Meeting 1/2016 of the Occupational Health & Safety Committee was held on Thursday 21 April 2016 at 10.00am, in The Boardroom, Room 108, Level 1, 11 Barry Street, Carlton.

<table>
<thead>
<tr>
<th>Membership</th>
<th>In Attendance</th>
<th>Apologies</th>
<th>To Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Representatives</td>
<td>Dr Sally Eastoe</td>
<td>Dr Marija Maher</td>
<td>1 May 2016</td>
</tr>
<tr>
<td>Executive Director nominated by the Vice-Chancellor (Chair)(Alternate)</td>
<td>Mr Kelvin Doyle</td>
<td>Mr Colin Reiter</td>
<td>7 May 2017</td>
</tr>
<tr>
<td>Executive Director, Human Resources or nominee (Alternate)</td>
<td>Mr Stefan Delaney</td>
<td>Prof Mark Rizzacasa</td>
<td>6 November 2016</td>
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<tr>
<td>Executive Director, Infrastructure &amp; Campus Services or nominee</td>
<td></td>
<td>Mr Daniel Persaud</td>
<td>26 November 2016</td>
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<tr>
<td>Dean of a Faculty or Graduate School or nominee</td>
<td></td>
<td></td>
<td>12 February 2017</td>
</tr>
<tr>
<td>Provost or nominee</td>
<td></td>
<td></td>
<td>26 November 2016</td>
</tr>
<tr>
<td>Associate Director, Health &amp; Safety</td>
<td></td>
<td></td>
<td>7 August 2016</td>
</tr>
<tr>
<td>Employee Health and Safety Representatives</td>
<td>Ms Deanne Catmull</td>
<td>Mr Steve Adams</td>
<td>1 May 2016</td>
</tr>
<tr>
<td>Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives Delegate of Mr Steve Adams</td>
<td>Ms Leanne Fisher</td>
<td></td>
<td>7 May 2017</td>
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<td></td>
<td>Ms Paula Mitchell</td>
<td></td>
<td>6 November 2016</td>
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<td></td>
<td>Ms Jennifer Scott</td>
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<td>26 November 2016</td>
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<td></td>
<td>Mr Darren Tucker</td>
<td></td>
<td>12 February 2017</td>
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<td></td>
<td>Mr Laurence Deam</td>
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<td>26 November 2016</td>
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<td></td>
<td></td>
<td></td>
<td>7 August 2016</td>
</tr>
<tr>
<td>Student Observers</td>
<td>Mr Alan Thomas</td>
<td></td>
<td>1 May 2016</td>
</tr>
<tr>
<td>One student nominated by UMSU Incorporated</td>
<td>(UMSU nominee)</td>
<td></td>
<td>7 May 2017</td>
</tr>
<tr>
<td>One nominee of the President, University of Melbourne Graduate Student Association</td>
<td>Mr Shardul Jain</td>
<td></td>
<td>6 November 2016</td>
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<tr>
<td></td>
<td>(GSA nominee)</td>
<td></td>
<td>26 November 2016</td>
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<tr>
<td>Occasional Observers</td>
<td>Other observers as determined by the Committee and invited by the Chair</td>
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<tr>
<td>Standing Observers</td>
<td>Mr Peter Robertson</td>
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<tr>
<td>Manager, Injury Management</td>
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<tr>
<td>Minutes Secretary</td>
<td>Ms Georgie Burg</td>
<td></td>
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<tr>
<td>Administration Assistant, Health &amp; Safety</td>
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A  Formal Matters

A01  Apologies

Dr Marija Maher, Prof Mark Rizzacasa, Mr Colin Reiter, Mr Daniel Persaud, Mr Steve Adams, Mr Alan Thomas, Mr Shardul Jain.

A02  Welcome

Dr Eastoe requested that the principal function of this meeting be to further define the role and purpose of the OHSC, with particular attention to the committee’s functions, references and purpose in 2016.

A03  Membership Changes

Dr Marija Maher is replacing Ms Jane Prior as Acting Executive Director, Finance and Employee Services. Mr Kelvin Doyle (Health & Safety Consultant, Infrastructure Services) is delegate for Mr Colin Reiter. Mr Laurence Deam (Laboratory Officer, School of Physics, Science) is delegate for Mr Steve Adams.

