

**The University of Melbourne
Occupational Health and Safety Committee
Meeting Number 2/00**

A meeting of the Occupational Health and Safety Committee was held in Plaza Room 2 on Tuesday 16th May 2000 at 2:00pm

Present

Ms H Hayes (Chair)	Professor T Wedd (nominee of I Marshman)
Ms J McQuillan (nominee of Ms Baré)	Mr G Suckling
Mr J Carmichael	Mr D Hook
Dr M Bullen	Dr M Livett
Dr L Huq	Dr M Wlodek
Mr P Edwards	Mr F Eubury
Mr E Smart	Dr R Cappai

In Attendance

Ms T Wright	Ms Nan Austin
	Mr B Greenwood

1 Welcome

Helen Hayes welcomed Mr Derek Hook, management representative from Property and Buildings replacing Jim Colebatch

2 Apologies

There were no appologies

Starring of items: It was agreed to star and consider the following items as priority agenda items 5.5, 5.8, 6, 10, & 11. Other business – Extreme Heat Policy

3 Minutes of Meeting 1/00

The minutes of meeting 1/00 were accepted pending minor editorial changes.

4 Report to Council

Occupational Health and Safety meeting 4/99 revised report to council and meeting 1/00 report to council were accepted as tabled

5 Reports from departmental Safety Committees

Listed reports from University faculty or departmental safety committees accepted as tabled.

6. Action items from Meeting 4/99

6.1. OH&S risks associated with lecturing

There was no representative from MUSU, this item will be carried forward to meeting 3/00

6.2. Emergency Information for lecture theatres

Memo from Douglas Daines advising allocation of \$9,000 from minor works for this project was noted

6.3. Pedestrian Issues

Derek Hook agreed to report to Buildings and Estate Committee meeting on 19th June regarding the request for increasing the amount of speed traffic signs within the University campus and report back to OHSC 3/2000

6.4. S3 form

An email was sent to Heads of all areas notifying them of the new S3 form located on the RMO web page <http://www.unimelb.edu.au/rmo/>

6.5. EHS Manual 4th Edition

A paper detailing recommendations from a focus group for the structure and content of the EHS Manual edition 4 was noted. The committee endorsed the progress of the current draft version of

EHSM edition 4 accepting all recommendations. Helen Hayes agreed to discuss the recommended amalgamation of the Environment Advisory Committee (EAC) and OHSC with Jane Stephens and report back next meeting.

6.6. Air Conditioning Policy

The following members of the air conditioning policy working group were agreed: Margaret Bullen; Nan Austin; John Carmichael; Mary Wlodek; Bruce Greenwood; and a nominee from the Property and Buildings engineering department. This group will report back next meeting.

6.7. Safe Travel Information

A request to International Office regarding the coordination of the provision of safe travel information was noted. It was agreed that ILFR and Faculties should raise awareness regarding strategies to prevent travelling after long hours of work.

6.8. First Aid Information

A paper was tabled providing feedback to the previous committee suggestions for the transportation of sick and injured people needing medical attention to student health, concerns regarding this issue still remain.

The following three possible solutions were discussed:

1. Review first aid advice recommending that First Aid Officers, after providing first aid for which they are trained, establish whether student health can attend on campus for individuals requiring medical attention, if this is not possible an ambulance must be called.
2. A request that Margaret Bullen negotiate with MUSU and Cheryl Vardon regarding an outreach facility of Student Health on the Parkville Campus and report back next meeting.
3. RMO to negotiate the feasibility of endorsing and then signing the Sports Centre, Security, Baillieu Library and MUSU as the prime first aid facilities on campus.

