

The University of Melbourne
Occupational Health and Safety Committee
Minutes of Meeting 3/10

Meeting 3/2010 of the Occupational Health and Safety Committee was held on Wednesday 11 August 2010, at 2.15pm, in the Executive Lounge, Alan Gilbert.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
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	Mr Nigel Waugh Mr Mitch Bown (delegate) Mr Colin Reiter Pr Ken Hinchcliff Mr Stefan Delaney Mr Garry Thomson	Ms Julia McQuillan
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Sarah Epskamp Mr Paul Donald Mr Lindsay Rayner Ms Jane Howard (alternate) Ms Deanne Catmull	Ms Jennifer Scott Mr Steven Adams
Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the Graduate Student Association	Ms Vyv Mishra	Mr Rudophi Hosri
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers Manager, Injury Management	Mr Peter Robertson	
In Attendance	Mr Bob Pollock (guest) Ms Belinda Rule (Minutes Secretary)	

1.2 Welcome

The Chair thanked members and guests for attending.

2. Minutes of the previous Meeting 02/2010

The minutes were approved as distributed.

3. Action items from Meeting 02/2010

3.1 Claims and Incidents Reports Jan–Dec 2009

Mr Delaney apologised that he was yet to complete this item.

3.2 Traffic Hazards and Pedestrian Surfaces [Traffic Management Working Group]

Mr Delaney had sent out requests for expressions of interest in the Traffic Management Working Group. The first meeting was planned for within the next fortnight.

3.3 Traffic Hazards and Pedestrian Surfaces [Reminder about incident reporting]

Refer to item 5.2.3.

3.4 Review of OHS Policy & Procedure

These items have now all been published.

4. Reports

4.1 Executive Committee Report

The Executive Committee met to confirm the agenda, but had no other business.

4.2 Workloads Advisory Committee Report

Mr Waugh spoke to the report provided with the agenda, and moved the following motion.

Motion (4.2a): that the OHSC approve the proposed nominees for Chair of the WAC and endorse the proposed implementation process. Mover: N Waugh. Seconder: K. Hinchcliff.

A discussion ensued.

Arguments in favour were:

- Senior Executive nominees have experience, authority, credibility and contacts within the University.
- The National Tertiary Education Union (NTEU) has already agreed to this method of nominating a WAC Chair as part of the University of Melbourne Collective Agreement 2010, and the Agreement has also been passed by a vote of all staff.
- The reason for the nomination of the vacant position of Pro Vice-Chancellor (Participation & Engagement) is that by the nature of that position, the appointee

will be well-placed to support the WAC. An appointment for this position is expected within one month.

- A delay in passing this motion will delay the WAC from beginning its work on managing staff workloads.

Arguments against were:

- Nominees from outside the Senior Executive should be considered.
- The Committee has not had an opportunity to discuss potential nominees prior to this paper being presented.
- The vacancy in the position of Pro Vice-Chancellor (Participation & Engagement) makes it difficult for the Committee to judge the suitability of this nominee.

Mr Donald reported that he had two tentative further nominations to propose, pending further discussion with those candidates.

Mr Waugh expressed a preference that the nominees be endorsed by the full Committee (rather than the Executive Committee). If this motion cannot be passed now, it should be deferred to the next full meeting.

The motion was put to a vote.

Motion (4.2a) failed with 5 in favour, 5 against and 1 abstained.

Mr Waugh moved an alternative motion.

Motion (4.2b): that if Mr Donald has not provided the names of two further proposed nominees to Mr Delaney by 5pm on Friday 13 August 2010, then Motion 4.2a shall be considered passed. Otherwise, the full committee of the OHSC shall vote on nominees for the Chair of the WAC in meeting 04/2010. Mover: N Waugh. Seconder: K. Hinchcliff.

Motion (4.2b) passed with all in favour.

4.3 Workplace Bullying Advisory Group Report

None received. Mr Bown will follow up with the convenor.

4.4 Faculty and Departmental Safety Committees (none received)

4.5 Health and Safety Representatives Items for Discussion

4.5.1 Communication and Feedback from Asset Services

Mr Reiter provided information about improvements that have been achieved in communications associated with maintenance requests.

