

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 4/10

Meeting 4/2010 of the Occupational Health and Safety Committee was held on Wednesday 10 November 2010, at 2.15pm, in the Moot Court Room, Old Quadrangle.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
<b>Employer Representatives</b> Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Human Resources or nominee Executive Director, Property and Campus Services or nominee Dean of a laboratory based Division General Manager, Occupational Health & Safety and Injury Management Academic Registrar or nominee	Mr Nigel Waugh  Ms Julia McQuillan  Mr Stefan Delaney	Mr Colin Reiter  Pr Ken Hinchcliff  Mr Garry Thomson
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Sarah Epskamp Mr Paul Donald Mr Lindsay Rayner Ms Deanne Catmull Mr Steven Adams	Ms Jane Howard
<b>Student Observers</b> One student nominated by the University of Melbourne Student Union One student nominated by the Graduate Student Association		Mr Rudolph Hosri  Ms Vyv Mishra
<b>Occasional Observers</b> Other observers as determined by the Committee and invited by the Chair.		
<b>Standing Observers</b> Manager, Injury Management	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

## 1.2 Welcome to new and re-elected HSR members, and thanks to departing members

The Chair thanked members for attending. The Committee welcomed new and re-elected HSR members:

- Mr Steve Adams
- Mr Lindsay Rayner
- Ms Jane Howard (in absentia).

The Committee expressed its gratitude to Ms Jennifer Scott, whose term of office as a HSR member had come to a close, for her participation. Mr Waugh will write a formal letter of thanks.

## 2. Minutes of the previous Meeting 03/2010

Ms Mishra was incorrectly listed as an apology for meeting 03/2010, when in fact she attended. With this correction, the minutes were approved as distributed.

## 3. Action items from Meeting 03/2010

### 3.1 Claims and Incidents Reports Jan–Dec 2009

Mr Delaney had provided this report to the Remuneration and Employment Conditions Committee.

### 3.2 Traffic Management Working Group

Mr Delaney reported that this group had not yet met, but would do so by the end of 2010.

In response to a question, Mr Delaney advised he would accept late nominations for membership if the HSRs had them.

### 3.3 Incident reporting reminder to be published

Mr Delaney apologised that this was not yet complete. It would be complete by next meeting.

### 3.4 Nominees for the Chair of the Workloads Advisory Committee (WAC)

Members noted the two papers.

In response to a question, Mr Waugh consulted the text of *The University of Melbourne Collective Agreement 2010* (the Collective Agreement) and reported that the chair of the WAC was a separate, seventh member of the committee, and not a part of the group of six ordinary members nominated by the University and the Union.

Member noted that the papers had two out of three nominations in common:

- Pro Vice-Chancellor (Teaching & Learning) – Professor Pip Pattison
- Dean of a Faculty (Veterinary Science) – Professor Ken Hinchcliff.

*Motion (3.4a): that the Committee declare Pro Vice-Chancellor (Teaching & Learning), Pr Pip Pattison and Dean of the Faculty of Veterinary Science, Pr Ken*

*Hinchcliff to be two out of the Committee's required three nominees for Chair of the WAC. Mover: S. Epskamp. Secunder: N. Waugh.*

*Motion (3.4a): passed with all in favour.*

The candidates remaining for the third and final nomination were:

- Director, Wellbeing Services – Mr Garry Thomson
- Senior Lecturer, The Australian Centre – Dr Graham Willett.

Members discussed the choice between Mr Thomson and Dr Willett for the third nominee. Members noted that choosing Dr Willett would mean that no professional staff appeared among the nominees.

*Motion (3.4b): that the Committee declare Director, Wellbeing Services, Mr Garry Thomson to be its third nominee for a Chair of the WAC. Mover: P. Donald. Secunder: N. Waugh.*

*Motion (3.4b): passed with all in favour.*

Mr Waugh thanked members for their willingness to resolve this matter.

### **3.5 Waste Management Working Group**

Mr Delaney reported that expressions of interest in membership of the Hazardous Waste Management Working Group would soon be sought from HSRs with relevant biological laboratory background.

### **3.6 WorkSafe Work Health Program**

Mr Delaney reported that planning was still in progress.

### **3.7 Expiry of Terms of Office for Three HSR Members**

Members noted the results of the election as discussed in Item 1.2. The new and re-elected members each have a term of office expiring 23 October 2013. Members noted the Returning Officer's report and the scrutineer's report, which showed that the conduct of the election was in order.

