

THE UNIVERSITY OF MELBOURNE

**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

**MEETING NO 3/2014 – 7<sup>th</sup> August 2014**

A meeting of Employee Health & Safety Representatives was held on Thursday 7th August 2014 in Seminar Room C, Melbourne Dental School, University of Melbourne at 11.00 am.

**PRESENT:** Deanne Catmull (Melbourne Dental School) **Chair**  
Marcus Bunyan (Arts) **minutes**  
Leanne Fisher (University Secretary's Department)  
Heather Daykin (Pharmacology)  
Billie Hunne (Anatomy and Neuroscience)  
Warick Harvey (Scholarly Information, Southbank Library)  
Jennifer Scott (Chemistry)  
Laura Ellett (Pathology)  
Steve Adams (Engineering)  
Rochelle Sullivan (Arts)  
Ashley Cross (School of Music, VCA and MCM)  
Ross Chapman (VCA and MCM)  
Kirsty Altis (ITS)  
Darren Tucker (Engineering)  
Roy Ridgway (for Loren Dawes) (Law)  
Garth Hardiman (VCA & MCM)

**1. FORMAL MATTERS**

**1.1 Welcome/Apologies**

The Chair welcomed everyone to the third meeting of the Employee Health & Safety Representatives for 2014. Apologies received from Dominique Hes (Architecture), Irene Stanley (Biochemistry), Kirsty Turner (Botany), Loren Dawes (Law), Peter Raisbeck (Architecture), Shirley Beikirofski (Rural Health), Warick Harvey (Scholarly Information), Charlie Pagel (Vet Science), Michael Poloni (IT), David Belton (Earth Sciences) and Yvonne Lai (VCA & MCM).

**1.2 Introductions**

A brief around the table introduction was conducted to introduce the Committee members including all new members.

**2. Confirmation of minutes from previous meeting**

The Minutes of Meeting 2/2014 of the Employee Health & Safety Representative Group held on Thursday, 8<sup>th</sup> May 2014, were confirmed unchanged.

### **3. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)**

#### **3.1 What's happening at OHSC?**

- Campus Visitor guides have been reprinted and reissued. Please see your local OHS co-ordinator/representative if you require these updated copies for your area.
- WorkSafe (now known as Victorian WorkCover Authority (VWA)) have published a draft manual handling compliance code.
- OHS Management Plan 2014-2019 was endorsed at the last OHSC meeting. Deanne will forward these to the committee with these minutes as supplementary information.
- A summary of the Work Health checks carried out during 2012 and 2013 has been presented to the University (Work Health Check Report). This report is designed to assist the University in taking the next step in encouraging healthy behaviour and will be used by the University to introduce a wellbeing program that will support staff to adopt a healthier lifestyle. Over 3,000 staff participated in the program. Whilst the overall results were largely good, there are two main areas which could be improved upon: 1/ consumption of fruit and vegetables and 2/ more physical activity.  
This could be achieved by a/ influencing catering menus – reviewing contracts and meal options with procurement and b/ promotion of physical activity. These results will tie in well with the OHSC Management Plan which plans to incorporate a staff wellbeing program.
- Illegal bicycle parking has been reported by students across campus as well as the need for more parking. Staff or students that notice bicycles parked illegally should contact Traffic and Parking in the first instance. Mr Delaney mentioned that there are further plans for bike parks in the South Lawn car park area.
- Engineering labs in the Alice Hoy building have been reported as lacking in ventilation and mouldy. This has been addressed and the area cleaned up by Property and Campus Services.
- The HSRs on the OHSC committee asked Mr Delaney to discuss what steps the OHS Unit are taking to address the effects of increased workloads, stress, low morale etc due to the BIP process. Mr Delaney spoke to Sally Eastoe amongst others and stipulated that the final plan from the University had been released. The University will be taking steps to decrease workloads by numerous process improvements aimed at increasing the efficiency of various operations according to the operating model. They will also extend employment to those in transitional roles if the improvement changes are delayed or are not operational. It is also making internal recruitment a priority and by use of the defined pool/expressions of interest it gives employees increased opportunities to apply for other roles. It has also consulted extensively with all areas of the University over a long period of time and this is continuing. Stefan encouraged staff to make use of the professional development programs on offer to affected staff including CV preparation and the

employee assist program. Staff can also make use of the Wellbeing services and counselling at the University.

