

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING NUMBER 4/01
MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Deans Den, Old Geology on Tuesday 20th November 2001 at 1:00 pm.

Present

Ms H Hayes VP Information Division (VC nominee and Chair)
Ms K Findlay-Jones, Engineering, Property and Buildings
Ms Nan Austin, Risk Management Office
Dr R Cappai, employee rep
Mr J Carmichael, employee rep
Mr E Smart, employee rep
Dr L Huq, employee rep

In Attendance

Mr P McGrath, Director, Internal Audit and Compliance
Ms A Hunt-Sturman, Risk Management Office
Ms Maria Hyland, Compliance Manager

BUSINESS

1. Welcome

The Committee welcomed Ms Katherine Findlay Jones the new Engineering Manager for Property and Buildings.

1.1 Apologies

Dr M Wlodek, employee rep
Dr M Livett, Participating Observer
Ms J McQuillan, Client Services, Human Resources

2. Minutes of Meeting 3/01

The minutes of meeting 3/01 were accepted with minor administrative changes.

3. Report to Council

Occupational Health and Safety meeting 3/01, Report to Council was accepted as tabled. The proposed changes to the Risk Management Committee will dictate that in future a single report from the RMC will be put to Council, which will encompass the OHSC minutes.

4. Reports from other University Safety Committees

4.1 Electrical Incidents

The School of Botany had 2 electrical incidents associated with the light fittings in the glasshouses. This matter was further discussed under item 5.3.

5. Action items from Meeting 3/01

5.1 Areas with Extended Hours and Unsupervised Access

The Faculty Focus Group discussed unsupervised access to computer laboratories and other facilities. Concerns have been raised regarding possible incidents in uncontrolled areas. More information is required to determine which facilities are open for extended hours, and what controls are presently in place. There may be a requirement for a clear policy on the access to unsupervised areas. This item will be reported to the next OHSC 01/02.

5.2 Students with Allergies

This item has been deferred to the next OHSC 01/02.

5.3 Earth Leakage Testing

The Department of Physiology had an electrical incident in September, which received a P.I.N. Notice from the Victorian Workcover Authority. This notice prompted a review of buildings, which require residual current devices to protect electrical fittings and appliances. A preliminary costing of \$900,000 was an unrealistic budget for the outfitting of the whole University. Therefore, high-risk areas such as teaching laboratories, photographic laboratories and chemical labs will be prioritised. This proposal will be put forward as minor works to the Capital Programs Committee.

A secondary issue was the requirement for Property and Buildings to undertake a review of Contractor Management policies and procedures in light of this latest incident.

N. Austin and K. Findlay-Jones will report on this issue to the next OHSC.

5.4 OHSC Objectives

Proposed objectives for the OHSC for 2001 were as follows:

- Manual Handling Issues
- Incident Reporting and Analysis
- Induction Programs
- Emergency Management
- Safety Management Systems Reporting.

No feedback from the Vice Principal, Financial Operations was received at this time. These objectives will be reported in the 2000-2001 Annual Report for the University.

New Objectives for 2002 will be drafted at the next OHSC 01/02.

5.5 Amended Plant Regulations

Changes to the Occupational Health and Safety Plant Regulations were updated to the EHSM as at the 1st November 2001.

5.6 Environmental Policy

The Committee cited the Environment Advisory Committee's revised Environmental Policy. No comments were received.

6. Report from Health and Safety Representatives

From 2002 the Environmental Representatives and the Health and Safety Representatives will meet jointly 4 times a year. Dates will be provided to representatives by email.

The meeting held on the 7th November discussed several issues:

1. The Privacy Act. In line with changes to the Privacy Act the University will adopt a new privacy code. A working group has been formed with a large cross section of University staff to discuss what information should be included in the Code.
2. Mandatory Training for Environment Health and Safety: A proactive approach to training will take place from 2002. Already the EHSM includes requirements for mandatory training for EHS, as well as compulsory HHAQ completion for new staff to determine mandatory training such as Noise.