A04  Minutes of the Last Meeting

The minutes were approved as distributed.

A05  Action sheet from Previous Meeting

Items, Actions and Status as stated. Mr Delaney advised no further comments.

B  Items for Consultation/Discussion

B01  Health & Safety Representatives Items for Discussion

   i.  Terms of Reference update

Dr Eastoe and Mr Delaney confirmed that the Terms of Reference have been finalised. Ms Catmull noted that this had not been minuted.

The committee was advised that the Risk Management Advisory Group (RMAG) is not appropriate as the reporting body for the OHSC. The reporting mechanism for the OHSC is through the Chair to Mr Alan Tait (CFO and VP Finance Administration).

   ii.  HRS initiative regarding dissemination of information

Dr Eastoe advised the Committee of the outcome of a meeting at the management representatives on the OHSC. To specific functions of infrastructure and wellbeing are represented on the OHSC and the OHSC provides a forum to advise and inform the OHSC.

Mr Delaney spoke with regard to the HSR’s ability to promote activities, and mentioned that the Yammer Group works as a driver to promote the sharing of information to HSR’s.
iii. Bullying Advisors – Dates for advisor training and contact lists

A significant review is in progress regarding policy, procedure and processes which is led by senior leadership. It is anticipated that the revised policy and process will be published for consultation in the near future.

B02 Health & Safety Managers Items for Discussion

Bicycles on Monash Road (No comment provided)

C New Initiatives and Actions

C01 Office Ergonomic videos

Mr Delaney advised the committee of the new office ergonomic videos which support good practice to control office safety risks. Mr Delaney asked all committee members to promote the use of these videos amongst their stakeholders. There have been 130 completions to 15 April 2016.

C02 Chemical Inventory Project

Mr Delaney provided a progress report on the chemical inventory project. There are currently approximately 80,000 individual entries from Parkville, Burnley, Werribee and Dookie. It is anticipated there will be approximately 100,000 at the conclusion of the project. A new instance of Chemwatch with the updated inventories will be launched in the near future.

C03 Electrical Safety

Mr Delaney provided a status report on the installation of Residual Current Devices (RCD) to electrical power circuits at the Parkville Campus.

Approximately 40% of all Parkville buildings have 100% RCD protection or all electrical power circuits. Portable electrical appliance testing frequency for these buildings will be reviewed to align with the national model code of practice for managing Electrical Safety in Workplaces.

C04 Managing working in isolation risk

Draft process provided. No comments made.

C05 Yammer – Health and Safety Group

Mr Delaney has expanded and created a new Yammer Group and invited local HSR’s and other Health and Safety Professionals to engage in this forum.

This provides the ability to –

- Share documents, information and agendas to drive information
- Encourages the sharing of best practice
- Provides material to populate from both a wellbeing and an infrastructure perspective
C06    Health and Safety website update and relaunch

Mr Delaney advised the committee on the launch of the new Health & Safety Website. Mr Andrew Everett (FES Health & Safety) will give demonstrations of the new website to interested parties.

C07    2016 Influenza Vaccination Program

The Influenza Program for staff is free for staff. Engineering also funded Engineering RDH students. Present registrations is 2,100 (2015 registrations totalled 3,500).

D    Reports

D01    OHS Management Systems Review

Mr Delaney spoke to the OHS Management Systems review for 2015.

It was noted that the trends and statistics were poor in comparison with previous years, however the numbers are still lower than 5 years ago. Ergonomic issues show an upward trend in responsiveness from Staff. Analysis shows Slips, trips and falls numbers continuing to rise, with lost time injury rates a matter for concern.

Key Performance Indicators have not been achieved, with proposed actions being –

1) Standard quarterly reporting
2) Manifests and inventories Projects
3) Hazard specific Projects

D02    Internal Audit Report

Included in OHS Management Systems Review.

D03    Review of Serious Incident Reports & Investigations

The committee noted the report.

D04    Legislative Report

No significant legislative changes to report

D05    Reports Received from Other Committees

No reports received

D06    External OHS Feedback Received

None received

Items for Action

Nil