

The University of Melbourne
Occupational Health and Safety Committee
Minutes of Meeting 1/11

Meeting 1/2011 of the Occupational Health and Safety Committee was held on Wednesday 2 March 2011, at 10:00am, in the Foundation Life Members Room, 1888 Building.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair – pending confirmation) Executive Director, Human Resources or nominee Executive Director, Property and Campus Services or nominee Dean of a Faculty or Graduate School or nominee General Manager, Occupational Health & Safety and Injury Management Provost or nominee	Ms Gina Favaloro Ms Julia McQuillan Mr Colin Reiter Mr Stefan Delaney Mr Garry Thomson	Ms Lin Martin Pr Ken Hinchcliff
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Sarah Epskamp Mr Paul Donald (Chair for this meeting) Mr Lindsay Rayner Ms Deanne Catmull Mr Steven Adams	Ms Jane Howard
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Vacant Vacant	
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers Manager, Injury Management	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

2. Minutes of the previous Meeting 04/2010

The minutes were approved as distributed.

3. Action items from Meeting 04/2010

3.1 Chair and other office-holding positions for 2011

Mr Delaney reported that the Committee's previous Chair, Mr Nigel Waugh, had left the University. It was the Vice-Chancellor's intention to nominate the future replacement Executive Director, Human Resources, as Chair of the OHSC. However, recruitment for that role is still in progress. Accordingly, the Vice-Chancellor has nominated Ms Lin Martin, Head of University Services, as an interim appointment.

Members discussed the merits of Ms Martin as a potential Chair. Ms Martin's role as Head of University Services includes oversight of a large portion of the University's central administration and non-academic service activities. She has worked previously in senior roles at various universities, including Academic Registrar here at the University of Melbourne. Her current stint with the University began two years ago, when she was appointed as Vice-Principal, Major Projects, before moving into her current role. Members commended Ms Martin as committed, hard-working, reliable and supportive of Occupational Health & Safety.

In response to a question, Ms McQuillan reported that recruitment for the role of Executive Director, Human Resources is currently in progress.

Motion (3.1a): that the Committee endorse the Vice-Chancellor's nomination of Ms Lin Martin for Chair of the OHSC, as an interim appointment until a new permanent appointee for Executive Director, Human Resources commences work. Mover: J. McQuillan. Seconder: S. Adams.

Motion (3.1a): passed with all in favour.

Mr Delaney called for nominees for the position of Deputy Chair. The Deputy Chair is a HSR member elected by the Committee.

There was one nominee: Mr Paul Donald.

Motion (3.1b): that the Committee elect Mr Paul Donald as Deputy Chair of the OHSC for a term of one year.

Motion (3.1b): passed with all in favour.

Mr Delaney called for nominees for the position of second HSR member of the Executive Committee. This role is elected by the HSR members.

There was one nominee: Mr Steven Adams.

Motion (3.1c) – HSR members only to vote: that the HSR members elect Mr Steven Adams as HSR member of the Executive Committee for a term of one year.

Motion (3.1c): passed with all HSR members in favour.

3.2 Traffic Management Working Group

Mr Delaney reported that members had been selected, but this group had not yet met, due to workload constraints.

3.3 Incident reporting reminder to be published

Mr Delaney apologised that this was not yet complete.

3.4 Waste Management Working Group

Mr Delaney reported that Ms Catmull had been appointed to the Hazardous Waste Management Working Group as a HSR with a relevant biological laboratory background.

3.5 WorkSafe Work Health Program

Mr Delaney reported that planning was still in progress.

4. Reports

4.1 Executive Committee Report

The Executive Committee had not met.

4.2 Workloads Advisory Committee Report

Mr Thomson has been elected Chair of the Workloads Advisory Committee. Mr Thomson provided a verbal report.

The WAC has met twice since it was reconvened in 2011. It now plans to meet monthly for the first half of 2011, and then twice only in the second half.

The WAC has re-endorsed its Terms of Reference, and developed a work plan for itself. The plan is to develop a field guide or broad model that departments can follow on academic workloads. At present the WAC is researching best practice on academic workloads from national and international sources.

Mr Thomson will continue to report progress to the OHSC and to Human Resources.

