

THE UNIVERSITY OF MELBOURNE
Occupational Health and Safety Committee
Meeting 02/03 MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room, Old Physics on Tuesday 10th June 2003 at 2:15pm.

Present

Ms E Baré, Vice-Principal, Human Resources, (Acting Chair),
Dr R. Cappai, Pathology, Medicine, Dentistry & Health Sciences
Mr M Georgesz, Economics and Commerce
Mr B. Greenwood, Property & Buildings
Ms A. Hunt-Sturman, Medicine, Dentistry & Health Sciences
Mr D. Lyons, Director, Risk Management Office
Ms J. McQuillan, Human Resources
Mr G. Thomson, Director, Health & Counselling
(Nominee: Office of the VP Academic Registrar)

In Attendance

Ms A Devlin, Risk Management Office (Acting Secretary)

Apologies

Ms K. Findlay Jones, General Manager, Engineering & Construction, P & B
Ms H. Hayes, VP Information Division (VC nominee and Chair)
Ms L. Martin, Vice Principal and Academic Registrar
Mr R Pavani, Melbourne Research and Innovation Office
Ms D. Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office
Ms D. Wallace, Risk Management Office (Secretary)
Dr M. Wlodek, Medicine, Dentistry & Health Sciences
Ms J. Wong, Postgraduate student representative

1. Welcome

New employee representative members, Mark Georgesz (Economics and Commerce) and Rudi Pavani (Melbourne Research and Innovation Office), were welcomed by the Chair.

1.1. Apologies

Apologies were noted.

2. Minutes of Meeting 04/02

The minutes from the previous meeting, 25th February 2003, were accepted without change.

3. Reports from Faculty & Departmental Safety Committees

No significant items to report from the recent faculty reports received by the RMO.

4. Action items from Meeting 01/03

4.1. Good Practice Guides

Ms Hunt-Sturman reported that the Environmental Health and Safety Manual has been updated to include the good practice guide for “*areas with unsupervised and after hours access*”. This has been circulated via Staff News.

4.2. Medical Questionnaire for Off-Campus Activities

Ms Hunt-Sturman advised that the medical questionnaire within the EHS Manual has been modified to reflect privacy policy issues and eliminate irrelevant questions.

4.3. Biosafety Committee

Mr Lyons advised that he was raising the issue of Biosafety, particularly the roles of biohazards and biosafety committees and the Laboratory Control Risk Team (LCRT) at the next meeting of the Risk Management Committee (scheduled for 11 June 2003).

4.4. Student Inductions

Mr Lyons reported that the Risk Management Office (RMO) is in the process of obtaining information from all Faculties and Departments on the process for inducting students in EHS obligations within each faculty and department. Ms Rostan-Herbert to report at the next meeting.

4.5. Driving Safety Policy

Mr Lyons reported that no comments have been received in regard to the Draft Model Procedure 7.4, tabled at the last meeting.

5. Report from Health and Safety Representatives

Dr Cappai reported on the meeting held on the 29th April 2003, the following issues were noted.

- i) Emergency Response Coordinator to be appointed.
- ii) Property and Buildings advises that the use of break glass as an emergency response is only appropriate in the event of fire evacuation and not for other types of emergencies.

6. Environment Advisory Committee Minutes 02/03

It was noted that the minutes of the EAC 02/03 are available on the web:
http://www.unimelb.edu.au/rmo/env_man/EAC_min.html

7. Report on OHSC Objectives and Targets

Mr Lyons provided the following update:

- i) *Objective 1 Establish and implement a proactive approach to manual handling and ergonomics to reduce strain related incidents.*
The RMO Ergonomist is reviewing current Manual Handling and Ergonomic procedures in the EHS Manual.
- ii) *Objective 2 Establish an integrated plan for the management of Health and Safety, including roles and responsibilities of committees, administrative functions and staff and students.*
This review is ongoing.
- iii) *Objective 3 Establish student Environment Health and Safety induction program.*
Refer to item 4.4.

8 Changes to EHS Manual

Mr Lyons advised of the following changes to the EHS Manual.

- 1.6.5.4 Internal Audit Schedule
http://www.unimelb.edu.au/ehsm/InternalAudit_Sched03.pdf
- 8.4.2.6.2 Guidelines for Assessment
<http://www.unimelb.edu.au/ehsm/8.html#8.4.2>.

- 5.2.2 Hazardous Substances
<http://www.unimelb.edu.au/ehsm/5.html#5.2.2>.
- 6.2.5.18 Emergency Evacuation Procedure
<http://www.unimelb.edu.au/ehsm/6.html#6.2.5>.
- Appendix 13 Bomb Threat Action
<http://www.unimelb.edu.au/ehsm/A.html#A.13>.

9. EHS Audit Program

Mr D Lyons reported on the status of the EHS Audit Program.

<i>The following areas have been internally audited and are currently being externally audited by Lloyd's Registry.</i>	
<i>Audit Dates</i>	<i>Academic Faculty or Administrative Division</i>
February 24	Risk Management Office
February 25 – 26	Faculty of Architecture
March 3 – 13	Faculty of Medicine, Dentistry & Health Sciences
March 17 – 18	Faculty of Arts
March 25 – 28	Institute of Land and Food Resources
March 31	School of Graduate Studies and MRIO
April 1 – 2	Faculty of Veterinary Science
May 20	Ian Potter Museum of Art
<i>The following areas have been scheduled for an internal audit and they will be externally audited in March 2004.</i>	
<i>Audit Dates</i>	<i>Academic Faculty or Administrative Division</i>
June 30 – July 4	Faculty of Engineering
July 14 – 18	Faculty of Science
July 28	Medley Hall
July 29	International House
July 30	Melbourne University Press
August 4 – 5	Faculty of Economics & Commerce
August 11 – 15	Information Division
November 3 – 7	Property & Buildings

A pre-audit review was conducted by Lloyd's Register on Monday 28th May in preparation for the current external audits. One of the main outcomes of this review was the need to demonstrate compliance with legislation and regulations and the plateauing of performance in safety.