Asset Services has worked with the vendor of BEIMS (the electronic system that Asset Services uses to track maintenance requests) to achieve the following improvements:

- Requestors now receive an email confirmation with a unique tracking number.
- Divisions can now nominate a person to receive update emails on all jobs in department, building or floor.

- 80% of buildings now have a nominee receiving these emails.

Asset Services continues to report to the Property & Campus Services Review Steering Committee on this matter, and the Committee is satisfied with this progress.

In response to a question, Mr Reiter reported that email notifications associated with requests submitted by telephone are usually sent to the nominated contact for the work area. However, the caller can also opt to receive the notifications personally. A live feed of the current job log is also available from <http://www.pcs.unimelb.edu.au/>.

4.5.2 Progress on Implementation of PRINCE2 Project Management Methodology in Property & Campus Services

Mr Pollock reported that all projects in the Project Delivery group in Property & Campus Services are now managed and documented using PRINCE2. Faculty contacts have been communicated with and educated about PRINCE2. Each project has a Project Mandate which is negotiated with clients, and articulates why the project is being done, how it is funded and what its timeframe is. This process ensures viability, cross-divisional consultation and consistency with the University's strategic objectives. Some fine tuning of the PRINCE2 implementation is ongoing, but the framework has already improved cost, quality and timeframe control.

Discussion ensued on the following matters:

- Follow-up of contractors under PRINCE2

Various milestones in the process involve control of contractors. In particular the project closure stage includes a post-occupancy evaluation.

The contracts under which contractors are engaged provide a twelve month defects liability. Latent defects (those not known at the time of project completion) are common in building projects, and contracts are able to be re-opened in order to fix these.

- OHS risk assessment and consultation in PRINCE2

Consultant designers are contractually required to produce designs that comply with the OHS requirements of the University Design Standards.

While at work on site on projects, contractors are subject to random spot OHS inspections. If not in conformance, they are subject to formal Non Conformance notices. Company directors may be invited to attend University offices to explain the Non Conformance. Repeat offenders will be struck out.

Members noted that client departments are responsible for consulting with their own internal stakeholders, as documented in the University's *Risk Management (UOM 306)* procedure and *Health & Safety Consultative Arrangements (UOM 312)* procedure.

Mr Pollock reported that he was comfortable that the clients he sees do consult extensively with their staff.

- OHS & Injury Management Department involvement in project oversight

Mr Delaney reported that OHS & Injury Management receives notice of all new projects, but is generally not involved in the design phase because OHS advice is now a local responsibility under Responsible Division Management. There are about 300 projects in progress at any one time. When local staff make requests for specialist advice on OHS matters, these are followed up.

Mr Pollock left the meeting at the conclusion of this item.

4.6 Significant Incidents Requiring Notification and Regulatory Activity

The Committee noted the report.

Members discussed the background of the concern about water quality in the Earth Sciences building. Mr Delaney clarified that multiple consultants had been engaged because different tests gave confounding results. The toxicologist is expected to be able to provide clarity on the situation. The University is taking a cautious approach in order to safeguard the health and safety of staff.

4.7 OHS Audit Reports

4.7.1 External Audits

Lloyd's Register Quality Assurance auditors performed an audit for certification to the National Audit Tool on 20-30 July 2010. A written report is not yet available. Mr Delaney provided a brief verbal summary.

Overall performance was good, but three groups had noticeable difficulties: Faculty of Business & Economics, MUSU Ltd and Melbourne Theatre Company. There were 22 criteria in Non Conformance in total.

4.7.2 Internal Audits

The National Safety Council of Australia has been engaged as a contractor to provide the Internal Audit program. The program has begun, but no reports are yet available.

4.8 Review of OHS Policy & Procedures

The Committee noted the amendments log.

Other Business

5.1 Recent Publications

5.1.1 External Feedback and Complaints Process

The Committee noted the new OHS External Feedback Process, which is now available from: <http://safety.unimelb.edu.au/about/feedback/>. Mr Delaney will advise the Committee of any feedback received within the scope of this process.

5.1.2 Other recent publications

The Committee noted the list of recent publications.

