

**THE UNIVERSITY OF MELBOURNE**  
**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**  
**Thursday 28<sup>th</sup> April 2011**

**MINUTES**

A meeting of University Employee Health & Safety Representatives (HSRs) was held on Thursday 28<sup>th</sup> of April in the 6<sup>th</sup> floor meeting room, Melbourne Dental School, 720 Swanston Street.

**1. Attendance**

Present: Deanne Catmull (Dental School), Paul Donald (Scholarly Information), Heather Daykin (Pharmacology), Lindsay Rayner (Bio Chem & Mol Biology), Peter Barron (Bookshop), Micheal Poloni (Science), Leanne Fisher (University Secretary's Department), Brendan Kehoe (Vet Science), Maria Lodola-Price (Architecture Building Planning), Catherine Lee (Marketing and Communications), Irene Stanley (Biochemistry and Molecular Biology), Dean Mulholland (Engineering)

Apologies: Steve Adams (Engineering), Jane Howard (Microbiology), Sarah Epskamp (Potter), Carol Horsman (Pharmacology), Warren Smith (Scholarly Information), Anton Cozijnsen (Botany).

Observers: John Carmichael (OHS Unit)

**2. Nominate and elect one (1) member on to the Occupational Health & Safety Committee**

Welcome

The meeting welcomed scrutineer John Carmichael (OHS Unit) to the meeting.

Election process

Nominations were called for 1 HSR to sit on the University Occupational Health and Safety Committee. Leanne Fisher (University Secretary's Department) was the only nominee and was hence elected unopposed to the committee.

Brendon Kehoe, Irene Stanley and Dean Mulholland have agreed to act as alternate representatives on the University OHSC in the absence of other committee members. The committee will call on Stefan Delaney to approve these members as alternate representatives before the next University OHSC meeting.

A big thank you is to be extended to Sarah Epskamp for her service to the University OHSC and HSR committees over the years. Your contributions and efforts were much appreciated and will be sorely missed. We all wish you the best of luck in the future at the Potter.

**3. Speaker John Carmichael**

John Carmichael works for the University OHS Unit as a specialist in Chemical and Plant Management.

- He originally worked in the Department of Chemistry where he was HSR from 1994-2002.
- He may be contacted via email [j.carmichael@unimelb.edu.au](mailto:j.carmichael@unimelb.edu.au) or Telephone: 0414 878 428.
- He is currently working on three projects University wide:
  1. Plant Risk Assessments
  2. Laboratory and Chemical Risk Assessments
  3. Nanotechnology profiles with the focus particularly on "engineered" nanoparticles (who is doing what and where?) This will lead to the development of policies for the safe handling, transportation and ordering of nanotechnology. There will also be an

onus on Laboratory Managers and Purchasing Officers to know what is being ordered and whether it will be used safely etc.

- He is also qualified to deliver specialist OHS training “one on one” if needed.
- John also has an interest in Hazardous Waste Disposal and is a member of the Hazardous Waste Management Committee.

Lindsay queried the water quality across some University buildings and asked if routine testing was conducted across all areas. John stated that routine testing is only performed when requested via the appropriate means. It is not a requirement by law to conduct routine testing.

#### **4. Confirmation of Minutes**

The minutes from the meeting held on 3<sup>rd</sup> of February 11 were confirmed unchanged.

#### **5. Occupational Health & Safety Committee (OHSC)**

What's happening at OHSC

##### **The meeting noted:**

- Clarification was sought from Stefan Delaney on the position of the OHSC chair by Steve Adams and Paul Donald. Whilst a replacement for Nigel had not yet been appointed (at the time of the last meeting held on the 2<sup>nd</sup> of March 2011) the Vice Chancellor had nominated Ms Lin Martin, Head of University Services as an interim appointment. The committee forwarded the motion to endorse Ms Lin Martin as an interim chair. In Ms Martin's absence at the first meeting, Mr Paul Donald acted as chair of the meeting in accordance with the committee's Terms of Reference.
- Mr Paul Donald was re-elected as Deputy Chair of the OHSC.
- Mr Steve Adams was re-elected as HSR member for the OHSC Executive Committee.
- Mr Garry Thompson was elected as chair of the Workloads Advisory Committee (WAC). The committee has met twice so far in 2011 and has agreed to meet monthly for the first half of 2011, and twice only in the second half. They have endorsed their Terms of Reference and work plan which at present is focusing on researching best practise on academic workloads from national and international sources.
- Mr Delaney is in the process of developing a proposal for information sharing between local committees and the OHSC.
- The new online OHS Training Packages have gone live. Now you can complete the general OHS Training courses: Roles and Responsibilities for Staff and Supervisors, Risk Management and Incident Investigation online.

Items to be raised at OHSC

##### **The meeting noted**

- Call on the new Chair of the OHSC to write a letter of thanks to Ms Sarah Epskamp for her contribution to the OHSC.
- Notify Stefan Delaney of the HSR election result and the stand in deputies prior to the next meeting.

#### **6. Other Business**

University wide Issues

**The meeting noted** that The University is planning on restructuring Student Services. Many jobs will be lost as a result and there is the fear that expertise in some areas will be lost e.g. Counsellors, Housing and the Medical Clinic.

An update on the WorkSafe dispute resolution process on PINs was given by Paul Donald. It was noted that any misleading information given to inspectors during this process may result in prosecution.

If you wish to submit a PIN in your DWG, it is advisable to get another HSR involved so they may back you up when the inspector comes to interview you as part of the resolution process.

**Action:** Deanne Catmull to email HSR's the paraphernalia that has been sent around by the Union so everyone is informed of the campaign and can throw their support behind it.

The A/C in lecture theatres has changed. It is now operated through central control. The PLT Lecture Theatre A/C was reported as dysfunctional at the time of the meeting.

**Action:** Irene Stanley to submit an Incident Report for the PLT Lecture Theatre in relation to A/C.

**7. Next meeting**

**4<sup>th</sup> of August 2011**, 6<sup>th</sup> floor meeting room, Melbourne Dental School, 720 Swanston Street.