

THE UNIVERSITY OF MELBOURNE

EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

MEETING NO 4/2014 – 13th November 2014

A meeting of Employee Health & Safety Representatives was held on Thursday 13th November 2014 in Seminar Room A, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT: Deanne Catmull (Melbourne Dental School) **Minutes**
Heather Daykin (Pharmacology)
Charlie Pagel (Vet Science)
Warick Harvey (Scholarly Information, Southbank Library)
Jennifer Scott (Chemistry)
Steve Adams (Engineering) **Chair**
Rochelle Sullivan (Arts)
Ashley Cross (School of Music, VCA and MCM)
Ross Chapman (VCA and MCM)
Garth Hardiman (PCS)
Yvonne Lai (VCA & MCM)
John Carmichael (OH & S Unit)
Prue Dittman (Library)
Corey Rabaut (NTEU)
Irene Stanley (Biochemistry)
Geoff Duke (Engineering)

1. FORMAL MATTERS

1.1 Welcome/Apologies

The Chair welcomed everyone to the fourth meeting of the Employee Health & Safety Representatives for 2014. Apologies were received from Dominique Hes (Architecture), Kirsty Turner (Botany), Billie Hunne (Anatomy and Neuroscience), Peter Raisbeck (Architecture), Shirley Beikirofski (Rural Health), Michael Poloni (IT), David Belton (Earth Sciences), Marcus Bunyan (Arts), Leanne Fisher (University Secretary's Department), Kirsty Altis (ITS), Phoebe Churches (Student Union), Robert Hassan (School of culture and communication), Amy Hampson (Department of Otolaryngology), Kylie White (VCA), Renata Luhr (UoM commercial), Tim Kennedy (MCM), Claire Blake (Forest and Ecosystem science), Heather Mann (ITS), Jenny Mercer (ORYGEN), Boon Lay Ong (Engineering), Cherie Winter (VCA).

1.2 Introductions

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

2. Election of one HSR to the OHSC Committee

An election of one Health and Safety Representative was undertaken, in accordance with the University's Occupational Health and Safety Committee's Standing Resolution 02/2009-07. The election was conducted in the presence of Mr John Carmichael (Observer/Scrutineer, OH & S Unit).

One nomination was received for the position– Jennifer Scott (Chemistry). Jennifer Scott was re-elected unanimously for the period of 3 years from the next University OHSC meeting. Nomination was seconded by Deanne Catmull.

3. Guest Speaker: Corey Rabaut (NTEU). Psychosocial Hazards- a NTEU perspective

Guest speaker Corey Rabaut provided a folder of information (to be sent as supplementary information with these minutes) to committee members which contained PowerPoint presentation slides from his talk, as well as current information covering injury hotspot statistics in the Education Sector and Work and Suicide Prevention documentation. It was noted that the majority of injury hotspots in the Education Sector are from the psychological system (work related stress, anxiety, depression from harassment, bullying (colleagues or students) or increased work pressure. The current policies available were mentioned and touched upon as well as references to the University policy with some open discussion and suggestions.

Questions or queries can be forwarded to Corey Rabaut.

Email: crabaut@nteu.org.au

Ph: 8344 6828

Mob: 0409 043 22

Address: NTEU- Old Metallurgy, Parkville Campus.

4. Confirm minutes of the last meeting

The Minutes of Meeting 3/2014 of the Employee Health & Safety Representative Group held on Thursday, 7th August 2014, were confirmed by Jennifer Scott and seconded by Rochelle Sullivan unchanged.

5. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)

5.1 What's happening at OHSC?

- The OHS Unit has reviewed the OHS Policies and procedures following the changes with BIP. Please note that the Issue Resolution and Consultation policies have been re-formatted (no content change). An OHS Management System policy is currently being drafted and will sit with these other two policies. All other OHS policies (Any policies which contain a “who has authority?” or “how to do?” components) will now be re-named “process documents” and placed in a link outside of the policies under “Promap” which is currently in trial stage. Promap will be searchable and much more intuitive and user friendly than the current search toolbar.
- Stefan Delaney is still in the process of updating the Working alone or in isolation policy which will now be written up as a process document and placed into Promap.
- Some amendments have been made to the Australian Code for the transport of Dangerous Goods by Road and Rail which came into effect on the 30th of October 2014. Note that some GMOs are now covered under the dangerous good code so procedures listed in this code must be followed when transporting these GMOs from now on. Local OHS representatives should have been notified.

5.2 Progress of items previously raised at the OHSC?

- Lecture Theatre emergency contact information has been drafted and will be sent as supplementary information with these meeting minutes. This document has been

distributed to all campus teaching spaces to be affixed prior to the 2015 Academic year. If any lecturer's or tutors etc notice they are working in a teaching space which does not contain emergency information from the beginning of next year, please contact the OHS Unit.

