

THE UNIVERSITY OF MELBOURNE
Occupational Health and Safety Committee
Meeting 01/03 MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room, Old Physics on Tuesday 25th February 2003 at 2:15pm.

Present

Mr I. Caple, Veterinary Science
Mr B. Greenwood, Property & Buildings
Ms P. Hall, Human Resources (in place of Ms J. McQuillan)
Ms H. Hayes, VP Information Division (VC nominee and Chair)
Ms A. Hunt-Sturman, Medicine, Dentistry & Health Sciences
Mr D. Lyons, Director, Risk Management Office
Mr D. Swinson, General Manager (Acting), Engineering & Construction, P&B
(in place of Ms K. Findlay-Jones)
Mr G. Thomson, Director, Health & Counselling
(Nominee: Office of the VP Academic Registrar)
Dr M. Wlodek, Medicine, Dentistry & Health Sciences
Ms J. Wong, Postgraduate student representative

In Attendance

Ms D. Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office
Ms D. Wallace, Risk Management Office (Secretary)

Apologies

Mr N. Barker, Student Union Representative
Dr R. Cappai, Pathology, Medicine, Dentistry & Health Sciences
Mr J. Carmichael, Risk Management Office (Department of Chemistry Representative)
Ms K. Findlay Jones, General Manager, Engineering & Construction, P & B
Ms L. Martin, Vice Principal and Academic Registrar
Ms J. McQuillan, Human Resources

1. Welcome

New members Mr G. Thomson, Director, Health & Counselling (Nominee: Office of the VP Academic Registrar) and Ms J. Wong, Postgraduate student representative were welcomed by the Chair.

1.1. Apologies

Apologies were received from Mr Carmichael, Dr Cappai, Ms Findlay-Jones, Ms Martin, Ms McQuillan and new member Mr N. Barker, Student Union Representative.

2. Minutes of Meeting 04/02

The minutes from the previous meeting, 26th November 2002, were accepted without change.

3. Reports from Faculty & Departmental Safety Committees

No significant items to report from the recent faculty reports received by Ms Rostan-Herbert.

4. Action items from Meeting 04/02

4.1. Good Practice Guide

Ms Hunt-Sturman reported that the Environmental Health and Safety Manual has been updated to include the good practice guide for “*areas with unsupervised and after hours access*”. Information to be circulated to all Heads of Departments.

4.2. Medical Questionnaire

Mr Lyons advised that this item was originally raised by the Compliance Office in regards to allergy questions on the medical questionnaire within the EHS Manual model procedure. It was noted that the questionnaire has been removed from the web. Ms Hunt-Sturman to report to the next meeting on the replacement guidelines and questionnaire.

4.3. Biosafety Committee

Confirmation is required on the status of the Biosafety and Biohazard committees. Mr Lyons to contact Mr Tim Anning and report to the next meeting.

4.4. Teaching Spaces

Ms Rostan-Herbert confirmed that Property and Buildings are responsible for the Environment Health and Safety issues for teaching spaces not specifically allocated to a department.

4.5. Committee positions

The Secretary reported that three nominations have been received for the two OHSC vacant employee representative positions. Voting papers will be forwarded to Health and Safety Representatives. Appointments to be made prior to next meeting.

5. Report from Environment Health and Safety Representatives

Ms Wlodek requested that future minutes from the previous EHS Representatives meeting be attached to the agenda. Minutes from the meeting held 04 February 2003 attached.

Ms Wlodek reported that Crisis Management was raised as a concern for EHS representatives requested an update on the status of the University's Plan. Mr Lyons advised that the current University procedures are under review.

Clarification of the Roles and Responsibilities of EHS Representatives was sought at the last meeting and Mr Lyons referred the representatives to the EHS Manual web page for further information (<http://www.unimelb.edu.au/ehsm/2.html#2.4.4>.) and advised that further issues should be discussed with their departmental managers.

6. Environment Advisory Committee Minutes 04/02

Ms Rostan-Herbert advised that these minutes are available on the web.

See: http://www.unimelb.edu.au/rmo/env_man/EAC_min.html

There were no specific issues to report.

7. Report on OHS 2003 Objectives and Targets

Ms Rostan-Herbert provided an update on the progress of the 2003 OHS objectives.

Objective 1. Manual Handling

The Risk Management Office has undertaken an analysis of Manual Handling issues

Objective 2. Committee reviews

At the last meeting of the Faculty Focus Group, it was agreed that the group would no longer meet on an on-going basis. Meetings will be convened to discuss particular issues as they arise. All other committees still under review.

Objective 3. Student Inductions

A review of current information available to take place to determine the appropriate action.