- All external audits from the February round have been closed out.
- In Bouverie Street a portable electric heater caught fire even though it had been tagged. Please advise all local areas to be careful of these portable heaters and note that just because an item is tested and tagged, it does not mean it is 100% electrically safe. It just means that the cord has not been compromised. Do not leave items like this run unsupervised.
- Amendments have been made to the OHS Regulations 2007. Some of these will impact areas of the University so please refer to them. They will be available through VWA (WorkSafe) and also provided to committee members as supplementary information to disseminate through local committee meetings.
- Workplace Injury and Rehabilitation Compensation (WIRC) Act changes were noted at the OHSC. The changes are just a basic re-write which will not impact the University. Deanne to forward these changes as supplementary information with these minutes.
- There will be a review of OHS Policies and procedures with the BIP so that they sit in one place. The impacts will be minimal. All policies/procedures will sit together apart from two which will sit outside of this: a/ Issue resolution and b/ Consultation procedure.
- The OHSC provides an opportunity for Faculties and Departments to raise and address issues with wider University impact at a higher level but currently they do not receive any feedback. How can staff get in touch health and safety wise? How can the OHSC open up lines of communication to the Departments and Schools? The OHSC has suggested a local HSR or safety rep from different areas could speak briefly at the OHSC about particular areas concerning health and safety there or share ideas and methods of best practise which could be useful to other areas or University wide.  
Deanne called for any other ideas from the HSRs? (Thrown open to meeting)  
a/ Perhaps a meeting of YAMMA to talk about ideas (a web based forum). This can be access restricted to contain privacy.  
b/ News blog of issues – archive of issues and ideas or c/ summary of important action items from committee meetings in short dot point format.

### **3.2 Progress of items previously raised at the OHSC?**

- Deanne stressed that any maintenance request that pose a risk to Health and Safety must in the first instance, be raised with Property and Campus Services before it is brought to the OHSC.
- Deanne has received the link to the Traffic Management Working Group Minutes, see <http://www.safety.unimelb.edu.au/consultation/committees/workinggroups/traffic/#minutes>

- Some OHS Training courses offered by the University are not hosted on secure servers. Instead of https (secure) some are just http. Stefan Delaney will be speaking to ITS regarding further advice on this issue.
- Lecture theatre emergency procedure information has been drafted and is currently being finalised. OHS & Injury Management will publish these and post them up in all Lecture Theatres soon.
- Mr Delaney suggested that HSRs could promote the upgrade of the Property and Campus services Work Order System (WOS) to their local areas which allows staff members to flag any maintenance issues which will ensure that any maintenance requests can be dealt with immediately. Deanne to forward some information to the HSRs about how to access the service. This will be provided as supplementary information.

### **3.3 Items to be raised at OHSC**

- No items to raise.

## **4. OTHER BUSINESS**

- A gas leak in Arts West (Building 148) on the 6<sup>th</sup> of August at approximately 4pm was reported.  
Occupants smelt gas and some floors were evacuated on the staff member's initiative but the Building Emergency Controller (BEC) didn't evacuate the building. Property and Campus Services were called but did not turn up for some time. The emergency management system completely broke down.  
It was noted that the deputy BEC can make the decision to evacuate the building if the BEC is otherwise engaged. This incident should be officially reported as a near miss in THEMIS. If in doubt break the Glass alarm.  
Issue to be brought up at the next Arts OHS committee meeting. Emergency Management procedures will need to be reviewed including emergency intercom system for alerting wardens and occupants that there is a suspected emergency.
- The effects of the BIP on Designated Working Groups (DWGs), HSRs/OHS staff were not brought up at OHSC meeting because the re-organisational structure has not been finalised yet.
- Changes to Tin Alley traffic flow are scheduled later in the year after the Architecture building is finished.

### **4.1 Guest speaker ideas for meeting 4**

Corey Rabaut NTEU: Workplace bullying

**5. NEXT MEETING**

Thursday the 13<sup>th</sup> of November 2014, 11am. Seminar Room B, Royal Melbourne Dental Hospital.

Guest speaker Corey Rabaut T.B.C