

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING NUMBER 3/00
MINUTES

A meeting of the Occupational Health and Safety Committee was held in Plaza Room 2 on Tuesday 8 August 2000 at 2:00pm.

Present

Ms H Hayes VP Information Division (VC nominee and Chair)
Ms J McQuillan, Human Resources (Ms.E.Bare nominee)
Mr D Hook, Property and Buildings (Dr D.Daines, nominee)
Prof. T Wedd (VP Admin nominee)
Mr G Suckling, Risk Management Office
Dr Philip Heggetty, Occ. Health Physician
Dr M Livett, gender rep
Mr J Carmichael, employee rep
Mr P Edwards, employee rep
Dr R Cappai, employee rep
Dr M Wlodek, employee rep
Mr E Smart, employee rep

In Attendance

Ms Nan Austin, Risk Management
Ms J. Stephens, Compliance Office
Mr B Greenwood, convener employee reps

BUSINESS

Welcome

Helen Hayes welcomed Dr Philip Heggetty, management representative from Occupational Health, replacing Dr Margaret Bullen, who has retired from the University.

1 Apologies

Dr L Huq, employee rep

2 Minutes of Meeting 2/00

The minutes of meeting 2/00 were accepted without change.

3 Report to Council

Occupational Health and Safety meeting 2/00 report to council were accepted as tabled. It was noted in item 2 that funding has been made available for lecture theatre emergency display however technical difficulties will not allow full high-tech automatic electronic version as planned. Helen Hayes, VP Information Division will initiate further discussions with Information Technology and Property and Buildings. Paul Edwards and Nan Austin offered assistance.

4. Reports from Departmental Safety Committees

Listed reports from University faculty or departmental safety committees accepted as tabled. Items to report held over for discussion at next meeting.

5. Action items from Meeting 2/00

5.1. OH&S risks associated with lecturing

As there was no representative from MUSU this item will be carried forward to meeting 4/00. Risk Management to seek a response from the student union.

5.2 Pedestrian Issues

Due to substantial changes in the establishment of pedestrian precincts on campus this issue is no longer relevant.

5.3 Air Conditioning Policy

A preliminary report was tabled detailing those areas without air conditioning in a priority order for air conditioning upgrades. Further details such as insulation, ventilation, installation costings will be added to this table by P&B with a further report to be tabled at meeting 4/00. This report will be forwarded to capital works project committee and finance committee.

Property & Buildings are to undertake thermal measurements over the summer period in addition to seeking feedback from the university community with a report back at meeting 2/01.

5.4 First Aid Information

A paper was tabled addressing concerns for the timely access to medical attention. This report was accepted by the committee and will now be implemented. Five Parvkillie campus first aid sites to be sign-posted and advertised throughout the university community.

5.5 Amalgamation of OH&SC and EAC

This item was deferred to the next meeting.

6. Occupational Health and Safety Policy

The revised Occupational Health and Safety Policy is no longer a regulation but will be signed off by Helen Hayes as VC nominee as a formal policy of the university.

7. Report from Health and Safety Representatives

7.1 Amendments to Designated Work Groups

Proposed changes to central administration DWGs were tabled. The new DWG's were agreed to however the suggestion to delete the University Press DWG was not approved. This leaves a total of 73 DWG as at August 2000.

8. University Rehabilitation Program

Risk Management is still waiting on a nomination from Health & Safety Representatives for membership of the Injury Management working group

9. Legislation update

Tabled report noted and accepted.

10. Any Other Business

10.1 EHS Manual 4th Edition

A new procedure for waste disposal on cessation of laboratory projects was tabled and accepted. This procedure should be forwarded to relevant academic heads and Melbourne Research and Innovation Office (Office of Research).

10.2 Smoking Policy

Property and Buildings tabled a report on management of smoking at outdoor locations seeking amendment to the Smoking in the Workplace Policy to provide further direction on the management of outdoor smoking locations. The committee acknowledged the improvements during 2000 in external signage and provision of butt bins. However management of smokers near buildings was considered an issue where local workplace involvement may assist in identifying possible solutions.

A letter will be sent to Heads of Departments seeking their input and ideas. The current smoking policy will then be further publicized to the university community along with guidance material.

