

**The University of Melbourne
Occupational Health and Safety Committee
Meeting Number 1/00**

A meeting of the Occupational Health and Safety Committee was held in Plaza Room 2 on Tuesday 7th March 2000 at 2:15pm

Present

Ms H Hayes (Chair)

Ms J McQuillan (nominee of Ms Baré)

Mr J Carmichael

Dr M Bullen

Dr L Huq

Mr P Edwards

Mr J Colebatch

Mr G Suckling

Dr M Livett

Dr M Wlodek

Mr F Eubury

Ms K Adams

In Attendance

Ms T Wright

Ms J Stephens

Ms Nan Austin

Mr B Greenwood

1 Welcome

Helen Hayes welcomed members to the committee for 2000 and new members Francis Eubury from the University of Melbourne Postgraduate Association and Keren Adams from Melbourne University Student Union

2 Apologies

Professor T Wedd, Mr E Smart, Dr R. Cappai

3 Minutes of Meeting 4/99

The minutes of meeting 4/99 were accepted

4 Report to Council

Occupational Health and Safety meeting 4/99 report to council was accepted as tabled

5 Reports from departmental Safety Committees

Listed reports from University faculty or departmental safety committees accepted as tabled. One item was discussed in 10

6. Action items from Meeting 4/99

6.1. OH&S risks associated with lecturing

Keren Adams reported of the MUSU lecture theatre survey that is currently in the planning stage. Mary Wlodek agreed to act as an academic contact to provide support to the survey process.

6.2. Health Monitoring guidelines – post graduate

Details of the existing health monitoring program for post graduate students were noted

6.3. Emergency Information for Lecture Theatres

A request to Dr Daines, Property and Buildings regarding the potential avenues for funding emergency information in lecture theatres has been made. The response shall be provided next meeting.

6.4. First Aid Information

Referred to item 7

6.5. No Smoking Policy

Waste from cigarette butts is currently being managed by a sub committee of the Environmental Advisory Committee (EAC), the reuse and recycling committee . Their annual report submission will be tabled at the final meeting of the OHSC 2000 as a record of activities.

6.6. Health and Safety Representatives issues

6.6.1. Cleaning Contractors no smoking advice

The response from Malcolm Bell detailing action taken regarding cleaning contractors smoking in buildings was noted.

6.6.2. MU private pedestrian issues

The response from Douglas Daines detailing the planned pedestrian management plans for Melbourne University Private was noted. Jim Colebatch agreed to forward the additional issue of lack of traffic speed limit signs on campus to the Buildings and Estates Committee

6.6.3. Downloadable signs in EHS manual

This item was referred to item 7.

6.7. S3 form

The final draft of the S3 form was accepted with some minor changes. The committee recommended a coordinated distribution to Faculty General Managers and Department Managers with supporting information on the use and relevant web links including a range of examples of completed forms.

6.8. Building Evacuation

The memo sent to BECs without building evacuation activities occurring in the last 2 years was noted. The Risk Management Office has received a good response to the request. The committee agreed that heads of department of the relevant sections should be included in any future similar mail outs.

6.9. Community Concerns

The letter sent to Reverend Clements was noted

6.10 Union staff representatives

Advice on the policy position for the invitation to Melbourne University Student Union staff members to be present at University committees will be provided next meeting.

7. Environment Health and Safety (EHS) Manual

The table of contents and introduction to Edition 4 of the EHS manual were noted. The new edition is a response to the recent environmental management system audit and as such requires completion by April 2000. Members of the committee are invited to comment on the structure and comment at session to be announced. Expressions of interest are called and a reminder will be sent by email. The previous requests, Item 6.4, including printable first aid information within the manual and item 6.6.3, including downloadable emergency signs within the manual shall be addressed in edition 4.

8. Report from Health and Safety Representatives

Concerns regarding the current Heat Policy were noted. Bruce Greenwood agreed to convene a working party to formulate a submission to the Capital Projects Committee to incorporate suggested principals into the decision making process for installation of air conditioning across the campus.

9. Legislation Update

Legislation updates for the OHS (Hazardous Substances) Regulations 1999 and Dangerous Goods (Explosives) amendment 1999 were noted. The new State Government have indicated that they intend to increase penalties for breaches of the OH&S legislation both for corporations and individuals. Details of legislative changes were requested to be forwarded with the S3 form to relevant personal (item 6.7).

10. Safe Travel Information

An extract from engineering faculty safety committee minutes recommending a coordinated approach to the provision of safe travel information was noted. It was agreed to forward the request to International Office from the committee.

