

**The University of Melbourne  
Occupational Health and Safety Committee**

**Minutes of Meeting 2/13**

Meeting 2/2013 of the Occupational Health and Safety Committee was held on Wednesday  
8 May at 2.15 pm, in the Dean's Den, Old Geology.

| <b>MEMBERSHIP</b>   | <b>In Attendance</b>  | <b>Apologies</b>                        | <b>ToR Expiry</b>   |
|---|---|---|---|
| <b>Employer Representatives</b><br>Executive Director nominated by the Vice-Chancellor (Chair)<br>Executive Director, Human Resources or nominee<br>Executive Director, Property and Campus Services or nominee<br>Dean of a Faculty or Graduate School or nominee<br>Director, OHS and Injury Management<br>Provost or nominee | Ms Louise Doyle<br><br>Ms Julia McQuillan<br><br>Mr Colin Reiter<br><br>Mr Stefan Delaney<br><br>Vacant | Prof Mark Rizzacasa                     |   |
| <b>Employee Health and Safety Representatives</b><br>Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives  | Ms Deanne Catmull<br><br>Mr Martin Boland   | Mr Steven Adams<br><br>Ms Leanne Fisher | 1 May 2016<br>23 Oct 2013<br>1 August 2016<br>10 May 2014 |
| <b>Student Observers</b><br>One student nominated by UMSU Incorporated<br>One nominee of the President, University of Melbourne Graduate Student Association  | Mr Beornn McCarthy  |   |   |
| <b>Occasional Observers</b><br>Other observers as determined by the Committee and invited by the Chair.   |   |   |   |
| <b>Standing Observers</b><br>Manager, Injury Management   | Mr Peter Robertson  |   |   |
| In Attendance   | Ms Angela Mullins (Minutes Secretary)   |   |   |

## **1. Welcome and Attendance**

### **1.1. Apologies**

Apologies were received from Mr Steve Adams, Mr Mark Rizzacasa and Ms Leanne Fisher.

### **1.2. Membership Changes**

The Committee welcomed Mr Beornn McCarthy as Postgraduate Observer nominated by the GSA President.

## **2. Minutes of Previous Meeting 01/2013**

The minutes were approved as distributed.

## **3. Action Items from Meeting 1/2013**

### **3.1. Bulletin in Staff News – Action Item 1-3.1**

Mr Reiter advised the Committee that last week was the Ride to Work event and a bulletin will be inserted into the Staff News discussing the success of the event. Mr Reiter advised that this notice will also include information about bicycle parking areas at Parkville.

## **4. Reports**

### **4.1. Health & Safety Representatives Items for Discussion**

#### **4.1.1. BBQ in Professors Court**

Concern has been expressed at the sharp pointy finish of the stainless steel backing of the BBQ in Professors Court. The sharp point is at eye level.

**Action:** Colin Reiter to raise with relevant Project Delivery Project Managers.

#### **4.1.2. Cyclists & Pedestrians in Tin Alley**

The mix of pedestrians and cyclists is causing problems in Tin Alley. A suggestion was put forward that signs be installed to encourage cyclists to ring their bells to warn pedestrians that they are coming through.

Mr Reiter explained that Property & Campus Services are in the process of re-designing the ramp from the Oval to Tin Alley to ensure that it slows down the entrance of cyclists from the ramp into Tin Alley.

The area of particular worry in Tin Alley is towards the Royal Parade end.

The Committee agreed that separating the pedestrians and cyclists would be ideal, supplemented by signage.

**Action:** Mr Delaney will raise the concerns with the Parking Office for review/action.

#### **4.1.3. Grattan Street Crossing**

Concern was expressed at the number of pedestrians crossing the Grattan

Street crossing on red lights.

**Action:** This matter will be added to the agenda of the next Traffic Management Working Group.

#### 4.1.4. Duress Alarms

A request was made to include the installation of duress alarms in all new lecture theatres. Mr Delaney advised that this is part of a broader risk of occupational violence.