10.3 Student Insurance

A request has been noted from the Faculties of Medicine, Dentistry and Health Sciences, Engineering and Science for the provision of additional insurance cover for undergraduate and postgraduate students. A working party has established to quantify risk types and duration with a submission to be made to the insurance industry by end 2000 via the Risk Management Committee.

11. Next Meeting of the committee

The next meeting will be held on Tuesday 7 November 2000 at 2.00 pm in Plaza Room 1.

The meeting closed at 3:15 pm.

ACTION PLAN FROM OHSC 3/00

Ref	Topic	Action Needed	By Whom	By When
4/99 #5.1.2	OH&S risks associated with lecturing	Seek report from Student Union on progress of survey	RMO	7 November 2000
2/00 #6.5	Integration of OHSC & EAC	Provide feedback on the integration of OHSC and EAC	H. Hayes and J. Stephens	7 November 2000
2/00 #11	University Rehabilitation program working party	Recommend health and safety representative for working party	B. Greenwood	7 November 2000
3/00 #3	Lecture theatre emergency information	Reassess high tech solution	N. Austin, H. Hayes and P. Edwards	7 November 2000
3/00 #5.3	Air conditioning policy	Costing of priority listing Thermal monitoring	D. Hook D.Hook	7 November February 2001
3/00 #10.3	Student Insurance	Working party to be established to identify needs	G. Suckling	7 November 2000

Completed Actions

Topic	Action Completed	By Whom
4/99 #5.5	No smoking Policy Report on trial	RMO / grounds
1/00 #6.6.2	Pedestrian issues Forward lack of traffic speed limit signs concerns to Buildings and Estate Committee	D. Hook
2/00 #7	Occupational Health and Safety Policy Provide feedback on draft OHS Policy to Jane Stephens	N. Austin
2/00 #12	Extreme Heat Policy Recommendation to current extreme heat policy for inclusion in EHSM	N. Austin
1/00 #11	First Aid Information Report on feasibility of Parkville campus out reach first aid facility Report on feasibility of establishing four main first aid locations on campus: Baillieu, Union, Sports Centre, Security	M. Bullen N. Austin
1/00 #8	Air conditioning Policy Convene working party and formulate a submission incorporating suggested principals for AC installation decisions	N. Austin

Attendance record for 2000; 3 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	3	3	0
Ms J McQuillan	3	3	0
Mr J Colebatch/ Mr D Hook	3	3	0
Dr M Bullen/ Dr Philip Heggety	3	3	0
Professor A Wedd	2	2	1
Mr G Suckling	3	3	0
Dr M Wlodek	3	3	0
Mr J Carmichael	3	3	0
Mr E Smart	3	2	1
Dr L Huq	3	2	1
Dr R Cappai	3	2	1
Mr P Edwards	3	3	0
Mr F Eubury	3	2	0
Ms Jane Stephens	3	2	1
Ms K Adams	2	1	0

Distribution

Members

Ms Helen Hayes	Vice Principal Information Division and Chairperson (nominee of Vice Chancellor)
Ms. J McQuillan	Manager Client Relations, Human Resources (nominee of E.Bare, Deputy Principal Human Resources)
Mr. D Hook	Manager Engineering Services, Property and Buildings (nominee of D.Daines, Deputy Principal Property and Buildings)
Mr. G Suckling	Manager, Risk Management
Prof T Wedd	Academic staff member, Chemistry (nominee of I.Marshman, Vice Principal Administration)
Dr P. Heggety	Occupational Health Physician
Mr E Smart	H&S rep ILFR Burnley
Dr R Cappai	H&S rep Pathology
Dr L Huq	H&S rep Dental Science
Dr M Wlodek	H&S rep Physiology
Mr J Carmichael	H&S rep Chemistry
Mr P Edwards	H&S rep ITS

In Attendance

Dr M Livett	Participating observer for gender balance
Ms K Adams	MU student Union
Mr F Eubury	UMPA
Ms J Stephens	Compliance Officer
Mr B Greenwood	H&S rep Convener
Ms Nan Austin	Manager, Management Systems, Risk Management

For Information

Ms M Gleeson	Central Secretariat
Mr I Marshman	Vice Principal Administration
Risk Management Office web page	

Agenda & Minutes: Risk Management Office ex 44006