

**The University of Melbourne
Occupational Health and Safety Committee
Meeting Number 4/99**

A meeting of the Occupational Health and Safety Committee was held in Plaza Room 2 on Tuesday 23rd November, 1999 at 3:00pm

Present

Ms Helen Hayes (Chair)

Ms Julia McQuillan (nominee of Ms Baré)

Professor T Wedd (nominee of Mr Marshman)

Dr M Bullen

Dr L Huq

Mr P Edwards

Mr J Colebatch

Mr G Suckling

Dr M Livett

Dr M Wlodek

Mr R Sorenson

Mr E Smart

Dr R. Cappai

In Attendance

Ms T Wright

Ms Jane Stephens

Ms Nan Austin

Mr B Greenwood

1 Apologies

Mr J Carmichael Mr P Coats

2 Minutes of Meeting 3/99

The minutes of meeting 3/99 were accepted

3 Report to Council

Occupational Health and Safety meeting 3/99 report to council was accepted as tabled

4 Reports from departmental Safety Committees

Listed reports from University faculty or departmental safety committees accepted as tabled. One item was discussed in 5.3

5. Action items from Meeting 3/99

5.1. OH&S risks associated with lecturing

5.1.1. Jane Stephens discussed the tabled document 'Student Safety Guide' being a duty of care document requested through Academic Board. The committee requested a stronger emphasis on the responsibility of academic staff with regard to over crowding in lecture theatres and supervision when students are working off site.

5.1.2. Paul Coats forwarded a report indicating a plan for a student union initiated survey of lecture theatres including overcrowding, scheduling and timetableing issues. Helen Hayes, on behalf of the committee, extended her thanks to Paul for his enthusiastic participation and welcomed further discussion of the Student Union concerns in 2000.

5.2. Health Monitoring guidelines – post graduate

The initial trial for Health Hazard Assessment Questionnaire (HHAQ) monitoring of post-graduate students has had an enthusiastic response and a number of health monitoring requirements have been indicated. The requirement now is to establish this as a formal process to enable all post graduate students to be captured within the program. The following processes were considered

- Inclusion of HHAQ in the initial investigation/meeting with supervisor as part of a departmental induction.
- Checklist in the graduate studies induction kit – have you completed a HHQ
- Graduate Studies annual report requirement to include reminder about updating HHQ if required
- Web site providing HHAQ and monitoring guidelines

- Individual departments should maintain health monitoring records from induction and annual reporting.
- An initial liaison with graduate studies to capture all existing students and establish procedures described above for induction and annual report requirements.

5.3. Emergency Information for Lecture Theatres

An extract from Property & Buildings Health and Safety Committee 3/99 (18/8/99) was tabled detailing the recent trial of emergency information in the Faculty of Engineering lecture theatres.

Paul Edwards tabled a report on a further trial in the ITS training laboratories accompanied by a respondent survey.

The committee agreed that this type of safe work initiative was an extremely important and the positive results from the two surveys conducted indicated this was the correct approach. An estimated figure of \$100 per lecture theatre encompassing approximately 60 lecture theatres was proposed. Helen Hayes agreed to take the issue of funding to senior executive.

5.4. First Aid Information

First Aid information for inclusion in the student diary 2000 was tabled for the information of the committee. It was agreed to include a similar information summary within the EHS manual under 'Section 5.2 Provision of First Aid Facilities' for departments to print off and place on notice boards.

5.5. No Smoking Policy

A report of the 'butt bins and no smoking signs near air intakes' trial from OHS 1/99 shall be deferred to meeting 1/2000 when appropriate data is available through the Environmental Management System. Further trials to external campuses shall be postponed until the committee received this report.

5.6. Health and Safety Representatives Convenor

A document detailing the responsibilities of the H&S reps convenor was tabled for the information of the committee. These responsibilities were accepted in the light of maintaining the independence of this position.

5.7. Safety MAP Progress

The Risk Management Office 'Whats New' web page was tabled for the committee including a report of the SafetyMAP progress to date. Additional Risky Business articles would be posted here and committee members and OHS representatives emailed when new information was posted. The future SafetyMAP goals are the entire Parkville Campus for 2000 and rural sites by the end 2001.

5.8. Record Keeping and SafetyMAP

The Safety MAP record keeping procedure was tabled which was successfully passed during the recent Faculty of Medicine Audit. Record Services have agreed to incorporate the additions to this procedure as a University wide requirement. The committee shall be notified when this is officially in place.

6. Construction Site Safety Working Party (CSSWP)

Minutes of the CSSWP 2/99 (10/9/99) were tabled for information of the committee. CSSWP is a sub-committee of the OHS committee, Jim Colebatch directed the committee to items 2 and 3.

Item 2: The working party had recommended it maintain its function in 2000 and as such a request was made for two elected Health and Safety Representatives to join.

Item 3: The working party has requested the OHS committee to endorse its recommendation that only inducted contractors be used for building construction and engineering projects. This is currently the procedure for all contractors used through Property and Buildings and should be written into the Finance Policy pending agreement from Administrative Committee.

7. Report from Health and Safety Representatives

Bruce Greenwood reported on the recent representatives meeting where the following issues were raised

- a. Cleaners smoking in buildings
Action: Jim Colebatch to contact cleaning contractors
- b. Pedestrian issues to University Square
Action: Jim Colebatch to request a formal response from the managers of the University private contract
- c. Standards in safety and evacuation signs and maps
Action: Nan Austin to include a set of standard signs within the EHS manual that can be downloaded for individual departments with appropriate colour combination if able.
- d. Long working hours due to intra-campus travel within ILFR
Action: Bruce Greenwood was requested to advise the relevant OHS representative that this issues was a departmental responsibility and departmental and faculty general managers should be approached to resolve such issues.