Concerns were raised over the approach taken by the contractor working as the internal auditor and his role in undertaking post audit consultancies. These will be dealt with the directly by the RMO.

The external review of the audit process conducted by Berchams has been finalised. A copy of the report and RMO response to be circulated with minutes of the meeting.

10. Other Business

10.1 DRAFT EHS Purchasing Procedure attached for discussion

Mr Lyons advised that the Internal EHS Audits have identified a lack of consistency in the EHS Purchasing Procedures. The RMO to work closely with Financial Operations and the University Systems Project to develop appropriate solutions.

10.2 2002 University of Melbourne Annual Report

Extract from 2002 Annual Report, "Statement on Occupational Health and Safety Matters" was circulated with the Agenda for information.

10.3 Smoking Policy

Mr Lyons is to examine the current smoking policy to determine if it covered the situations of smokers at the side entrance of the Economics and Commerce Building.

10.4 Alcohol and Drug Policy

Mr Thomson reported that the revised draft policy is with the Academic Registrar for review. The updated policy to be forwarded to the Director, RMO for review and circulation for the next meeting.

10.5 Incident Notification

Mr Lyons reported on the following Incident Notifications received from the Victorian Workcover Authority (VWA).

- i) A recent 'Carcinogenic Audit' recommends changes to our record keeping processes for scheduled carcinogenic items. These changes have been reflected in the EHSM.
- ii) An 'Improvement Notice' has been issued following the Compressor failure in Zoology dated 19/03/2003. WorkSafe issued the report and P&B have requested an extension of time to comply with WorkSafe requirements. Ms Findlay-Jones to report to the next meeting.

It was suggested that incident notifications to external parties be added as a standing agenda item.

10.6 Training Courses Cancelled

Ms Baré noted that many EHS training courses are being cancelled due to lack of numbers.

10.7 Departure of Chair - Ms Helen Hayes

It was noted that the current chair will be leaving the University of Melbourne effective from Friday 8th August 2003. It was agreed that a 'Thank You' letter should be sent from the Committee.

The meeting closed at 3:30 pm.

The next meeting will be held on Tuesday 2nd September 2003 in the Jim Potter Conference Room, Old Physics.

Action Plan from OHSC 02/03

Ref	Topic	Action	By Whom	By When
4.3	Biosafety Committee	Report on the outcomes from the RMC meeting on 11/6/03	D Lyons	03/03
4.4	Student Inductions	Status of Student Inductions	D. Rostan-Herbert	03/03
10.1	EHS Purchasing Procedure	Update on progress with Financial Operation and USP.	D. Lyons	03/03
10.3	Smoking Policy	Does it cover the side entrance of the economic & commerce building?	D. Lyons	03/03
10.4	Alcohol and Drug Policy	When received from Academic Registrar, G Thomson to forward revised policy to RMO. RMO to review, format and circulate to OHSC.	G. Thompson D. Lyons	03/03
10.5	Incident Notification (WorkSafe notice)	Report on Compressor failure actions.	K. Findlay-Jones	03/03
10.5	Incident Notification (Agenda Item)	To be added to OHSC as standing agenda item.	D. Wallace	03/03
10.7	Recognition of Chair	Letter of appreciation to be sent on behalf of the OHSC.	D. Wallace	01/08/2003

Distribution List

Faculty	Department	Name	Surname	Email	Rep type
Human Resources	Vice Principal	Elizabeth	Baré	lizb@unimelb.edu.au	Acting Chair
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Vet Science	Dean	Ivan	Caple	iwc@unimelb.edu.au	Member
Medicine	H&S Representative Pathology	Robert	Cappai	r.cappai@unimelb.edu.au	Member
P&B	General Manager, Engineering & Construction	Katherine	Findlay-Jones	krfj@unimelb.edu.au	Member
Economics & Commerce	Employee Representative, Economics & Commerce	Mark	Georgesz	oswald@unimelb.edu.au	Employee Rep. Member
P&B	H&S Representative	Bruce	Greenwood	brg@unimelb.edu.au	Member
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Central Admin	Manager (Client Services) Nominee: DP Human Resources	Julia	McQuillan	juliaq@unimelb.edu.au	Member
MRIO	Employee Representative (MRIO)	Rudi	Pavani	r.pavani@unimelb.edu.au	Employee Rep. Member
Central Admin	EHS Systems Officer, RMO	Danielle	Rostan-Herbert	dmrostan@unimelb.edu.au	Standing Observer
Academic Services	Director Health & Counselling Nominee: Vice-Principal and Academic Registrar	Garry	Thomson	gdthom@unimelb.edu.au	Member
Central Admin	RMO	Debbie	Wallace	debbiejw@unimelb.edu.au	Secretary
Medicine	H&S Representative Physiology	Mary	Wlodek	m.wlodek@unimelb.edu.au	Member
Student	UMPA	Janifer	Wong	wongjan@cryptic.rch.unimelb.edu.au	Pgrad Rep

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