11. First Aid provision to staff

A document entitled Emergency Care on Campus was noted. It was agreed to send information to Faculty General Managers and Department Managers regarding the acceptable and recommended procedures when staff, students or visitors require transport to the Health Service. Graham Suckling proposed a longer term measure could be including transport and first aid duties within the security contract for the University.

12. Dates and venues 2000

Committee dates and venues for 2000 were noted

13. Other business

13.1. Designated Work Group – University Development Division

A memo from Roger Peacock requesting recognition of the University Development Division as a designated work group was noted. Helen Hayes accepted their proposal with pleasure on behalf of the committee.

The meeting closed at 3:30 pm.

The next meeting will be held on Tuesday May 2nd 2000 in Conference Plaza Room Room 1.

ACTION PLAIN FROM THIS MEETING

Ref	Topic	Action Needed	By Whom	By When
4/99 #5.1.2	OH&S risks associated with lecturing	Report from Student Union on progress of survey	MUSU 2000	2 nd May 2000
4/99 #5.3	Emergency Information for lecture theatres	Funding for campus wide electronic emergency information	H. Hayes	2 nd May 2000
4/99 #5.5	No smoking Policy	Report on trial	RMO / grounds	7 th November 2000
1/00 #6.6.2	Pedestrian issues	Forward lack of traffic speed limit signs concerns to Buildings and Estate Committee	J. Colebatch	2 nd May 2000
1/00 #6.7 & 9	S3 form & legislation changes	Send letters to Faculty General Mangers and Departmental Managers regarding the new S3 form and changes to legislation	N. Austin	2 nd May 2000
1/00 #7	EHS manual	Final draft Edition 4	T. Wright	2 nd May 2000
1/00 #8	Air conditioning Policy	Convene working party and formulate a submission incorporating suggested principals for AC installation decisions	B. Greenwood	2 nd May 2000
1/00 #10	Safe Travel Information	Forward request to International Office regarding provision of safe travel information	H.Hayes RMO	2 nd May 2000
1/00 #11	First Aid Information	Send letters to Faculty General Mangers and Departmental Managers regarding recommended first aid procedures	H.Hayes RMO	2 nd May 2000
1/00 #13.1	DWG	Respond to University Development Division regarding acceptance of proposal for new DWG	N. Austin	2 nd May 2000

Completed Actions

Topic	Action Completed	By Whom
Health monitoring guidelines – pg students	Program in operation	M Bullen
Health and Safety Representatives	Advise Cleaning Contractors of no smoking policy	B Greenwood
	Obtain response to MU private pedestrian issues	H.Hayes
S3 form	Final Draft	N. Austin
Building Evacuation	Memo to BEC's	H. Hayes
Community Concerns	Letter to community member	H. Hayes

Attendance Record for 2000; 1 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Jane Stephens	1	1	0
Ms Helen Hayes	1	1	0
Ms J McQuillan	1	1	0
Mr J Colebatch	1	1	0
Dr M Bullen	1	1	0
Professor A Wedd	1	0	1
Mr G Suckling	1	1	0
Dr M Wlodek	1	1	0
Mr J Carmichael	1	1	0
Mr E Smart	1	0	1
Dr L Huq	1	1	0
Dr R Cappai	1	0	1
Mr P Edwards	1	1	0
Mr F Eubury	1	1	0
Ms K Adams	1	1	0

Distribution

Ms Helen Hayes	Chairperson	Mr P Edwards	H&S rep ITS
Ms E Baré	Management Rep	Mr E Smart	H&S rep ILFR
Ms. J McQuillan	Nominee of Ms Baré	Dr R Cappai	H&S rep Pathology
Mr. J Colebatch	Management Rep	Dr L Huq	H&S rep Dentistry
Mr. G Suckling	Management Rep	Dr M Wlodek	H&S rep physiology
Mr I Marshman	Management Rep	Mr J Carmichael	H&S rep chemistry
Prof T Wedd	Nominee of Mr. Marshman	Dr M Livett	Participating observer
Dr M Bullen	Management Rep	Ms K Adams	MU student Union
Ms Nan Austin	Project officer RMO	Mr F Eubury	UMPA
Ms M Gleeson	Central Secretariat	Ms J Stephens	Compliance Officer
Mr B Greenwood	H&S rep Conveynor		

Agenda & Minutes: Tricia Wright Risk Management Office ex 44006 T.wright@rmo.unimelb.edu.au