A written report was requested for all issues raised to be given due consideration from the committee

8. S3 Forms

A revised S3 form was tabled for comments from the committee. Input to the new form shall be considered during the final drafting of the form.

9. Building evacuation

An annual report of building evacuation trials and activities was tabled for the committee. The Risk Management Office shall draft a memo from Helen Hayes to Heads and Deans of areas where evacuation trials are not being conducted to request action.

10. Biosafety

The 1999 Biosafety Sub-Committee annual inspection report was tabled for the committee. A request for dating all reports was made.

11. Radiation Safety

The 1999 radiation safety report was tabled for the committee. Jane Stephens requested that this and other similar reports should emphasize the benefits of the particular activities to the Health and Safety of Students and Staff as a precedence to the legal requirements.

12. Dates 2000

The OHS committee dates for 2000 were tabled for the committee. It was noted that there was no objection from the committee to scheduling meeting 1/2000 more than 3 months from meeting 4/99.

13. Other Business

13.1. EHS Manual Update

EHS Section 4.6.1 Manual Handling has been updated in line with current legislation. This procedure was tabled for consideration by the committee. Comments were requested by Friday 26th November. If no objections were received by that date this section would be included in the EHS manual endorsed by the OHS Committee.

11.2. Community Request

Helen Hayes has agreed to respond on behalf of the committee to a number of requests received by the Risk Management Office concerning health and environmental issues from a member of the community. Both shall be tabled at OHS meeting 1/2000

11.3. Union Staff Representation

A request has been made from the Melbourne University Union for a staff representative to participate as an observer on the OHS committee. Helen Hayes shall investigate the central policy regarding this request.

11.4. Y2K

Jane Stephens reported that Health and Safety Issues were an important component of the Y2K contingency plan and were being addressed predominantly through the activities of the Risk Management Office.

Helen Hayes thanked the committee for their participation throughout 1999 and the meeting closed at 4:25 pm.

The next meeting will be held on Tuesday March 7th 2000 in the Baldwin Spencer Conference Room.

ACTION PLAIN FROM THIS MEETING

Ref	Topic	Action Needed	By Whom	By When
4/99 #5.1.2	OH&S risks associated with lecturing	Report from Student Union	Paul Coats / MU Student rep 2000	7 th March 2000
4/99 #5.2	Health monitoring guidelines – post graduate students	Update on program	M Bullen	7 th March 2000
4/99 #5.3	Emergency Information for lecture theatres	Funding for campus wide electronic emergency information	H. Hayes	7 th March 2000
4/99 #5.4	First Aid Information	Inclusion of printable information in EHS manual	T. Wright	7 th March 2000
4/99 #5.5	No smoking Policy	Report on trial	RMO / grounds	7 th March 2000
4/99 #7	Health and Safety representatives issues	Advice Cleaning contractors of no smoking Policy Request response from MU Private contract managers regarding consideration for pedestrian issues Include down loadable standard signs in EHS Manual	J. Colebatch H. Hayes N.Austin	7 th March 2000 7 th March 2000
4/99 #8	S3 form	Report on outcomes from trial form	N. Austin	7 th March 2000
4/99 #9	Building Evacuation	Draft Memo to appropriate Heads and Deans	RMO / H.Hayes	7 th March 2000
4/99 #11.2	Community Concerns	Response to Community member	RMO / H. Hayes	7 th March 2000
4/99 #11.3	Union Staff Representation	Investigate Central Policy position	H. Hayes	7 th March 2000

Completed Actions

Topic	Action Completed	By Whom
OverCrowding in Lecture Theatres	Student Safety Guide	J. Stephens
Emergency Information for Lecture Theatres	Report to P&B Safety Meeting	G. Suckling
First Aid Information	First Aid Information 2000 student diary inclusion	T. Wright
Health and Safety Representatives	Role of Conveynor	N. Austin
SafetyMap	Progress Report	N. Austin
Record Keeping and Safety MAP	Procedure and liason with Record Management	N. Austin

Attendance Record for 1999; 4 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Professor F Larkins	1	1	0
Ms Jane Stephens	3	2	1
Ms Helen Hayes	2	2	0
Ms J McQuillan	4	4	0
Mr J Colebatch	4	3	1
Dr M Bullen	4	4	0
Professor A Wedd	4	1	3
Mr G Suckling	4	3	1
Ms J Wedgwood	1	1	0
Dr M Wlodek	4	4	0
Mr J Carmichael	4	3	1
Mr E Smart	4	3	1
Dr L Huq	4	4	0
Dr R Cappai	4	3	1
Mr P Edwards	4	3	1
Dr M Livett	4	4	0
Mr R Sorenson	4	3	1
Mr P Coats	4	3	1

Distribution

Ms Helen Hayes	Chairperson	Mr P Edwards	H&S rep ITS
Ms E Baré	Management Rep	Mr E Smart	H&S rep ILFR
Ms. J McQuillan	Nominee of Ms Baré	Dr R Cappai	H&S rep Pathology
Mr. J Colebatch	Management Rep	Dr L Huq	H&S rep Dentistry
Mr. G Suckling	Management Rep	Dr M Wlodek	H&S rep physiology
Mr I Marshman	Management Rep	Mr J Carmichael	H&S rep chemistry
Prof T Wedd	Nominee of Mr. Marshman	Dr M Livett	Participating observer
Dr M Bullen	Management Rep	Mr P Coats	MU student Union
Ms Nan Austin	Project officer RMO	Mr R Sorenson	Post graduate rep
Ms M Gleeson	Central Secretariat	Mr B Greenwood	H&S Conveynor

Agenda & Minutes: Tricia Wright Risk Management Office ex 44006 T.wright@rmo.unimelb.edu.au