

The University of Melbourne
Occupational Health and Safety Committee
Minutes of Meeting 1/12

Meeting 1/2012 of the Occupational Health and Safety Committee was held on Tuesday 6 March 2012, at 10.15pm, in the Gorman Room, 1888 Building.

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 Faculty or Graduate School or nominee General Manager, Occupational Health & Safety and Injury Management Provost or nominee	Ms Louise Doyle Ms Julia McQuillan Mr Geoff Owen (Alternate for Mr Colin Reiter) Professor Andrew Drinnan Mr Stefan Delaney Ms Tammy Fitzgerald	Mr Colin Reiter
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott and Ms Jenny Mercer (Alternatives for Ms Leanne Fisher and Jane Howard) Mr Lindsay Rayner Ms Deanne Catmull Mr Steven Adams	Ms Leanne Fisher Ms Jane Howard Mr Paul Donald
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Sk Masum Billah (Vice-President & Treasurer GSA)	
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers Manager, Injury Management		Mr Peter Robertson
In Attendance	Ms Angela Mullins (Minutes Secretary)	

1.2 Membership changes

Professor Andrew Drinnan, Assistant Dean EHS, Faculty of Science, has been nominated as the representative of the Dean of a laboratory-based Faculty.

Mr Sk Masum Billah, Vice President and Treasurer of the GSA has been nominated as the postgraduate observer.

1.3 Confirmation of Chair (Standing Resolution 02-2009-04)

Motion (1.3a): that the Committee endorse the Vice-Chancellor's nomination of Ms Louise Doyle for Chair of the OHSC. Mover: J McQuillan. Secunder: S Adams.

Motion (1.3b): passed with all in favour.

1.4 Election of Office Bearing Positions (Standing Resolution 02-2009-04)

1.4.1 Deputy Chair

Mr Delaney called for nominees for the position of Deputy Chair. The Deputy Chair is a HSR member elected by the Committee.

Steve Adams requested that this matter be deferred to provide an opportunity for the incumbent (Paul Donald) an opportunity to re-nominate.

All agreed.

Mr Delaney suggested an interim appointment of another member of the Executive Committee.

Deanne Catmull was appointed to Executive Committee pending a decision on the role of Deputy Chair.

1.4.2 Executive Committee HSR Member

Mr Delaney called for nominees for the position of second HSR member of the Executive Committee. This role is elected by the HSR members.

There was one nominee: Mr Steven Adams.

Motion (3.1c) – HSR members only to vote: that the HSR members elect Mr Steven Adams as HSR member of the Executive Committee for a term of one year.

Motion (3.1c): passed with all HSR members in favour.

2. Minutes of the previous Meeting 04/2011

The minutes were approved as distributed. Mr Delaney will forward a copy of the minutes to Ms Doyle to authorise as acting Chair of meeting 04/11.

3. Action items from Meeting 03/2011

3.1 Harmonized Work Health & Safety Legislation Update

The Victorian Government has commissioned a supplementary Regulatory Impact Statement to consider the cost and benefits of implementing the WHS Act & Regulations. No timeframe or date has been set for the implementation of the WorkHealth & Safety Act Regulations in Victoria.

Senior Officer training has been organised, but not yet scheduled. It will be provided by Phil Lovelock, the Senior OHS Consultant from the Victorian Employer Chamber of Commerce & Industry (VECCI).

Phil Lovelock will also provide a briefing on the implications of the WHS Act & Regulations at the next OHSC meeting.

3.2 Creation of On-line Form for Updating OHS Co-ordinators, HSRs, etc

This system has been completed for BECs. It is expected to be completed for OHS Co-ordinators, HSRs, etc on Belinda Rule's return from holiday.

4. Reports

4.1 Executive Committee Report

The Executive Committee had no need to meet.

4.2 Faculty and Departmental Safety Committees (none received)

4.3 Health and Safety Representatives Items for Discussion

4.3.1 Ms Catmull stated that a meeting was held by HSRs prior to this meeting. A request has been made for the minutes of the HSR meetings to be published at a central point. Ms Catmull to discuss with Mr Delaney.

