

2003

THE UNIVERSITY OF MELBOURNE

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING 03/2003

MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room, Old Physics Building, on Tuesday 02 September 2003, 2:15pm

1. Attendance

Ms L. Baré, Vice Principal (Human Resources), Chairperson
Ms J. McQuillan, Manager (Client Services), Nominee: VP (Human Resources)
Mr N. Piaser, Contracts Manager (Asset Management), Nominee: P&B
Dr M. Wlodek, Senior Lecturer, Department of Physiology, H&S Representative
Mr G. Thompson, Director, Health & Counselling, Nominee
Dr R. Cappai, Senior Research Fellow, Dept. of Pathology, H&S Representative
Mr B. Greenwood, Property & Buildings, H&S Representative
Mr N. Barker, Ugrad Student Representative, Student Union

Apologies

Ms K. Findlay-Jones, Property & Buildings
Prof. I. Caple, Dean, Veterinary Science, Laboratory Based Faculty Nominee
Ms A. Hunt-Sturman, Faculty of Medicine, H&S Representative
Mr R. Pavani, Melbourne Research & Innovation Office, H&S Representative

2. Minutes of the Previous Meeting

The minutes of the previous meeting held 10 June 2003 were accepted without change.

3. Reports from Faculty & Departmental Safety Committees

No significant items to report.

4. Action items from Previous Meeting

4.1 Biosafety Committee

Mr Lyons advised that this committee does not meet and Biosafety is managed by Mr Anning and Mr Gorry who are experienced in this field. It was noted that Mr Gorry is leaving the University. Mr Lyons to meet with Ms Baré to discuss management responsibilities and funding for the management of Biosafety.

4.2 Student Inductions

This item was referred to Item 7.

4.3 EHS Purchasing Procedure

The Environment Health and Safety Manual 3.4 draft copy has been made available to all staff through UniNews. The Finance Policy and Procedures (8.7) have been updated with a list of EHS items that require a purchase order.

Mr Lyons, Ms Rostan-Herbert and Ms Baré to discuss required changes to VISA Purchasing Card policy to ensure purchase orders are used in the case of purchasing specific items.

4.4 Smoking Policy

The side entrance of the Economics & Commerce building is not listed as an area requiring the prevention of smoking as the policy refers to ground level air intake and main entrances of major building areas on campuses. The policy is not designed to ban smoking from general areas and if signage is a problem, the issue should be referred to the Landscape Committee.

4.5 Alcohol & Drug Policy

Mr Thompson to circulate the next draft, due within the next couple of weeks, to Committee Members.

4.6 Incident Notification P&B (WorkSafe Notice)

Mr Piaser distributed a list of measures that have been implemented or are being implemented by Property & Buildings to have the VWA notification removed. Training was highlighted as one of the measures being taken and it was advised that Property and Buildings are to liaise with Human Resources in managing their training process.

4.7 Recognition of Chair

Confirmation received that the appreciation letter to Helen Hayes has been sent.

5. Report from Health and Safety Representatives

It was noted the last EHS Representatives meeting held 28th October 2003 was well attended. The EHS Representatives have requested reports on what other non-conformances have been received around the University from the recent internal audits.

The EHS Representatives have concerns regarding appropriate action from Property & Buildings in the event of an Emergency. Response time and resources does not appear to be adequate.

6. Environment Advisory Committee Minutes 03/03

EAC minutes are available on the web (http://www.unimelb.edu.au/rmo/env_man/EAC_min.html).
No significant issues to report.

7. Report on OHSC Objectives and Targets

Objective 1 Establish and implement a proactive approach to manual handling and ergonomics to reduce strain related incidents.

A list of specific manual handling duties has been identified. Procedures in the EHS Manual will be updated to include recommendations in managing specific manual handling activities.

Objective 2 Establish an integrated plan for the management of Health and Safety, including roles and responsibilities of committees, administrative functions and staff and students.

DRAFT Terms of Reference for the Environmental Health and Safety Representatives group were circulated for comment.
Terms of Reference for the OHSC to be distributed for discussion at the next meeting.

Objective 3 Establish student Environment Health and Safety and Safety induction program.

It was proposed the Faculty Focus Group meet to discuss the current induction information received from departments and to plan the next phase. Institute of Land and Food Resources and Academic staff to be involved.

8. Changes to EHS Manual

Changes made each month are circulated via staff news.

9. EHS Audit Program

Property and Buildings are scheduled for an internal Audit, November 2003.
External Audit dates for selected University departments have been set for March and September, 2004.

The external auditors have agreed with the planned approach and the criteria that will be provided to Faculties and Departments for the implementation of SafetyMap V4.

Customer satisfaction survey results were circulated to the Committee for information, showing the outcomes of the internal audits undertaken in 2003 to date.

It was noted that Amanda Summers is returning part time to the Risk Management Office Internal Auditor position in December 2002. The RMO are looking at options to meet the gap in staffing resources for internal auditing requirements.

10. EHS Training Needs 2004

Ms Baré circulated an overview of the EHS Program attendance numbers for 2003. In response to the low numbers, it was noted that the Risk Management Office run many programs on a needs basis. The RMO are looking at a strategic approach in developing the EHS training schedule for 2004 to include competency based training in line with the requirements of SafetyMap V4.

11. Other Business

11.1 Australian Vice-Chancellors Conference, Health and Safety in Universities (AVCC)

Ms Rostan-Herbert reported on her recent attendance at the AVCC Conference. In comparison to other Universities, The University of Melbourne still leads the way in Safety Systems and has the lowest number of incidents. Other Universities presented inspiring initiatives on the topic of safety issues that could be implemented at the University of Melbourne.

The next meeting of the Occupation Health and Safety Committee will be held Tuesday 02 December 2003 in the Jim Potter Conference Room, Old Physics Building at 2:15pm.

Action Items from OHSC 03/03

Item	Topic	Action	By Whom	By When
4.1	Biosafety Committee	Management & financial responsibilities to be discussed	D. Lyons E Baré	04/03
4.3	EHS Purchasing Policy	Changes to VISA Purchasing policy to be discussed.	D. Lyons D. Rostan-Herbert E Baré	04/03
4.5	Drug & Alcohol Policy	Circulation of DRAFT policy to OHSC Members	G. Thompson	04/03
7.2	Objective 2	OHSC terms of reference to be circulated with agenda for the next meeting.	D. Wallace	04/03
7.3	Objective 3	Faculty Focus Group to meet & discuss student induction process.	D. Rostan-Herbert	04/03

Circulation List

Ms Elizabeth Baré, Vice Principal (Human Resources)
 Mr Nathan Barker, Melbourne University Student Union (Ugrad)
 Prof. Ivan Caple, Dean, Veterinary Science
 Dr Roberto Cappai, Department of Pathology, Faculty of Medicine
 Ms Katherine Findlay-Jones, General Manager, Engineering & Construction, Property & Buildings
 Mr Mark Georgesz, Faculty of Economics & Commerce
 Mr Bruce Greenwood, Property & Buildings
 Ms Alison Hunt-Sturman, Faculty of Medicine
 Mr David Lyons, Director, Risk Management Office
 Ms Julia McQuillan, Manager (Client Services), Human Resources
 Mr Rudi Pavani, Melbourne Research & Innovation Office
 Ms Danielle Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office
 Mr Gary Thompson, Director, Health and Counselling, Academic Services
 Dr Mary Wlodek, Department of Physiology, Faculty of Medicine
 Ms Janifer Wong, University of Melbourne Post Graduate Association

For Information

Ms Leanne Dyson, Minutes Office, Records Services
 Ms Katrina Newnham, Equal Opportunity Unit, Human Resources