**Action:** Mr Delaney advised he would prepare and distribute a proposal to review and address occupational violence risks to OHSC members prior to the next meeting.

## 4.2. Occupational Health & Safety Incidents

### 4.2.1. Incidents, Injuries and Claims Report

Mr Delaney presented the report and the figures show a significant reduction in the number of days lost year to date in 2013 when compared to year to date 2012.

| Year To Date  | Number of Claims | Number of Lost Time Injuries |
|---------------|------------------|------------------------------|
| 30 April 2013 | 28               | 3                            |
| 30 April 2012 | 32               | 7                            |

### 4.2.2. Significant Incidents Requiring Notification and Regulatory Activity

Mr Delaney reported that there had been four notifiable incidents so far this year. Two of which resulted in a visit from WorkSafe. As a result of these two visits no further actions were required. A third visit by a WorkSafe Inspector related to a report from a treating medical practitioner. A further visit is planned in relation to this matter on Friday 10 May 2013.

Two further notifiable incidents occurred and were reported to WorkSafe by contractors engaged by the University, but these were not under University control.

## 4.3. OHS Audit Reports

### 4.3.1. LRQA

Mr Delaney reported a number of areas have already been audited and other areas will continue to be audited up until July 2013. From the audits completed to date we are broadly performing well with only a small number of non conformances received. The audit will continue until of July 2013 and the final report will be available after this date.

### 4.3.2. WorkSafe

Mr Delaney reported that twenty six non conformances were received from the WorkSafe Audit which took place in September last year. The corrective actions for the non conformances are currently being closed out by WorkSafe.

WorkSafe visited Shepparton and Dookie on Monday and Tuesday, there are still some minor paperwork issues to be ironed out over the next couple

of weeks.

Three further areas are to be reviewed by WorkSafe , VCA & MCM, Engineering and MDHS, but those areas are on track to close out non conformances by 30 May. The University remains on track for our Self Insurers licence renewal by 30 September 2013.

## **5. Management Review**

Mr Delaney presented the OHS Management System – Formal Review of 2012 and the Committee supported the conclusion and endorsed the priority actions for 2013.

## **6. Draft OHS Management Plan**

Mr Delaney reported that the new OHS Management Plan has not yet been finalised for tabling at OHSC.

The draft Management Plan will be distributed to OHSC members prior to the next meeting for consultation. It will also be subject to further consultation throughout the University prior to being finalised.

## **7. Other Business**

### **7.1. Flu Vaccinations**

Mr Delaney reported that there have been 3,100 flu vaccinations administered in 2013. One last 'catch up' session is scheduled for 15 May 2013. In 2012 there were a total of 2,700.

### **7.2. How Can the Committee Add Value?**

A number of ideas were put forward:-

- 7.2.1.** Mr Reiter informed the Committee that, as a result of the wall collapsing on Swanston Street, the University has engaged structural engineers to give a report on the condition of walls maintained by the University. Twenty five areas have been identified and these have been given either 'red', 'amber' or green status, ('remove', 'rebuild' or 'monitor') depending upon the severity of the defect.

Property & Campus Services are in the process of removing one wall as a result. The engineer also identified another wall with a serious crack and Property & Campus Services are currently working with the Council to get the requirements to erect a temporary footpath to keep pedestrians away from the wall, once this is in place the wall will be removed and rebuilt.

- 7.2.2.** Ms McQuillan queried whether it would be possible to give better help to vision impaired students? Mr Reiter informed the Committee that Property & Campus Services are currently working on signage and will be releasing a new signage plan.
- 7.2.3.** Mr Robertson suggested that Bicycle Victoria Insurance be brought to the attention of cyclists at the University. Bicycle Victoria Insurance would give additional accident coverage than that provided by the Traffic Accident Commission.