4.3.2 Ms Jenny Mercer and Ms Jennifer Scott have been confirmed as members of the pool of delegates for HSR members.

4.4 Significant Incidents Requiring Notification and Regulatory Activity

The Committee noted the report.

Mr Delaney also reported on two further incidents reported to WorkSafe:-

- a) A member of staff trapped her finger in a door at Chemistry, requiring stitches.
- b) A student of Vet Science received a cut to their finger, requiring antibiotics.

4.5 OHS Audit Reports

4.5.1 Final Report for 2011

Overall there was a decrease in non conformances except from MTC and Student Union. VCAM has proved challenging although it is improving, they have appointed an OHS Manager. MTC has also appointed a dedicated OHS Officer. The Internal Audit procedure continues to identify issues with adopting procedures, i.e. risks have not been managed, training has not

been completed, Workplace Inspections not been completed correctly and contractor management issues.

During the External Audit all areas as planned were visited (apart from Maths & Stats). There were 113 clauses reviewed over a range of areas and the findings reflect the internal procedures i.e. training, work place inspections and contractor management, and 32 non conformances were issued in respect of these.

Copies of the report will be sent out to the departments audited.

The departments receiving non conformances will be given the opportunity to prepare a corrective action plan so that when Lloyds revisit in three months time they will need to see considerable progress or the issues closed out.

Mr Delaney is intending to take the issue of the non conformances for contractor management to ABAG and will forward a copy of the paper to the Committee for information.

4.6 Review of OHS Policy & Procedures for Melbourne Policy Framework

Mr Delaney is working towards the consolidation of some procedures i.e. Managing Operational Risk will be moved over to Guidance and will not appear in the Melbourne Policy Library. The template has been changed and will be released shortly. It is aimed to make for shorter, sharper procedures, it is a translation to a new format, not a re-write of the procedures.

4.7 External OHS Feedback Received

4.7.1 Wood Duck

A member of the public was concerned over the welfare of an injured Wood Duck at the Burnley Campus. He also expressed concern over the number of dogs being walked off leads. Property & Campus Services are aware of the duck who has been seen on and off campus for the last 18 months and it is fine. New signs informing owners to keep dogs on leads have been installed.

4.7.2 Uni Card

Some employees of Unicard, an organisation providing photocopy services to the University, may have entered the 234 Queensberry Street building during the period of concern of possible exposure to Asbestos. Mr Delaney will be providing Unicard with the information about the possible exposure.

5. Other Business

5.1 OHS Strategic Plan Consultation Session

The second stage of the OHS Strategic Plan Consultation will take place on Tuesday 3 April. Invitations to be sent out shortly.

5.2 OHS Management Systems Review

Not finalised. Further information is required from Semi Autonomous Bodies and Wholly Owned Subsidiaries.

5.3 2012 Influenza Vaccination Program

The Influenza Program has been passed by ABAG. There will be an online booking form and it is aimed to commence the programme just after Easter.

5.4 WorkHealth Update

The first round of the WorkHealth checks have been completed at Burnley and Creswick. The take up rate at Burnley is over 50%, but the take up at Creswick was not as strong, but this may have something to do with how the checks were advertised on Campus. Advertising of the WorkHealth checks is being looked at.

Mr Delaney has written to all FGMs, Semi Autonomous Bodies and Wholly Owned Subsidiaries for local contacts to work with to help promote the checks and organise rooms. So far approximately 50% of Faculties have responded and 500 sessions have already been booked for those Faculties. The WorkHealth checks are not compulsory and they are anonymous. The only feedback the University will receive is de-identified data if a department has 100+ participants.

5.5 University Scientific Diving Safety Committee Draft Terms of Reference

The Committee and its reporting process have been formalised. The minutes of these meetings will be distributed to the Committee.

The next meeting of the Occupational Health & Safety Committee will take place on 9 May 2012 at 2.15pm in the Foundation Life Members Room, 1888 Building.

AEH
6 March 2012 (Rev 6 March 2012)



24/5/12