6.9. Designated Work Groups

Memo to Roger Peacock, Vice-Principal (University Development) accepting the University Development Division as a designated work group was noted

7. Occupational Health and Safety Policy

The revised Occupational Health and Safety Policy was noted. The committee members made a number of points of discussion and clarification a summary of some of the major points follow:

- Include reference to the Environment Policy
- Include a OHS Policy revision period
- Reference to the Deputy Vice Chancellor (Resources) is outdated
- OHS Committee section should be deleted
- Policy objectives should include OHS issue resolution procedure

Nan Austin shall coordinate these and other suggestions forwarded and provide feedback to Jane Stephens for inclusion in the subsequent OHS policy draft for submission to legislative committee.

8. Report from Health and Safety Representatives

Reported in item 6.6 above

9. Construction Site Safety Working Party

Minutes of the Construction Site Safety Working Party 1/00 were noted. It was noted that actions detailed in item 6 were currently underway.

10. Fume Cupboard Management Plan Status Report

The Fume Cupboard Management Plan Status Report December 1999 / January 2000 was noted.

11. University Rehabilitation Program

A report regarding the University's Rehabilitation Program was noted. One of the recommendations of the report was the establishment of a rehabilitation working group reporting to the Occupational Health and Safety Committee (OHSC). Reports from this working group would be submitted to the OHSC on a regular basis for reporting through to Administrative Committee. The proposed

membership of the working group was accepted, Risk Management Office representative; Health & Safety Representatives representative; Client representative; Human Resources representative. The Health and Safety Representatives were asked to nominate a member for this working party by June 2000. It was recommended that the Human Resources Committee for management of change be consulted where there are significant changes effecting employees.

12. Other Business – Extreme Heat Policy

Nan Austin will revise the extreme heat policy in consultation with the Air Conditioning working party (item 6.6) providing recommendations for inclusion in the EHSM.

The meeting closed at 3:10 pm.

The next meeting will be held on Tuesday August 8th 2000 in Conference Plaza Room Room 1.

ACTION PLAN 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	8 th August 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	D. Hook	8 th August 2000
1/00 #8	Air conditioning Policy	Convene working party and formulate a submission incorporating suggested principals for AC installation decisions	B. Greenwood	8 th August 2000
1/00 #11	First Aid Information	Report on feasibility of parkville campus out reach first aid facility	M. Bullen	8 th August 2000
		Report on feasibility of establishing four main first aid locations on campus: Baillieu, Union, Sports Centre, Security	N. Austin	8 th August 2000
2/00 #6.5	Integration of OHSC & EAC	Provide feedback on the integration of OHSC and EAC	H.Hayes	8 th August 2000
2/00 #7	Occupational Health and Safety Policy	Provide feedback on draft OHS Policy to Jane Stephens	N. Austin	8 th August 2000
2/00 #11	University Rehabilitation program working party	Recommend health and safety representative for working party	B. Greenwood	June 2000
2/00 #12	Extreme Heat Policy	Recommendation to current extreme heat policy for inclusion in EHSM	N. Austin	8 th August 2000

Completed Actions

Topic	Action Completed	By Whom
Emergency Information for lecture theatres	Funding Allocation Provided	H Hayes / D Daines
S3 forms	Email to Heads of Divisions sent providing location of new S3 form	N Austin
EHS manual	Recommendation for Edition 4 EHSM	RMO
Safe Travel Information	Request for coordination of information to International Office	H. Hayes
DWG	University Development Division DWG accepted	H. Hayes

Attendance Record for 2000; 2 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	2	2	0
Ms J McQuillan	2	2	0
Mr J Colebatch	1	1	0
Mr D Hook	1	1	0
Dr M Bullen	2	2	0
Professor A Wedd	2	1	1
Mr G Suckling	2	2	0
Dr M Wlodek	2	2	0
Mr J Carmichael	2	2	0
Mr E Smart	2	1	1
Dr L Huq	2	2	0
Dr R Cappai	2	1	1
Mr P Edwards	2	2	0
Mr F Eubury	2	2	0
Ms Jane Stephens	1	1	1
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. D Hook	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: Risk Management Office ex 44006