

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Thursday 20th October, 11:00 am

Seminar Room B, Ground Floor at the Melbourne Dental School, 720 Swanston St Carlton
(The Royal Melbourne Dental Hospital)

Draft Minutes

1. Attendance:

Present: Jennifer Scott (Chemistry), Carol Horsman (Pharmacology), Leanne Fisher (University Secretary's Department), Irene Stanley (Biochemistry and Molecular Biology), Jane Howard (Microbiology), Paul Donald (Scholarly Information), Lindsay Rayner (Bio Chem. & Mol Biology), Hamish McLean (Law), Anton Cozijnsen (Botany).

Apologies: Steve Adams (Engineering), Deanne Catmull (Dental School), Julie Truman (UoM Commercial Ltd), Kate Nowell-Zoology, Greg Pullen (UoM Commercial Ltd), Betty Kitchener (Centre for Youth Mental Health), Ashley John Cross (VCA), Lynda Gilbert (Melbourne Engagement and Partnerships Office).

2. Confirmation of Minutes

The minutes from the meeting held on 4th of August 2011 were confirmed unchanged.

Discussion of concerns

3. Occupational Health & Safety Committee (OHSC)

3.1 What's happening at OHSC?

The committee accepted VC nomination of Louise Doyle as new chair for the remainder of 2011. Louise Doyle is expected to be nominated as OHSC chair again in 2012 for the committee's consideration at that time.

3.2 Progress of items previously rose at OHSC

Traffic issues were brought up but are to be referred to the "Traffic Management Working Group" which Stefan Delany intends to set up within the next few weeks" hopefully this has already happened.

Particular trouble spots mentioned were

- Pelham and Barry St junctions
- Professors Walk

Casuals and DWG:

- According to Work Safe casual staff are included in DWGs and may be elected as HSRs. The availability of casual HSRs and payment when attending to HSR business were raised as potential problems.

Lifts:

- Signage encouraging lift users to use stairs where possible presenting the point of views: -minimizing the use of fossil fuel and -health benefits.
No specific plan was determined

3.3. Items to be raised at OHSC

No new items were raised for reference to OHSC

4. Other Business

4.1 Problems revealed during Building Emergency Evacuation were discussed

Particularly the absence of key personnel when absent or no nominated deputy were present, absences were due to taking leave, annual leave or absent due to meetings, lecturing etc. Responsibility for these arrangements and any problems should be addressed to the responsible building management personnel.

4.2 Paul Donald reported on some of the content of the Union Health & Safety Representatives Conference he attended on Wednesday (October 19)

- That the "harmonization" of the Health and safety acts, is now not expected to be completed until around April 2012.

- When a PIN is disputed by management and Work Safe are reviewing the PIN, HSRs are having difficulties in obtaining details of what information management supply and the information, if known has often been found to be false or misleading.

Under these circumstances the HSR may appeal under Section 153: Offence to give false or misleading information (the Occupational Health and Safety Act 2004) and Section 131.

HSRs can use the FOI (freedom of information) avenue for gaining access to documents if required.

4.3 Jennifer Scott put her name forward when volunteers were called to act as "stand ins" when a HSR member is unable to attend an OHSC meeting and/or attending OHSC as an observer. Currently Dean Mulholland, Irene Stanley and Jennifer Scott are listed; Brendan Kehoe has withdrawn as he is no longer a HSR.

Next Meeting Feb 2012. Date to be confirmed.