4.3 Workplace Bullying Advisory Group Report

The Committee noted the minutes.

4.4 Faculty and Departmental Safety Committees (none received)

4.5 Health and Safety Representatives Items for Discussion

Members discussed possibilities for ensuring that Faculty & Departmental Safety Committees escalate issues and share useful information with the OHSC. It was noted that a reminder memo was sent previously to chairs of Faculty committees, but this did not result in any papers. Members did not wish to require that all minutes were sent to the OHSC, as this would be an excessive volume of information, a good deal of which would not be relevant or actionable at a whole-University level.

Mr Delaney undertook to develop a proposal for information sharing between local committees and the OHSC, in consultation with the Executive Committee.

4.6 Significant Incidents Requiring Notification and Regulatory Activity

An out-of-date report had inadvertently been attached to the agenda papers. Mr Delaney provided a verbal report, consistent with the written report, which will be circulated later today. *[Update 2 March 2011: circulated by email at 4.30pm.]*

4.7 OHS Audit Reports

4.7.1 External Audits

Mr Delaney spoke to the report.

4.7.2 Internal Audits

Mr Delaney spoke to the report.

Some members had difficulty with the font size of the report. Mr Delaney will consider changes to the format.

In response to a question about deficiencies identified in pre-purchase risk assessment, Mr Delaney reported that work continues in developing central purchasing control including approved-supplier lists, especially for chemicals.

4.8 Review of OHS Policy & Procedures (none)

4.9 External OHS Feedback Received (none)

4.10 OHS Management Systems Management Review 2010

Due to difficulties with statistics, Mr Delaney will present this item next meeting.

4.11 OHS Strategic Plan Renewal 2011

Mr Delaney spoke to the attached draft plan. Mr Delaney proposes to roll over the 2007-2010 plan to 2011 with minor changes. This is because there will be a major change to OHS legislation in Victoria on 1 January 2012, with the introduction of the National Model OHS Act. A new plan would be made after the introduction of the new legislation.

Ms McQuillan left the meeting at this point.

Members expressed concern that not all the plan's targets are measurable, and that accountability is not sufficiently clear.

Mr Delaney invited further feedback from members after this meeting, and undertook to provide a further draft.

Other Business

5.1 Launch of OHS Online Training Packages

Mr Delaney reported that four courses of online OHS training have been developed, covering the main general OHS training courses: Roles & Responsibilities for Non-Supervisory Staff, Roles & Responsibilities for Supervisors & Managers, Risk Management and Incident Investigation. Two of the courses are currently in trial, and OHS & Injury Management is hoping to launch them in the coming weeks. The courses include a content presentation followed by an assessment of understanding. There is also a refresher assessment, which exempts those who have completed the course previously from doing it again if they can pass the assessment. Records go to a central repository from which the Local OHS Practice Expert can extract them.

Members noted that monitoring of staff OHS compliance was recently included in the Human Resources Performance Development Framework, which should assist in monitoring completion of compliance training.

5.2 Draft National Model OHS Act, Regulations And Codes Of Practice

Mr Delaney spoke to the report.

5.3 In-Situ Hazardous Materials Labelling

Mr Delaney spoke to the report.

Members were concerned to ensure that fears of building occupants following the application of asbestos labels were adequately addressed. Members noted that asbestos registers for each building are available from Asset Services reception, and that the individuals most potentially affected by in-situ asbestos in buildings are Asset Services contractors. Ideally the asbestos registers would be online, but information management issues currently prevent this.

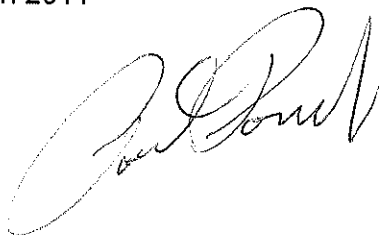
In addition to the measures listed in the report, Mr Delaney agreed to include some information about asbestos on the Safety website for the ongoing reference of building occupants.

5.4 Recent Publications

Members noted the listed publication.

The next meeting of the Occupational Health & Safety Committee will take place on 18 May 2011 at 2.15pm in the Multi Function Room, 1888 Building.

BJR
16 March 2011

A handwritten signature in black ink, appearing to be 'BJR', written in a cursive style.