5.2 Report from Manager, Injury Management on Workcover Matters

5.2.1 Changes to the Accident Compensation Act

Mr Robertson tabled Item 5.2.1 (2), which was a paper that was inadvertently omitted from the second distribution of papers and will be distributed with these minutes. Members were asked to read the paper out of session and direct any questions to Mr Robertson.

5.2.2 "If you are injured" posters

WorkCover "If you are injured" posters, which are required to be displayed in every workplace, have been given a new design by WorkSafe. Previous posters are now no longer compliant with WorkSafe requirements, and must be removed and replaced with new ones.

Members are asked to remove any old posters they see in their own workplaces, or use their networks to advise other divisions to remove them from their workplaces. Please request new posters from Mr Robertson.

5.2.3 Incidents and injuries reporting

The *Accident Compensation Act 1985 (Vic)* now requires the University to commence return to work arrangements as soon as it becomes aware of an employee being incapacitated for employment due to a work-related injury or illness. If anyone at the University is aware that an employee is away from work because of a work-related injury or illness, then the University as a whole is considered to be aware of the situation, regardless of whether the injured person has yet lodged a WorkCover claim form.

This means: when a staff member is away from work due to a work-related injury or illness, it is imperative that the following occurs as soon as practicable:

- The incident is reported via Themis EHS Incident Reporting. If the injured or ill person is not able to do this, their supervisor or manager should make a report on their behalf.
- The Injury Management Office is contacted. Phone numbers of Return to Work Coordinators are listed on the "If you are injured posters" which must be displayed at every workplace.

Mr Delaney will issue a revised Safety Bulletin or Alert on incident reporting to cover these issues.

5.3 Waste Management Working Group

This working group will focus on hazardous biological and chemical laboratory waste. Medicine, Dentistry & Health Sciences EHS Manager Alison Hunt-Sturman is composing the Terms of Reference. After these are complete, there will be a call for expressions of interest from various parties including HSRs.

5.4 Staff Influenza Vaccination Program

Mr Delaney spoke to the report, which was attached to the agenda papers.

Participation numbers were slightly down in 2010. Reasons for this may include:

- Previous years' numbers included bulk supplies to the Health Service and supplies to non-University entities. These were not included in 2010.

- Many people may have already had the government-funded single-strain H1N1 (Human Swine) Influenza vaccination, so may not have considered the general vaccination a priority.
- The general influenza vaccine for 2010 received some poor publicity in the media.

Members suggested that a detailed cost-benefit analysis could be done in order to make a stronger case for the vaccination. Members noted it was important to be careful of false-negative results caused by statistical problems.

5.5 WorkSafe Work Health Program

Mr Delaney spoke to the attachment included with the agenda papers. The University has been approached by the organisers of this program. It would be an individual free choice for staff to participate. Those identified as having high health risks would be referred to other services:

Mr Delaney was exploring options for implementation in 2011. Members were asked to provide any thoughts or feedback.

Members commended the initiative.

In response to a question, Mr Delaney advised that the University would seek to select a provider that would work at the WorkSafe-subsided cost, leaving no gap cost to pay.

5.6 Expiry of Terms of Office for Three HSR Members

The HSR members will hold an election for the three HSR member positions whose terms of office expire on 23 October 2010 before the next meeting.

5.7 H1N1 (Human Swine) Influenza – WHO status change

Mr Delaney reported that the World Health Organisation has changed the status of H1N1 (Human Swine) Influenza to "post pandemic". The Australian government is expected to make a similar announcement soon. At that time, the University will bring its crisis response activities in relation to Human Swine Influenza to a close, and remove the *Human Swine Influenza Response* website.

5.8 New Visitor Emergency Guides

New Visitor Emergency Guides have been created for all major campus locations. A customisable generic guide is also available for other locations.

The new guides have a review date of 2013, which distinguishes them from the previous edition.

The previous guides are no longer compliant with audit requirements. Staff are asked to please remove them from use as soon as possible, and request new ones from Emergency and Crisis Management Coordinator Matt Bennett.

The next meeting of the Occupational Health & Safety Committee will take place in 2011 at a date to be announced.


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

21 October 2010



11/11/10