

**THE UNIVERSITY OF MELBOURNE**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**MEETING NUMBER 4/00**  
**MINUTES**

A meeting of the Occupational Health and Safety Committee was held in Plaza Room 2 on Tuesday 7 November 2000 at 2:15pm.

**Present**

Mr D Hook, Property and Buildings (Dr D.Daines, nominee)  
Mr G Suckling, Risk Management Office  
Dr Philip Heggarty, Occ. Health Physician  
Dr M Livett, gender rep  
Mr J Carmichael, employee rep  
Mr P Edwards, employee rep  
Dr R Cappai, employee rep  
Dr M Wlodek, employee rep  
Mr E Smart, employee rep  
Dr L Huq, employee rep

**In Attendance**

Ms Nan Austin, Risk Management Office  
Ms J. Stephens, Compliance Office  
Mr B Greenwood, convener employee reps  
Ms Alison Hunt-Sturman, Risk Management Office

**BUSINESS**

**1 Apologies**

Ms H Hayes VP Information Division (VC nominee and Chair)  
Ms J McQuillan, Human Resources (Ms.E.Bare nominee)

**2 Minutes of Meeting 3/00**

The minutes of meeting 3/00 were accepted without change.

**3 Report to Council**

Occupational Health and Safety meeting 3/00, Report to Council was accepted as tabled. It was noted in item 4 that the Council has approved the Occupational Health and Safety Policy with a minor change recommended by the Acting Vice Chancellor, to remove references to the responsibilities of the Vice Chancellor and Senior Officers. It was requested that the OHSC be supplied with a copy of the final wording of the policy for consideration at its next meeting.

**4. Reports from other University Safety Committees**

**4.1 Laboratory Heating Guidelines**

Draft procedures for the installation of heating in existing laboratories are to be tabled for the next committee meeting. It has been proposed that they will be posted in the Environmental Health and Safety Manual under Electrical Safety.

#### **4.2 Vaccinations for staff at risk**

Concern has been raised about staff at risk from contracting Hepatitis A or B in the course of their duties, such as First Aiders, Maintenance and Catering Staff. The Victorian Health Department Standard for Health Care Workers is to be supplied. The Risk Management Office in consultation with Occupational Health will develop a policy and procedures for the vaccination of staff members.

Nan Austin advised that Food Handling training is proposed to be provided in the 2001 Staff Development and Training

#### **4.3 Earth Leakage Protection**

Property and Buildings have been asked to clarify policy on the provision of Earth Leakage Protection. Consultation of Property and Buildings with the Risk Management Office to develop procedures for earth leakage testing.

#### **4.4 Workplace Safety Training**

The Risk Management Office has advised the committee that competency and training issues should be resolved by local supervisors on a departmental level.

#### **4.5 Voice Strain**

The Risk Management Office has scheduled a Voice Care Workshop in 2001 as a training program for academic staff.

### **5. Action items from Meeting 3/00**

#### **5.1 OH&S risks associated with lecturing**

No further action.

#### **5.2 Amalgamation of OHSC and EAC**

The Committee has been advised by the Chair of the EAC that an amalgamation at this time is not desirable as the implementation of the Environmental Management System is still in progress. However, to facilitate more communication and information sharing, minutes will be distributed to both groups.

#### **5.3 University Rehabilitation Program Working Party**

John Carmichael has been nominated to be the Employee Representative for the University Rehabilitation Program Working Party.

#### **5.4 Air Conditioning Policy**

This item was deferred to February 2001 to allow Property and Buildings time to undertake temperature measurement and prepare a report on Air Conditioning.

#### **5.5 Student Insurance**

A working party has been established to quantify risk types and duration. The information will be used to review student insurance cover. A report will be tabled in February 2001

#### **5.6 Emergency Information for Lecture Theatres**

It was agreed to provide overhead transparencies containing emergency procedures in lecture theatres. As a computerised system is not practicable at this stage.

- 6. Report from Health and Safety Representatives**  
Staff Development and Training have indicated that they will no longer provide funding for approved training of elected Health and Safety Representatives. It was agreed that this training is a priority, and that departments should not have to bear the cost. The University Compliance Officer is to be asked to address this with Human Resources.
- 7. Building Evacuation Report**  
An annual report of building evacuation trials and activities was tabled for the committee. Results indicate that there are still buildings that have not conducted trials. The University Compliance Officer is to communicate with the Departments concerned and will then draw the matter to the attention of the Vice-Chancellor if there is still non-conformance by the end of the year.
- 8. Biosafety Report**  
The 2000 Biosafety Sub-Committee annual inspection report was tabled for the committee. Further communication with the Deputy Vice Chancellor, Research, will be undertaken to review other safety related committee structures.
- 9. Radiation Safety Report**  
The 2000 Radiation Safety Report was tabled for the committee.
- 10. Indemnity of non-employee members of University Committees**  
A circular R 2000/3 was tabled for the committee.
- 11. Any Other Business**
  - 11.1 Legislative Update**  
A report outlining legislative changes pending in 3 areas was tabled for the committee.
  - 11.2 Designated Work Groups for the Faculty of Medicine (Off campus)**  
The Committee approved a request for the changes to the Designated Work Groups for the Faculty of Medicine (Off campus).
- 12. Dates 2001.**  
2001 Committee dates were noted and accepted.

