

**The University of Melbourne**  
**Occupational Health & Safety Committee**  
**Meeting 02/2016**

Meeting 2/2016 of the Occupational Health & Safety Committee was held on Monday 6 June 2016 at 10.00am, in Room 311, Level 3, Raymond Priestly Building.

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

**A Formal Matters**

**A01 Apologies**

Dr Sally Eastoe, Mr Daniel Persaud, Ms Leanne Fisher, Mr Shardul Jain.

**A02 Welcome**

Mr Delaney welcomed the committee members and advised that Dr Eastoe was a late apology and requested that he chair the meeting.

**A03 Membership Changes**

No changes.

**A04 Minutes of the Previous Meeting**

The minutes were approved as distributed, with exception of the Executive Director, Property & Campus Services to be changed to Executive Director, Infrastructure Services (or nominee).

**A05 Action Sheet from Previous Meeting**

Nil

**B Items for Consultation/Discussion**

**B01 Health & Safety Representatives Items for Discussion**

**i. OHSC Terms of reference (see attached)**

There was discussion around a perceived lack of clarity regarding reporting lines of the OHSC. There was consensus that the substance of the Terms of Reference was agreed to, with the exception of the reporting lines. Mr Delaney discussed the role and function of Risk Management Advisory Group and the principle of single point accountability within the Melbourne Operating Model.

It was noted that the OHSC HSR's would prefer a formal reporting structure.

Mr Delaney agreed to provide a brief paper outlining the mechanics of reporting. Mr Delaney suggested a meeting with a representative group of HSRs to review the options for OHSC reporting.

**ii. Bullying advisors and a new policy for the University**

Ms Catmull raised the issue of independent bullying advisors and the current lack of information for contacting and identifying.

Mr Delaney explained the existing arrangements for raising concerns about behaviours that may constitute bullying. This includes local HR business partners, managers/supervisors, the Universities EAP (Employee Assistance Program) and Campus Community in the case of students.

Mr Delaney agreed to provide a brief paper detailing the current arrangements by Meeting 3 of the OHSC (5 September 2016).

**iii. University HSR list**

A discussion took place about the HSR lists, reportedly resulting in inappropriate attendees at HSR meetings. Ms Catmull reported that the Health & Safety Website list of HSRs is not current and there is a lack of understanding around the election process.

Mr Delaney agreed to meet with a representation group of HSRs to discuss options to improve HSRs lists and notifications of expiry of Terms of Office.

**iv. HSR and OHS advisor definitions**

A request was made for clarification around definitions. Mr Delaney reported that this was currently involved in the various procedures dealing with these roles.

**v. Action items and timeframes**

It was requested that the OHSC papers be sent one week prior to the scheduled date of the OHSC. For note, Mr Delaney advised that a request is made for Agenda items to both Faculty Health & Safety staff and HSR members of the OHSC, approximately six weeks prior to each meeting. Mr Delaney noted that there was an error that resulted in the HSRs not receiving the request for this meeting.

**vi. Working alone or in isolation procedure – Publication date**

Mr Delaney advised that this process has not yet been published.

**B02 Health & Safety Managers Nominated Items**

**i. Alcohol at Events (verbal report)**

Mr Delaney noted that this item was raised by Faculty Health and Safety Manager of Veterinary and Agricultural Sciences. The Responsible Management and Use of Alcohol policy with regard to Alcohol at events has been revised, updated and will be published in late June 2016. In the interim the existing policy applies.

Clear differentiations in policy are made between the use of alcohol at staff versus student (UMSU/club) events, along with an understanding of the appropriate approval process regarding the use of University Grounds for outdoor events involving alcohol.

It was noted that clarity around a staff member responsible for student events and clear processes around the serving of food/alcohol is required, and will be addressed in the new policy and processes.

**C New Initiatives and Actions**

**C01 2016 Influenza Vaccination Program (verbal report)**

Mr Delaney noted that there were 3,700 enrolments in 2016, contrasting with approximately 3,500 in 2015.

**C02 TrainMe e-training system (verbal report)**

Mr Delaney advised that the ELMO e training platform is moving forward, with a priority list for new courses currently being developed. More information will be provided in early July about the proposed launch date.

**C03 Launch of Health and Safety Policies**

The following policies have been reviewed and published for consultation. They will be published in July 2016 in the Policy Library.

- i. Health & Safety policy
- ii. Tobacco & smoke free policy
- iii. Alcohol policy

**D Reports**

**D01 External Audit Update** (Verbal report)

Mr Delaney advised that the Certification Audit reports from the Audit held between February and May has been distributed to Faculties, University Services and Chancellery portfolios. Corrective action plans where required have been completed and provided. In particular, AMEB and Melbourne University Publishing were significant achievers with no non conformances.

The Worksafe Audit will commence in October 2016, with planning sessions with two auditors to be held in late June.

**D02 Review of Serious Incident Reports & Investigations**

- i. The Claims report was noted by the Committee.
- ii. The Significant Incidents Requiring Notification & Regulatory Activity report was noted by the Committee.

**D03 Legislative Report**

No significant legislative changes to report

**D04 Reports Received from Other Committees**

- i. Faculty and Departmental Safety Committees  
No reports received

**D05 External OHS Feedback Received**

None Received

**E Other Business**

OHSC reporting arrangements

**Action items**

REF	ACTION	RESPONSIBILITY	STATUS
B01 i	Mr Delaney to provide brief paper on mechanics of reporting from the OHSC.	SD	In Progress
B01 ii	Mr Delaney will provide a brief paper detailing the current arrangements for seeking advice, support and reporting of bullying type behavior.	SD	In Progress