## **4. Reports**

### **4.1 Executive Committee Report**

The Executive Committee had not met.

### **4.2 Workloads Advisory Committee Report**

Mr Waugh reported that now that the OHSC's nominations for Chair of the WAC were in hand, HR Chancellery would now seek to finalise its own and the Union's nominations for the remaining membership, in accordance with the terms of the Collective Agreement. It would then seek to convene the WAC before the next OHSC meeting.

### **4.3 Workplace Bullying Advisory Group Report**

No report had been received. Ms Rule reported on correspondence received from Ms Elisa Illarda, the convenor of the WBAG, which stated that the group was no longer meeting as frequently as previously, and that papers would be provided if and when they were available.

**4.4 Faculty and Departmental Safety Committees (none received)****4.5 Health and Safety Representatives Items for Discussion**

No items had been received.

**4.6 Significant Incidents Requiring Notification and Regulatory Activity**

Mr Delaney spoke to the report.

In relation to the matter of a motor vehicle accident on 24 October 2010, Mr Delaney provided a further verbal report that the injured persons were continuing to recover. The incident was being investigated by Victoria Police. The University was conducting an investigation of all aspects of the incident that did not fall under the purview of the police investigation. The non-employees involved in the incident were being supported through the Transport Accident Commission.

**4.7 OHS Audit Reports****4.7.1 External Audits**

Mr Delaney spoke to the report.

Members noted that there appeared to be calculation errors in the results for Bio21 and Melbourne University Student Union Ltd. Mr Delaney apologised for these errors and undertook to circulate a corrected report.

**4.7.2 Internal Audits**

Mr Delaney tabled a report, which is circulated with these minutes.

Mr Delaney also provided a general verbal report. Results had not been available until now as the Internal Audit program under the new auditing contractors had not commenced until August 2010. Although the results were considered to be generally positive, a greater number of adverse findings had been made this year to date than in previous years. Factors explaining this could include:

- We are now auditing to the National Self Insurers' Audit Tool (NAT) and Australian Standard 4801 audit standards, which have a number of new criteria that were not previously present.
- The auditing style has changed to place more emphasis on verifying the practical implementation of safety systems, as opposed to merely verifying that a system exists.

As members had not had an opportunity to read the written report in detail, members were invited to read it out of session and email Mr Delaney with any queries in the next week (by 17 November 2010).

**4.8 Review of OHS Policy & Procedures**

There were no items under review.

**4.9 External OHS Feedback Received**

An item of feedback from a member of the public had been received under the scope of the new OHS External Feedback Process. Mr Delaney spoke to the report.

In response to a question, Mr Delaney advised that there had been no reported collisions between pedestrians and buggies off main campus, which was the area that was the subject of the feedback (main campus means the area of University property bounded by Swanston St, Grattan St, Royal Pde and Tin Alley). There had previously been collisions reported on main campus, however.

In response to a question regarding legislation governing buggies, Mr Delaney reported that buggies were operated on and around campus on the basis that they were exempt from the definition of a motor vehicle and its attendant requirements in the *Road Safety Act 1986 (Vic)*. However, VicRoads had recently expressed uncertainty about this point, and was seeking its own legal advice to clarify. The General Manager, Campus Operation, was liaising with VicRoads to resolve this matter.

## **Other Business**

### **5.1 Recent Publications**

The Committee noted the recent publication of a revised support website for EHS Incident Reporting.

### **5.2 2010 Annual Review of Terms of Reference**

Annual review of the Terms of Reference was due in this meeting. Members had no changes to propose.

Members noted that office-holding positions were due to be confirmed in the first meeting of 2011.

### **5.3 Draft Meeting Calendar for 2011**

Members noted the draft meeting calendar, and would provide feedback on the suitability of the dates as requested by 24 November 2010.

### **5.4 Prompt publishing of confirmed minutes on website**

Members noted that there have been some delays during 2010 in publishing the confirmed minutes to the website, which can cause difficulties for Faculty OHS Committees who refer to these minutes, and asked that minutes are published promptly in future.

### **5.5 Thanks to members for participation in 2010**

Mr Waugh thanked members for their participation in the Committee in 2010.

The next meeting of the Occupational Health & Safety Committee will take place in 2011 at a date to be announced.