The meeting closed at 3:10 pm.

The next meeting will be held on Tuesday 20 February 2001 at 2.15 pm in the Jim Potter Conference Room.

### ACTION PLAN FROM OHSC 4/00

<b>Ref</b>	<b>Topic</b>	<b>Action Needed</b>	<b>By Whom</b>	<b>By When</b>
03/00 #5.3	Air conditioning policy	Costing of air conditioning priority listing Thermal monitoring Report	D. Hook	20 February 2001
04/00 #3	Report to Council	OHSC members to be supplied with a copy of the OHS Policy	Alison Hunt-Sturman	20 February 2001
04/00 #4.1	Laboratory Heating Guidelines	Procedures for installation of heating in laboratories	RMO / PB	20 February 2001
04/00 #4.2	Vaccination for Hepatitis B	Standard required for RMO to prepare Vaccination Guidelines	RMO / OH	20 February 2001
04/00 #4.3	Earth Leakage Testing	Procedures for installation and testing of earth leakage equipment (RCD)	RMO / PB	20 February 2001
04/00 #5.2	Amalgamation of OHSC and EAC	Sharing OHSC minutes	Alison Hunt-Sturman	20 February 2001
04/00 # 5.5	Student Insurance	Student Insurance Cover report	Mary Wlodek	20 February 2001
04/00 #5.6	Emergency Information for Lecture Theatres	Overhead transparencies for all theatres outlining emergency procedures	RMO / PB	20 February 2001
04/00 #6	Report from Health and Safety Representatives	Funding for training to be supplied by the University – Letter to Human Resources	RMO / Jane Stephens	20 February 2001
04/00 #7	Building Evacuations	Letter to Vice Chancellor outlining requirement for Evacuation trials for all buildings on campus	RMO / Jane Stephens	20 February 2001
04/00 #8	Biosafety	Review of Biosafety Committee Structure	Graham Suckling	20 February 2001

### Completed Actions

Topic	Action Completed	By Whom
4/99 #5.1.2	OH&S risks associated with lecturing. Seek report from Student Union on progress of survey	RMO
2/00 #6.5	Provide feedback on the integration of OHSC and EAC	H. Hayes and J. Stephens
2/00 #11	University Rehabilitation program working party. John Carmichael named as Health and Safety Representative	B. Greenwood
3/00 #3	Lecture theatre emergency information. Overheads as solution	N. Austin, H. Hayes and P. Edwards
3/00 #10.3	Student Insurance. Working party established to identify needs	G. Suckling

### Attendance record for 2000; 3 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	3	3	1
Ms J McQuillan	3	3	1
Mr J Colebatch/ Mr D Hook	3	4	0
Dr M Bullen/ Dr Philip Heggety	3	4	0
Professor A Wedd	2	2	1
Mr G Suckling	3	4	0
Dr M Wlodek	3	4	0
Mr J Carmichael	3	4	0
Mr E Smart	3	3	1
Dr L Huq	3	3	1
Dr R Cappai	3	3	1
Mr P Edwards	3	4	0
Mr F Eubury	3	2	0
Ms Jane Stephens	3	3	1
Ms K Adams	2	1	0

## **Distribution**

### **Members**

Ms Helen Hayes	Vice Principal Information Division and Chairperson (nominee of Vice Chancellor)
Ms. J McQuillan	Manager Client Relations, Human Resources (nominee of E.Bare, Deputy Principal Human Resources)
Mr. D Hook	Manager Engineering Services, Property and Buildings (nominee of D.Daines, Deputy Principal Property and Buildings)
Mr. G Suckling	Manager, Risk Management
Prof T Wedd	Academic staff member, Chemistry (nominee of I.Marshman, Vice Principal Administration)
Dr P. Heggetty	Occupational Health Physician
Mr E Smart	H&S rep ILFR Burnley
Dr R Cappai	H&S rep Pathology
Dr L Huq	H&S rep Dental Science
Dr M Wlodek	H&S rep Physiology
Mr J Carmichael	H&S rep Chemistry
Mr P Edwards	H&S rep ITS

### **In Attendance**

Dr M Livett	Participating observer for gender balance
Ms K Adams	MU student Union
Mr F Eubury	UMPA
Ms J Stephens	Compliance Officer
Mr B Greenwood	H&S rep Convener
Ms Nan Austin	Manager, Management Systems, Risk Management

### **For Information**

Ms M Gleeson	Central Secretariat
Mr I Marshman	Vice Principal Administration
Risk Management Office	web page

***Agenda & Minutes: Risk Management Office ext 44006***