Nan Austin will be meeting with Faculties in early 2002 to discuss mandatory training requirements in line with Health and Safety. It has been proposed that training for EHS is included as an objective for the OHSC in 2002.

7. Environment Advisory Committee Minutes 04/01

Three items were brought to the attention of the OHSC

1. Sub committees to the EAC discussed Objectives for 2002.
2. A student proposal for a rooftop garden was received by the EAC.
3. The Vice Chancellor will be approached to sign the Greenhouse Air Emissions Challenge.

8. EHSM Changes for July – October 2001

Starred items were discussed.

1. Vaccination requirements have now been included in the Personnel Policy and Procedures Manual, as well as being included in several relevant sections of the EHSM. This procedure will apply to staff undertaking extra duties or through work practices.
2. Section 5.3 Biohazards has been reviewed in line with the new Gene Technology Act 2000 which includes guidelines for monitoring of facilities undertaking modification to genetic materials.
3. Section 6.1 Model Emergency Procedures. Inclusion of a procedure for handling suspicious mail and packages in line with current Australia Post practice.
4. Section 2.5 EHS Training. Inclusion of mandatory training requirements for Environment Health and Safety.

Administrative Committee has requested that where changes have been made to Environment Health and Safety Manual Procedures, that a copy of the tracked changes is put forward to Administrative Committee for approval.

9. Annual Reports for 2001

9.1 Building Evacuation Report

Evacuation Trial records for 2000-2001 show that most buildings within the University have scheduled or completed a drill for the current year. Special note has been made of 2 buildings which do not currently have an effective fire control system such as an EWIS panel. This item will be reported to the next OHSC 01/02.

9.2 Ergonomic Workstation Assessment Report

Ergonomic Workstation Assessments for the year 2001 have numbered in excess of 250. It is hoped that this increase in assessments will result in a decrease of reported incidents of repetitive strain and other office-based injuries.

9.3 Biosafety Committee

This item is deferred to the next OHSC 01/02.

9.4 Radiation Safety Report

The University Radiation Protection Officer has reported on radiation activities for 2001. Note was made of changes to the requirements from Human Services to have in place a Radiation Safety Management Plan. This plan is being drafted through the RMO at present. It is hoped that the DRAFT procedure will be updated to the EHSM.

10. Legislative Changes

Victorian Regulations 'sunset' every 10 years, which means that the current Noise Regulations and Asbestos Regulations will be out of date by the end of 2002. These areas are not significant to the University. Proposed Regulations for working at heights will be introduced soon. These Regulations are written along a risk management approach to complete risk assessments where activities are undertaken at heights.

Note was also made of the new Bullying Code of Practice which has been identified as a major safety issue. The definition for 'Bullying' has been limited to repeated offences.

11. Audit Schedule for 2002

The Environment Health and Safety Auditor, Amanda Summers will undertake internal audits of faculties and departments within the University over the next 12 months according to the DRAFT schedule tabled.

External Auditors Lloyds will undertake a 3 year cyclic audit program of the University concentrating on High-Risk departments such as Property & Buildings, Science and the Risk Management Office. With yearly audits to be conducted on Medicine and Veterinary Science.

12. Meeting Dates for 2002

Meeting dates were accepted as attached. Note was made that EHS representatives will meet 2 weeks prior to the EAC meeting, and the Risk Management Committee (RMC) will meet 2 weeks after the OHSC.

13. Any Other Business

13.1 Manager for the RMO

The Position of Manager has been vacant since April of 2001. The position was advertised in early November, with applications closing November 23. At present no changes to the position description were noted.

13.2 Duty of Care / Negligence Talk

A query has been raised regarding S3 incident report forms where no space exists for the signature of the involved / injured person. S3 incident forms were reviewed in 1999 following the release of VWA guidelines and no signature was required. It was noted that signatures are required from the Head of Department or Nominee for action taken to reduce the likelihood of a recurrence.

