
6. The NAT is also under review with the draft changes currently in consultation. The University has submitted feedback. The changes coming into effect in the next 1-2yrs.
7. The Accident Compensation Act has recently been reviewed with no changes to the content. The Act will be released on the 1st July 2014. It will be a Plain English re write of the original document for simplicity.
8. Senior Executive has recently approved a motion for the University to become a "smoke free campus" with the backing of the Student Union. A Draft risk management procedure/policy will be drawn up in consultation with the NTEU and Wellbeing Unit and will go to consultation before Christmas. Changes are due to come into effect on the 4th February 2014 to coincide with World Cancer Day. Smoking will only be permitted in designated smoking areas. ED and PC&S will determine the guidelines for their construction, design and use. The policy/procedure will also apply to all university owned property outside of campus. Welling unit aim to promote sensation campaigns with Quit.
9. The University is also reviewing the procedure and guidance material for staff working after 7pm (after hours). The policy will change from "Working after hours" to "working alone or in isolation". This policy will cover PhD students.
10. The Chemical guidelines are being extensively changed. Please take note of these. They will be distributed soon.
11. OHS Management Systems Objectives and Targets Report were noted and are largely on target. A few points to be noted :
 - (a) There has been a slight reduction to the OHS training numbers for senior executives. Stefan will gain information from local areas to achieve a better baseline in determining the percentages of executives in a particular area.
 - (b) There has been a slightly higher number of Non Conformances reported University wide this year.
 - (c) The 5yr OHS Management Plan is due to go to consultation by Christmas.

4.2 Progress of Items Previously Raised at OHSC

1. No update on bicycle storage location publication in Staff News. New campus maps have gone out recently with Bicycle storage locations listed. Bec Roy has been advised to place an advertisement in Staff News.
2. The artwork in Professors Walk has been redesigned although the wooden fixture used to conceal the hazard has a sharp edge. Colin Reiter has asked PC & S to re-design this.
3. Stefan has requested that more information be given about the Lecture Theatres affected by temperature and air circulation issues. More information is needed to address if the problem e.g. is it a maintenance problem? Design problem? University wide problem? Is it localized to one of two LT or across several? Deanne noted that currently on campus, most Lecture Theatres were not fitted with a/c but all will be ventilated and mostly heated.

This information was not received by the last University OHSC meeting so could not precede further. That person has mentioned that these issues have not been a problem as of late but will continue to monitor this over the warmer months coming up and involved the Microbiology Lecture Theatre. This person had also been informed that most Lecture theatres in this area had been fitted with air conditioning that was controlled by a central switch though there is no information on how to locate this switch in the theatres? Deanne noted that it is always recommended to contact PC&S in first instance where these types of problems occur. PC&S is currently writing a report for the Senior Executive Committee addressing the current maintenance backlog. Air conditioning is a hot topic in this report and PC&S are looking at trying to secure more funds to improve the current systems on campus.

4. In relation to the difficulties navigating the University website for Security contact details is being investigated by Stefan. He will test the links to ensure all are working and hold the correct information. It is to be noted that all staff and student inductions should include OHS responsibilities and emergency procedures information.
5. The second de-fibrillator unit requested for Bio 21 has been installed. It is located near the lift next to the main door. The location of all de-fibrillators across campus has been published but in any case, they will always be installed near the fire panels close to the main entrance of the building. The exceptions are Law (located on the 3rd and 6th floors and Albert Gilbert Building (located in lobby area off the lifts). All first aider's are trained in the use of the units.

It was suggested that all students be made aware of these locations in addition to staff.

4.3 Items to be Raised at OHSC

1. Is Tin Alley a safe permanent location for the Disability Liaison Unit (DLU) given the high number of incidents in the area? Should it be moved to a safer location?
2. Can some emergency procedure information be included in Lecture Theatres for Staff and Students?

5. OTHER BUSINESS

5.1 Meeting dates for next year

Meetings will continue to run on Thursdays at 11am. Deanne will begin to book Meeting rooms for next year in December and will email the group of all the meeting dates and locations before Xmas (if received and confirmed by then).

5.2 WorkSafe Week report

A report written by Kirsty Altis-Downie was read out at the meeting. The conference is available to all HSRs to attend (with full pay under the Act), running once a year. The focus of this year's conference was Mental Health in the Workplace with sessions covering topics such as work-related stress, mental health risks and bullying in the workplace. A speaker from the Work Health program was very informative, talking about the program which is in its final year of 5 and has provided 1800 monetary grants and developed various free and low cost initiatives to help workplaces promote Health and Safety www.workhealth.vic.gov.au/home . This program resulted in a regular newsletter and various well known work health programs such as Work Health checks and the Walk to Work program, as well as others.

5.3 Guest speakers for next year

It has been suggested that we seek speakers from the Biosafety Office to refresh everyone on the policies and procedures that need to be undertaken when working in laboratories and also invite back Rosie O'Halloran (The University Ergonomics liaison officer) to refresh HSRs on Office and Laboratory/Workshop ergonomics.

5.4 Traffic Management committee update

Deanne referred to the Traffic Management Committee minutes and Jennifer Scott gave a small report on one of the committee meetings. Deanne will circulate these minutes with the HSR committee minutes for reference. The minutes contain very detailed results from the Staff and student traffic surveys conducted this year as well as some comprehensive maps showing the changes that are being made to traffic hotspots and the traffic movements and density in particular areas with around campus including suggestions for improvement which have been developed by the committee. It has been suggested in the future to move pedestrians and cyclists away from Tin Alley. There was recently an incident where a visually impaired student was struck by a cyclist in this area.

7. NEXT MEETING

T.B.C December/Jan 2013