

The University of Melbourne
Occupational Health & Safety Committee

Meeting 04/2014

Meeting 4/2014 of the Occupational Health & Safety Committee was held on Wednesday
 11 November at 2.00 pm, in Room 101, First Floor, Old Geology Building.

| Membership | In Attendance | Apologies | To Expiry |
|--|--|--|--|
| Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Executive Director, Property & Campus Services or nominee Dean of a Faculty or Graduate School or nominee Director, OHS & Injury Management Provost or nominee | Ms Julia McQuillan Mr Stefan Delaney | Ms Julie Davies Mr Colin Reiter Prof Mark Rizzacasa Mr Daniel Persaud | |
| Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives | Ms Deanne Catmull Ms Leanne Fisher Ms Jennifer Scott Mr Steven Adams Ms Paula Mitchell Mr Darren Tucker | | 1 May 2016 7 May 2017 26 November 2017 6 November 2016 12 February 2017 7 August 2016 |
| Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association | Mr Alan Thomas (UMSU nominee) | Miss Emma Dook (GSA nominee) | |
| Occasional Observers Other observers as determined by the Committee and invited by the Chair. | | Ms Kirsty Altis-Downie | |
| Standing Observers Manager, Injury Management | Mr Peter Robertson | | |
| In Attendance | Ms Angela Mullins (Minutes Secretary) | | |

A Formal Matters

A01 Apologies

Julie Davies, Dan Persaud, Mark Rizzacasa and Colin Reiter.

A02 Welcome

A03 Membership Changes

There were no membership changes.

A04 Minutes of the Last Meeting

The minutes were approved as distributed.

B Items for Consultation

No items for consultation were submitted for this meeting.

C Items for Discussion

C01 Health & Safety Representatives Items for Discussion

i. **Emergency Contact Information in Lecture Theatres**

A4 posters have now been issued for display in Lecture Theatres.

ii. **HTTPS Issue**

Mr Delaney confirmed that this was a browser issue with some being outdated or some individual browsers being set at very high security. All online courses are HTTPS format and all links on the Safety website are secured.

iii. **Summary of Effective Ways OHSC can Communicate More Efficiently with Local Committees**

Mr Delaney, Ms Catmull and Mr Adams met to discuss the best ways forward and will disseminate the information across the University to new staff once the new system is in place.

iv. **Update on Working Alone Policy**

There has been no progress as yet. This will be part of the project to move procedures into the new Process system.

D Items for Noting

D01 Internal Audit Report

Twenty one audits were conducted across the Faculty of Arts, MDHS, Science, Chancellery, University Services and International House.

The criteria for review were selected based on the nature of the departments'

activities; OHS risk profile and previous audit findings. The audit process focused on site inspections and a more thorough review of the implementation process.

In 2013 the average compliance score across all areas audited was 84%. To date there has been a decrease in the conformance rating but as the audit criteria selected for evaluation has been focussed on areas of lower conformance from previous audits.

The focus of the 2014 audits has been on verifying the operationalising of the University's OHSMS in the work place. The introduction of the compliance rating for each report is to provide each area a measure of their success in achieving compliance with the NAT. The overall compliance rating based on this year's findings to date is 79% with the main deficiencies in the areas of risk registers, risk assessments and site specific training.

The Committee noted the report.

D02 External Certification Audits Update

There has been no recent activity on external audits. A planning meeting has been tentatively scheduled for February next year. More information will be available by first week in December after the planning meeting.

The Committee noted the report.

D03 Review of Serious Incident Reports & Investigations

i. Claims Report

From 1 January 2013 to 31 September 2013 there were 78 claims of which 16 resulted in lost time with a total days lost of 170.

From 1 January 2014 to 31 September 2014 there were 62 claims of which 13 resulted in lost time with a total days lost of 62.

The number of claims are lower but the number of days lost are higher due to two claims with long durations of lost time.

The Committee noted the report.

ii. Significant Incidents Requiring Notification & Regulatory Activity

Mr Delaney gave a brief follow up of events from the last meeting and new incidents which have occurred:-

