

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

Minutes of Meeting 3/12

Meeting 3/2012 of the Occupational Health and Safety Committee was held on Wednesday 8 August 2012, at 2.15pm, 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) 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 Louise Doyle Ms Julia McQuillan Mr Colin Reiter Professor Andrew Drinnan Mr Stefan Delaney	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Ms Deanne Catmull Mr Steven Adams	Mr Martin Boland
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association		Ms Ayeesha Cain Mr Sk Masum Billah (Vice-President & Treasurer GSA)
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 Angela Mullins (Minutes Secretary)	

2. Minutes of the previous Meeting 02/2012

Minor change agreed to the minutes for item 6.7. Requests for the distribution of papers for items 3, 5.6.2 and 6.6 were also made and are attached with these minutes. Pending these changes, the minutes were approved as distributed.

3. Membership Changes

The Committee recognised Paul Donald's contribution to the Committee and a letter expressing the Committee's condolences had been forwarded to Mrs Donald.

The Committee also thanked Jane Howard for her contribution.

An election for the two vacant positions for HSR members of the Committee was held on 2nd August 2012. A report was received from John Carmichael confirming the election was conducted fairly. Jennifer Scott and Martin Boland were declared elected.

4 Health & Safety Representatives Items for Discussion

Ms Catmull expressed to the Committee problems with the management of the HSR list and the election procedure for HSRs when leave a department or the University. Ms Catmull enquired whether it would be possible to update the procedure so that all stakeholders are aware of when an HSR's term of office is about to expire. Ms Catmull expressed concerns about the lack of clear direction in OHS policy or the OHS Act regarding the re-election of incumbent HSRs.

Mr Delaney informed the Committee that OHS & Injury Management maintain a central list of HSRs on the Safety website which clearly indicates when each HSR's term of office expires. Guidance material on the nomination and election process is also published on the Safety website. This guidance requires the person running the election to inform the OHS & Injury Management Department of the outcome of the election.

It was agreed that Ms Catmull arrange a small group of HSRs to meet with a member of the OHS & Injury Management team to discuss best practice protocols for elections.

5 Election of Office Bearing Positions

5.1 Deputy Chair

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 Steven Adams

Motion (5.1a): that the Committee elect Mr Steven Adams as Deputy Chair of the OHSC for a term of one year.

Motion (5.1a): passed with all in favour.

5.2 Executive Committee HSR Member

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: Ms Leanne Fisher

Motion (5.2a): that the HSR members elect Ms Leanne Fisher as HSR member of the Executive Committee for a term of one year.

Motion (5.2a): passed with all HSR members in favour.

6 Reports

6.1 Occupational Health & Safety Incidents

6.1.1 Incidents, Injuries and Claims Report

The Committee noted the report. Mr Delaney informed the Committee that the basic claims were consistent with the rest of the University sector and that the University of Melbourne had a significantly lower rate of longer term injuries.

6.1.2 Significant Incidents Requiring Notification and Regulatory Activity

Mr Delaney reported on incidents reported to WorkSafe and Regulatory Activity by WorkSafe. The Committee noted the report.

6.2 Occupational Health & Safety Audit Reports

6.2.1 Internal Audit

The Committee noted the Internal Audit Report. Mr Delaney advised that there are more audits scheduled for the remainder of the year.

6.2.2 Lloyds Register Quality Assurance External Audit

The Committee noted the External Audit Report. Mr Delaney advised that a number of non conformances were recorded at the LRQA surveillance audit which took place between 21 February and 2 March 2012. These non conformances were subsequently closed out on 12 July.

Mr Delaney pointed out that there was a problem with the table on the paper distributed, he would re-work it and distribute it with the minutes.

Mr Delaney reported that this audit highlighted the need for further work to be done across the University with regards to Contractor Management.

6.2.3 WorkSafe External Audit Progress Report

The Committee noted the WorkSafe Audit Progress Report. Mr Delaney informed the Committee that after three weeks of verification with WorkSafe, they would now go away and deliberate on their findings for a month. During this time they may request evidence for further information. A close out meeting will be scheduled, to which members of the OHSC will be invited.

During this process a number of findings were made, i.e.

- a) Document control issues
- b) Systems deficiencies on reporting against management plan objectives and targets
- c) Concerns re Incident investigations
- d) Plumbed emergency showers
- e) Specific risk management – systemic across the University
- f) Training gaps – not universal, but applicable in a number of areas
- g) Emergency situations to be taken into account in risk assessments
- h) Testing of emergency stop buttons and confirming if they are designed to fail to safe

There will need to be a detailed examination of the audit report when it arrives. As a result of the audit there will be a need for systems improvements and an improvement to the monitoring and reporting in local areas.

7 Management Plan Tracking

Mr Delaney presented a verbal report on Management Plan Tracking:-

Goals

- 7.1 Reduce the occurrence or re-occurrence of workplace injuries and illnesses by 10%

Number of claims tracking to plan (numbers to be provided).

- 7.2 Continually improved compliance with OHS legislation and effective implementation of the University's OHS Management System (OHSMS) by achieving and maintaining certification to National Self-insurer's Audit Tool (NAT) and AS4801, and remaining free of WorkSafe Improvement or Prohibition Notices .

*Achieved effective implementation of the OHS Management System.
Five Improvement Notices issued year to date.
Nil Prohibition Notices issued year to date.*

- 7.3 Improved OHS leadership and culture throughout the University by 80% participation by Senior Executives in senior office training for OHS.

*205 senior staff have been invited to attend OHS Roles & Responsibilities for Executives training.
35 attended on 3 July.
36 will be attending on 28 August.
46 attending on 10 October.*

- 7.4 Provided high quality consistent and practical OHS information and advice to the University community, as evidenced by improvements in OHS sections of quality performance surveys, and compliance with University-wide criteria in external OHSMS audits.

The quality performance survey data not currently available for 2012.

- 7.5 Planned, prepared and developed a 5 year OHS strategic plan for the University.

External Audit (LRQA) did not identify any systems deficiencies. Five year strategic plan largely on track. Consultation sessions have been completed further work was on pause due to external (WorkSafe) Audit. Final consultation draft expected to be published early in 2013.

8 Publication of Revised OHS Policy & Procedures and Publication of Non Core Procedures and Guidance Material

The Committee noted the report.

9 Other Business

a. Traffic Management

Concern was expressed at the number of near misses at certain sites on the campus and the issue of pedestrians and cyclists on Professors Walk. Mr Delaney confirmed that he would take the results of the Traffic Management Survey to the next OHSC meeting. It was also suggested that a member of the OHSC should attend the next Traffic Management Group meeting, Ms Catmull and Mr Adams to discuss with Mr Delaney.

b. Position of AEDs

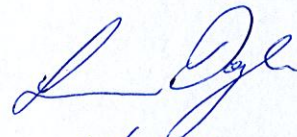
Ms Catmull expressed concern that allegedly an AED in one of the buildings was locked away and therefore not readily available for use. Ms Catmull suggested there could be more publicity on the question of AEDs. Ms Catmull to discuss further details directly with Mr Delaney.

c. Publication of HSR Meeting Minutes

The HSR Committee has agreed that they would like the minutes of their meetings to be published onto the Safety website. Ms Catmull to discuss with Mr Delaney.

The next meeting of the Occupational Health & Safety Committee will take place on 7 November 2012 at 2.15pm in the Foundation Life Members Room, 1888 Building.

AEH
14 August 2012 (Rev 1 date 2012)


4/12/12