- The security issue associated with some Health and Safety training websites has been fully addressed. Stefan Delaney has double checked all the urls for training sites provided by the OHS Unit and all are secure. Be wary to check that the links you have are not old links as some old links may still exist and may no longer be secure, some issues may also lie with local training modules that are provided outside of the OHS Unit. Any other issues could be related to the internet browsers that are being used to open these sites. Stefan Delaney has asked that all local issues be taken up with your local IT reps and OHS representative.
- 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. Deanne Catmull and Steve Adams met with Stefan Delaney to discuss this on the 26th of September. YAMMER was discussed and Stefan asked for some more information on this to address in the New Year. It was also suggested that some templates be drawn up where each area can provide a brief summary on their Objectives and Targets, how OHS is dealt with on a day to day basis and their processes for monitoring requirements ie. Training, incidents etc. Guest speakers were also discussed where a local HSR or OHS representative could be invited from each area over the year and provide a short 1-15 min presentation on examples of best practice and how OHS is managed in their workplace.

5.3 Items to be raised at OHSC

- Will be re-visiting the processes surrounding Bullying and Psychosocial Hazards at the University in the New Year. Can we improve the processes currently in place?

6. OTHER BUSINESS

6.1 VWA Health and Safety week update

Please see the email from Kirsty Altis containing useful notes and information from the presentations she attended at the recent Health and Safety week conference:

Hi all,

FYI, just a quick report on my visit to the 2014 Victorian Work Cover Authority's Health and Safety Week. I attended 5 sessions under the Section 69 HSR act, which were tailored to HSRs from a large range of backgrounds. I was one of the few people not in a fluoro vest! ☺

[Leadership and culture in health and safety](#)

This session got us thinking about the level of 'inherent risk & safety' in our organisations and the way in which this is conveyed and supported by various levels of management. The speaker noted 'the level of risk that you walk past, is the level of risk you tolerate', and talked about how we 'only see what is relevant to our view of possible futures'. He used examples of organisations that use game/role-playing with worst-case scenarios for training, and how effective this is in preparing organisations for hazards and risks that are unlikely, but extremely impactful when they do occur. Lots of discussion about risk tolerance, acceptance and acceptability and of the principle 'so-far-as-is-reasonably-possible'.

[A practical tool to measure OHS leading indicators](#)

This session was all about reporting, and the lead researcher from Monash showed us a 8 question survey that can be used to map and monitor the level of health and safety within an organisation. Lots of talk about statistics and industry improvement through incident logging and data collection. Relevant to both mental health and industrial accidents/work cover claims. Lots of discussion about how to get safety back on the agenda in industries where it is ignored because it is common or hard to eliminate (eg. paramedics/early childhood/disability care).

[Managing asbestos in the workplace](#)

A really informative session about what asbestos is, what it does, where it is found, and what the obligations are in a workplace to report and manage it. Informative in a home-context too, as any build pre 1990's can have ACMs (asbestos containing materials) in places such as vinyl floor tiles, pipe lagging, switchboards & bonded concrete, that need to be disposed of properly. Lots of discussion about trauma nurses' management of asbestos-exposure cases in ER, tenants removing asbestos identifying labels from rented premises', and creating and maintaining asbestos registers. Incidentally, this register must legally be made available to all UOM staff if requested, so if for some reason you want to peruse it at your leisure, let me know!

[Manual handling basics & An employers' perspective on manual handling](#)

Fantastic sessions about workplaces that are making huge leaps in reducing the number of manual handling injuries, by introducing some simple concepts, such as RAT (risk assessment teams), core strength training, investment in robots and automated technology, and task rotation. Ergonomists talked us through an example in a lolly factory, where a process was evaluated and the risk reduced through an assessment, and the production manager of a commercial laundry talked about his ageing workforce and RAT teams. The final presentation was on the changes made at a concrete factory, which used digital cameras to film tasks, and then the workers were involved in coming up with safer ways to do things. It was quite incredible how blasé they had become over 50+ years of production, to things that were from an office-based perspective so unsafe, and how much better their work became when simple fixes were introduced.

Jeff Kennett and Bernard Salt also spoke on the Monday, and from what I have heard their presentations on mental health and the 'baby-boomer' generation were also very good.

The links to the PowerPoints from all of the presentations will shortly be added to the VAW website, <https://www.healthandsafetyweek.vwa.vic.gov.au/>. & if you have any health and safety concerns, as always, please let me know. ☺

Thanks, K.

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Also see the links listed provided by Rochelle Sullivan to the Pdf slides of the presentations (all can be obtained from the VWA website): <http://www.worksafe.vic.gov.au/events/work-safe-week-2014>

6.2 What will the changes be to the DWGs and how it will affect current HSRs under BIP?

Deanne explained that this had been discussed in a meeting between Stefan Delaney, Deanne Catmull and Steve Adams and will form an Agenda item in the first meeting of the OHSC in February next year.

7. NEXT MEETING

Meeting dates for 2015 TBC in Dec/Jan. The Chair thanked the committee for their Attendance, input and support of the committee over 2014 and wished everyone a Merry Christmas and Happy New Year.