**Action 1:** Mr Robertson to provide the relevant information to Mr Reiter.

**Action 2:** Mr Reiter agreed to arrange for this information to be promoted through the sustainable transport website.

- 7.2.4.** Mr McCarthy questioned whether it would be possible to come up with any ideas on dealing with the number of psychosocial illnesses, especially for post graduate students?

Mr Delaney advised that there are a number of programs aimed at reducing psychosocial risks to both staff and students currently in place.

**Action:** Mr Delaney to request Daniel Persaud, Associate Director, Wellbeing, to attend the next OHSC meeting to advise the members about the programs in place for students.

- 7.2.5.** Ms Doyle declared that 'How Can the Committee Add Value?' should become a standard agenda item for future OHSC meetings.

### 7.3. Progress Report on Objectives and Targets

Mr Delaney presented a verbal report on the progress of objectives and targets and informed the Committee that details of the report would be forwarded in the minutes, please see below:-

| <b>Objective</b>   | <b>Measure/KPI</b>   | <b>Progress at 30 April 2013</b>                                     |
|--|--|--|
| <b>Reduce the occurrence or re-occurrence of workplace injuries and illnesses.</b>                                       | 10% reduction in the number of Lost Time Injuries per calendar year  | 92.4% reduction YTD in days lost                                     |
|  | 10% reduction in the number of Claims per calendar year  | 12.5% reduction YTD  |
| <b>Continually improve compliance with OHS legislation and effective implementation of the University's OHSMS.</b>       | Zero non conformances to NAT & AS4801 in external audits each calendar year.                                     | Results not yet finalised  |
|  | Zero WorkSafe Improvement or Prohibition Notices each calendar year.   | Nil YTD  |
| <b>Improve OHS leadership and culture</b>  | 80% participation by Senior Executives in senior office training for OHS   | One session provided YTD,<br><br>80% not of invited not yet achieved |
| <b>Provide high quality consistent and practical OHS information and advice to the University community</b>              | Minimum of average score of 3.5/5 in OHS sections of quality performance surveys                                 | Achieved in 2012. 2013 results not yet available                     |
|  | Zero non-conformance to University-wide systems criteria in external OHSMS audits ie OHS policies and procedures | Results not yet finalised  |
| <b>Plan, prepare and develop an 5 year OHS strategic plan for the University scheduled for implementation 1 Jan 2013</b> | Developed, documented and approved 5 year OHS strategic plan for OHS   | Not yet finalised  |
|  | Engagement with wide range of stakeholders   | First sages of consultation completed.                               |



## Occupational Health and Safety Committee

Meeting 2/2013, 8 May 2013

## ACTION SHEET

| REF     | ACTION  | RESPONSIBILITY            | STATUS    |
|---------|---|---------------------------|-----------|
| 2-4.1.1 | Mr Reiter to raise the issue of the BBQ in Professors Court with the relevant Project Delivery Managers.  | Mr Reiter                 |           |
| 2-4.1.2 | Mr Delaney to raise concerns re the mix of pedestrians and cyclists in Tin Alley with the Parking Office for review/action.   | Mr Delaney                |           |
| 2-4.1.3 | Concern has been expressed at the number of pedestrians crossing the Grattan Street crossing on red lights. This matter will be added to the agenda of the next Traffic Management Working Group. | Mr Delaney                | Completed |
| 2-4.1.4 | Mr Delaney advised he would prepare and distribute a proposal to review and address occupational violence risks to OHSC members prior to the next meeting.  | Mr Delaney                |           |
| 2-7.2.3 | Action 1: Robertson to provide the relevant information to Mr Reiter.<br><br>Action 2: Mr Reiter agreed to arrange for this information to be promoted through the sustainable transport website. | Mr Robertson<br>Mr Reiter |           |
| 2-7.2.4 | Mr Delaney to request Mr Daniel Persaud, Associate Director, Wellbeing attend the next OHSC meeting to advise members about the programs in place for students.                                   | Mr Delaney                |           |