8. Changes to EHS Manual

8.1. Procedures for Procedures

Document circulated showing changes to the EHS Manual section 1.6.4. The committee accepted these changes.

8.2. Driving Safety Policy

EHS Manual section 7.4 circulated for comment. Comments to be forwarded to Ms Rostan-Herbert by 21st March 2003.

8.3. Alcohol and Drug Policy

In the absence of an updated policy, the current Alcohol and Drug policy is to be used for Orientation Week. Mr Thomson reported that the updated policy is 90% complete with the next draft due within two weeks.

8.4. Overseas Travel

It was noted that the Senior Vice-Principal has issued a draft policy on overseas travel to faculties for comment. Mr Lyons advised that discussions have been held to ensure the incorporation of the final policy into the EHS Manual and the Personnel Policy & Procedures Manual.

9. EHS Audit Program

Ms Rostan-Herbert reported that Dr Matthew Waixel will be conducting internal audits for the University from February to April 2003 in preparation for external Audits scheduled for June 2003.

10. Other Business

10.1. OHSC Extraordinary meeting

The Minutes from the Extraordinary Meeting held on the 18th December 2002 to discuss the Student Safety Off-Campus Best Practice Kit were circulated for comment. The minutes were accepted without change.

10.2. Safety Inductions of External Contractors

Mr Swinson advised that some University departments engaging the services of external contractors are not referring to EHS issues in the signed agreements. It was also noted that safety inductions are not always being carried out for contractors and other third parties operating on University property.

It was suggested that Mr Lyons attend Faculty General Managers Meetings to discuss. The chair to discuss with the Vice-Principal (University Development), Mr R. Peacock.

The meeting closed at 3:30 pm.

The next meeting will be held on Tuesday 10th June 2003 in the Jim Potter Conference Room, Old Physics.

Action Plan from OHSC 01/03

Ref	Topic	Action	By Whom	By When
4.1	Good Practice Guide, unsupervised areas	Information to be forwarded to HOD <ul style="list-style-type: none"> • Memorandum • Guide • Example letter for students and staff 	D. Wallace	02/03
4.2	Medical Questionnaire	Replacement guidelines and questionnaire.	A. Hunt-Sturman	02/03
4.3	Biosafety Committee	Status report on Biosafety and Biohazard Committees	D. Lyons	02/03
4.5	Committee Positions	Election to be held and two members elected to OHSC Committee	D. Wallace	02/03
7	Objective 3: Student Inductions	Review of current information in place	D. Rostan-Herbert	02/03
8.2	Driving Safety Policy	Comments to be forwarded to Ms Rostan-Herbert.	All members	21-Mar-03

Distribution List

Faculty	Dept	Name	Surname	Email	Rep type
Student	Student Union	Nathan	Barker	n.barker@union.unimelb.edu.au	Ugrad Rep
Vet Science	Dean	Ivan	Caple	iwc@unimelb.edu.au	Member
Medicine	H&S Representative Pathology	Robert	Cappai	r.cappai@unimelb.edu.au	Member
Science	H&S Representative Chemistry	John	Carmichael	j.carmichael@unimelb.edu.au	Member
P&B	General Manager, Engineering & Construction	Katherine	Findlay-Jones	krfj@unimelb.edu.au	Member
P&B	H&S Representative	Bruce	Greenwood	brg@unimelb.edu.au	Member
Central Admin		Peri	Hall	peri@unimelb.edu.au	
Central Admin	VP (Information)	Helen	Hayes	h.hayes@unimelb.edu.au	Chair
Medicine	Faculty EHS Officer	Alison	Hunt-Sturman	asturman@unimelb.edu.au	Member
Central Secariat	University Secretary's Department	Roe	Karen	k.roe@unimelb.du.au	MINUTES ONLY
Central Admin	Director, RMO	David	Lyons	dlyons@unimelb.edu.au	Member
Central Admin	Manager (Client Services)	Julia	McQuillan	juliaq@unimelb.edu.au	Member
Central Admin	EHS Systems Officer, RMO	Danielle	Rostan-Herbert	dmrostan@unimelb.edu.au	Standing Observer
Academic Services	Director Health & Counselling	Garry	Thomson	gdthom@unimelb.edu.au	Member
Central Admin	RMO	Debbie	Wallace	debbiejw@unimelb.edu.au	Secretary
Medicine	H&S Representative Physiology	Mary	Wlodek	m.wlodek@unimelb.edu.au	Member
Student	UMPA	Janifer	Wong	wongjan@cryptic.rch.unimelb.edu.au	Pgrad Rep

Ref:F:\PUBLIC\Committees\OH&SC\OHSC 2003\OHSC 0103\Minutes 25-02-03.doc
dw