

The University of Melbourne
Occupational Health & Safety Committee
Meeting 03/2015

Meeting 3/2015 of the Occupational Health & Safety Committee was held on Tuesday 8 December at 10.00am, in Dean's Den, First Floor, Old Geology Building.

Membership	In Attendance	Apologies	To Expiry
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Executive Director, Property & Campus Services or nominee Dean of a Faculty or Graduate School or nominee Provost or nominee Associate Director, Health & Safety	Dr Sally Eastoe Mr Stefan Delaney	Mr Colin Reiter Prof Mark Rizzacasa Mr Daniel Persaud	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives Delegate of Ms Jennifer Scott	Ms Leanne Fisher Mr Steve Adams Ms Paula Mitchell Mr Laurence Deam	Ms Deanne Catmull Ms Jennifer Scott Mr Darren Tucker	1 May 2016 7 May 2017 26 November 2017 6 November 2016 12 February 2017 7 August 2016
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Lex Townsend (GSA nominee)	Mr Alan Thomas (UMSU nominee)	
Occasional Observers Other observers as determined by the Committee and invited by the Chair. Health and Safety Representative (MDHS)	Ms Laura Ellett		
Standing Observers Manager, Injury Management		Mr Peter Robertson	
In Attendance	Ms Georgie Burg (Minutes Secretary)		

A Formal Matters**A01 Apologies**

Prof Mark Rizzacasa, Ms Deanne Catmull, Mr Darren Tucker, Mr Alan Thomas, Mr Colin Reiter

A02 Welcome

- i. Dr Eastoe requested that the principal function of this meeting be to further define the role and purpose of the OHSC, with particular attention to the committee's functions, references and purpose in 2016.

A03 Membership Changes

In 2016 the GSA nominee will be Mr Shardul Jain. Mr Lex Townsend is thanked for his service in 2015. Mr Laurence Deam (Laboratory Officer, School of Physics, Science) is delegate for MS Deanne Catmull. Ms Laura Ellett (Research Assistant, Pathology, MDHS) is the delegate for Mr Darren Tucker and is observing.

A04 Minutes of the Last Meeting

The minutes were approved as distributed.

A05 Action sheet from Previous Meeting

- i. Ref 02/2015 Cv. – Mr Delaney was asked about the reporting framework with reference to the Risk Management Advisory Group. The reporting line to the Committee has been discussed between Dr Eastoe and Mr Delaney. Amongst other papers, Incident Reports, Audit Reports are presented to the Risk Management Advisory Group with an increase of interest noted over the last 2-3 years. Dr Eastoe and Mr Delaney both sit on this committee with a OHS focus, to refine and assist with clarifying big issues and driving OHS through UoM.
- ii. Ref 02/2015 Cii – Mr Delaney mentioned that due to Promapp access issues that require resolution, the Working alone in isolation procedure has not been published on the website. The publication date is likely to be early 2016.

B Items for Consultation/Discussion**B01 Health & Safety Committees Function and Purpose**

In defining the purpose of the OHSC, Dr Eastoe noted the importance of identifying weaknesses, strengths and fundamental effective goal setting in 2016.

The establishment of a formal or informal Executive Governance Committee for OHS is a solution which could provide:

- i. A Forum to establish long term goals inclusive of processes, systems and escalations to higher levels
- ii. Investment and strategic structures

- iii. A Management implementation Committee
- iv. A means of providing the Chancellery Executive means to discuss OHS Agendas

Mr Delaney is to provide a proposal paper.

Criticisms of the OHSC's functionality included:

- i. A negative shift in effectiveness
- ii. Difficulties in attendance, particularly for Management and Faculty Academics
- iii. An isolation of the OHSC which isn't transferring to the wider UoM

The three key issues agreed on were:

- 1) The ability to identify and present the right issues
- 2) The ability to identify and accountability of the appropriate staff to attend the OHSC
- 3) The use of the OHSC as a forum for staff to agree on suitable and relevant projects

Solutions included:

- i. Employees and Management attendance in equal numbers enabling instant communication, the sharing of information and an active interaction between Management and HSRs.
- ii. A reconfiguration of this balance would allow the ability to ask and have questions answered, putting larger scale concerns and flagging items for attention at centre stage. This would also allow a relevance of Agenda content.
- iii. The attendance of Property and Campus Services Management, which is the central body for information.
- iv. The attendance of key Senior Academics on a rotating basis
- v. Further focussing on Wellbeing, with a focus on the right balance between student and staff representation.
- vi. Representatives from the STEM Faculty, and MDHS who both have avested interest in OHS
- vii. Attendance of the Deputy Dean
- viii. Early notification of dates for the OHSC enabling greater likelihood of Management attendance.

The legislative requirements are 50% employee representation (HSR's) and 50% Management. It was noted that there is difficulty in faculty representation by Senior Academics, with a clear positioning of roles and responsibilities required. The genuine interest in driving OHS is identified as an ongoing issue. Therefore, the attendance list for the OHSC is to be revisited in early 2016.

An operational focus of the OHSC is one consideration, which would require a reconstruction of the requirements of OHSC Agenda. As a peak body which represents larger groups, the OHSC is a valuable resource which as diversity of views and experiences as well as excellent problem solving skills. If the OHSC Agenda was distributed ahead of time it would allow more information to be given to the HRS's.

Active reporting on programs across UoM would be of interest to the OHSC, with the example given of the Underground Metro project by Property Campus Services. However, it was also noted that the OHSC needs to be conscious of the clarity of boundaries and clear delineation of roles.

**B02 Improving Health and Safety Performance (ie, reducing or eliminating injuries and illness).
What are the critical things we need to do.**

The reduction and elimination of injuries remains a standing issue due to numerous points of concern, which include:

- i. Education and empowerment
- ii. Reprogramming of mindsets with a recognition of a systemic issue based in fear of reporting, unhelpful feedback and time lost in following process

C Items for Noting

C01 Health & Safety Representatives Items for Discussion

- i. The opportunity for the OHSC to link to Yammer was discussed. This could be used to also link to the OHS Team in 2016.
- ii. The bullying advisors are not available to view on the web, as training is yet to be completed. An Advisor network is in development, which will encourage staff to go to their manager/HR team.
- iii. The electrical safety bulletin updates regarding insulated pins has not been placed on the web at this point, but is a work in progress.

C02 Internal Audit Report

The report was noted.

C03 Status Report Designated Workgroups & employee HSRs

The report was noted.

C05 Review of Serious Incident Reports & Investigations

The reports were noted.

C06 Legislative Report

The report was noted.

C07 Minutes & Reports Received from Other Committees

Nil

C08 OHS Management Systems

The 2015 Management Plan progress Report was noted.

C09 External OHS Feedback Received

None received.

D Other Business

The HSR's promotion within Medicine was mentioned. A Barbeque will be held to thank the current HSR's and encourage interest. A simplification of the voting and nomination process via survey monkey would also encourage expressions of interest.

Mention was made that the potential workload for prospective HSR's is a disincentive, with clarity around roles to be made clearer.

REF	ACTION	RESPONSIBILITY	STATUS
03/2015 B01iv.	Executive Governance Committee proposal paper draft	SD	In Progress
02/2015 Cii.	Working alone in isolation procedure	SD	In Progress
03/2015 D	Survey Monkey guidance re HSR nominations	SD	In Progress