| Initial Event Date | Description of Event | Division | Regulatory Intervention & Status |
|--------------------|--|-------------------------------|--|
| 24 Jun 2014 | Falling objects (cement pieces) fell from the façade of Union House building in the north court area. People were in the vicinity at the time of the incident. | SVP-PCS | 21 Aug 2014 WorkSafe attended satisfied with corrective actions undertaken. No further visits are planned Actions: Reviewed engineering specifications for North Court Sail. Confirmed Union house inclusion in structural inspection of building facades. Engaged structural engineer to investigate and report on incident. Implemented structural engineer's recommendations via contracted stonemasons. |
| 1 July 2014 | Student sustained laceration requiring medical treatment (stiches) when pipet fractured whilst being handled. | MDHS | WorkSafe did not attend Review of pipet use techniques in local area |
| 12 Jul 2014 | Visiting school student sustained contusion to head from impact with stage floor whilst performing a choreographed movement. Student admitted into hospital for observation. | MTC | WorkSafe did not attend Participants re-briefed on choreographed movement |
| 01 Aug 2014 | Student sustained laceration and temporary loss of bodily function (use of arm) as a result of falling on stairs. | Arts | WorkSafe did not attend Stairs inspected for hazards. No contributory hazards identified |
| 19 Aug 2014 | Student sustained suspected eye injury due to exposure to Bioline Trisure whilst performing laboratory activity. | MDHS | 29 Aug 2014 WorkSafe attended reviewed the internal investigation and corrective actions. Inspector satisfied with corrective actions taken. Actions: Review of compliance with standard operating procedure for activity and in particular the practice of not wearing eye protection whilst in the laboratory. |
| 6 Sep 2014 | Staff member sustained laceration requiring immediate medical treatment resulting from a dog (patient) bite. | Veterinary Science | WorkSafe has not attended to date. Review of animal handling training material and personal protective equipment. |
| 30 Sep 2014 | WorkSafe Inspector attended Queensberry St childcare centre in response to anonymous complain to WorkSafe regarding noise from ventilation system. | Melbourne Students & Learning | Worksafe inspector was satisfied that there was no risk to health and safety due to noise from ventilation system |
| 6 Oct 2014 | Staff member sustained laceration requiring immediate medical treatment resulting from a cat (patient) bite | Veterinary Science | WorkSafe has not attended to date. Further review of animal handling training material and personal protective equipment. |
| 1 Nov 2014 | Fire in toilets located in basement of 757 Swanston St | ABP | WorkSafe did not attend. Police and MFB attended. Incident investigation proceeding through security |
| 29 Oct 2014 | Student sustained laceration to finger due to fractured laboratory glassware whilst adjusting the vacuum on a flask | Science | Worksafe has not attended. Incident Investigation proceeding |

The Committee noted the report.

D04 Legislative Report

Mr Delaney reported on one legislative change:-

- i. The Australian Code for the Transport of Dangerous Goods by Road and Rail has been amended and re-released at 7.3 (ADG 7.3). It came into effect in Victoria on Thursday 30 October 2014. Some general medical organisms now come under the dangerous goods code.

The Committee noted the report.

D05 Policy & Procedures Review

Still progressing with the translation of policy into the new format although the content will not be changing. A new procedure on OHS Management Systems is being developed and everything below that will be published as processes on a new system called Promap.

The Promap system is currently under trial, but this system will make searching for policies easier. The system should be in place at the beginning of February 2015.

D06 Policy, Procedures & Processes Review

| | Description | Progress |
|----|--|---|
| 1. | Reduce occurrence or re-occurrence of workplace injuries and illnesses | 2 of 5 objectives tracking to plan, 3 of 5 minor issues developing |
| 2. | Continually improve compliance with OHS legislation and effective implementation of the University's OHSMS | Minor issues occurred, now tracking to plan |
| 3. | Improve OHS leadership and culture throughout the University | Tracking to plan |
| 4. | Provide high quality consistent and practical OHS information and advice to the University community | 1 of 2 KPIs not measured for 2014, 1 of 2 minor issues developing, now tracking to plan |

D07 External OHS Feedback Received

On 24 September we received notification from a member of the public that they had fallen off the cream steps on the south side of the Raymond Priestly Building on his way to the library and broke his wrist. The fall was due to slipping on the yellow

visibility dots. The fall took place in the rain in October 2013.

Mr Delaney acknowledged the report and forwarded to Property & Campus Services in accordance with procedure for review and rectification.

E Other Business

- i** Mr Thomas informed the Committee that a student had heard a ringing sound in the Richard Berry building but had not realised it was a fire alarm. The alarm in this building is an old mechanical alarm and Mr Thomas asked if there was any way in which people could be made aware that it is a real alarm?

Mr Delaney informed the Committee that an Emergency Resources database is about to be published which lists the type of alarm for each building and new evacuation diagrams. Another body of work is looking at how we can provide information and training to students re incidents after hours. It is envisaged that some online training be created for students who would need to complete the training before they are given access to buildings after hours via their access card.

- ii** Ms McQuillan wished the Committee a safe and happy Christmas and wished everyone well for 2015.

- iii** Mr Delaney thanked Ms McQuillan for chairing the meetings during 2014.

iv Proposed Meeting Dates for 2015

| | | |
|-------|-------------|-----------|
| 01/15 | 25 February | venue TBA |
| 02/15 | 6 May | venue TBA |
| 03/15 | 5 August | venue TBA |
| 04/15 | 11 November | venue TBA |

Occupational Health and Safety Committee**Meeting 4/2014, 11 November 2014****ACTION SHEET**

| REF | ACTION | RESPONSIBILITY | STATUS |
|-----------------------|---|-----------------------|---|
| 02/2014 C02 ii | Mr Delaney to explore how to engage students and staff on the safety of walking and using mobile phones | Stefan Delaney | SD to provide paper to Committee |