13.3 Privately Owned Business Operating within the University

Where private companies are renting University space under an agreement to undertake research or other activities, it has been noted that the OHSC will look into the adequacy of any agreements that are in place with regard to environment health and safety provisions.

The University has a responsibility to ensure that where outside organisations are operating within University property, that they are abiding by University Policy and Procedures. Property and Buildings will discuss this issue and report to the OHSC 01/02.

13.4 Diving Safety Guidelines

The RMO will discuss occupational diving safety with Martin Doulton with the aim of updating existing University procedures regarding diving activities within the University.

13.5 Driving Guidelines

Where staff or students are driving to sites off campus, or over long distances, it has been requested that guidelines are put in place to ensure that the safety and welfare of staff and students is covered. The Risk Management Office will liaise with the appropriate authorities to discuss the implementation of Driving Guidelines in the appropriate University Manual. This issue will be reported on at the next OHSC 01/02.

The meeting was closed at 2:15 pm.

The next meeting will be held on Tuesday 26 February at 2.15 pm in Conference Room 2, Old Physics Building.

ACTION PLAN FROM OHSC 4/01

Ref	Topic	Action Needed	By Whom	By When
04/01 #5.1	Unsupervised Access Areas	Contact Faculty Focus Group	N. Austin	26 February 2002
04/01 #5.2	Students with Allergies	Contact Faculty Focus Group	N. Austin	26 February 2002
04/01 #5.3	Earth Leakage Testing	Prepare Implementation Plan	N. Austin and K. Findlay-Jones	26 February 2002
04/01 #5.3	Review of Contractor Management	Property and Buildings to review contractor activities	K. Findlay-Jones	26 February 2002
04/01 #5.4	Objectives for 2002	OHSC to set objectives for 2002 Annual Reporting	All OHSC	26 February 2002
04/01 #6	Staff Development and Training	Faculty discussions of Mandatory Training for EHS	N. Austin	26 February 2002
04/01 #9.1	Building Emergency Control	Buildings without Fire Control Systems	A. Hunt-Sturman	26 February 2002
04/01 #13.3	Working Agreements	Property and Buildings to review Agreements with external companies	K. Findlay-Jones	26 February 2002
04/01 #13.5	Driving Guidelines	Prepare draft driving guidelines for discussion	N. Austin	26 February 2002

Completed Actions

Topic	Action Completed	By Whom
OHSC Objectives	Feedback from D Percival	H. Hayes
Amended Plant Regulations	Notification to Departmental Managers	A. Hunt-Sturman
Environmental Policy	Copy of amended policy to Chair of OHSC	P. McGrath

Attendance record for 2001; 3 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	4	4	
Ms J McQuillan	4	3	1
Dr Philip Heggarty	4	2	1
Professor A Wedd	4	0	1
Ms N Austin	4	4	
Dr M Wlodek	4	2	2
Mr J Carmichael	4	3	1
Mr E Smart	4	3	1
Dr L Huq	4	4	
Dr R Cappai	4	3	1
Mr P Edwards	4	2	1
Mr Peter McGrath	4	4	
Ms Maria Hyland	2	2	
Ms Katherine Findlay-Jones	1	1	

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)
Ms K Findlay-Jones	Engineering Manager, Property and Buildings (Nominee of D Daines Vice Principal)
Ms. N Austin	Acting Manager, Risk Management Office
Prof T Wedd	Academic staff member, Chemistry (nominee of I.Marshman, Vice Principal Administration)
Dr P. Heggarty	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 Information Division, Swanston St

In Attendance

Dr M Livett	Participating observer for gender balance
To be advised	MU student Union
To be advised	UMPA
Ms M Hyland	Compliance Manager
Mr Peter McGrath	Compliance Officer
Ms A Hunt-Sturman	Officer, Risk Management Office & Secretary

For Information

Ms G Nicol	Central Secretariat
Mr I Marshman	Senior Vice Principal
Risk Management	Office web page

Agenda & Minutes: Risk Management Office ext 44006