

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING NUMBER 2/02
MINUTES

A meeting of the Occupational Health and Safety Committee was held in Conference Room 1, Plaza Conference Centre on Wednesday 29th May 2002 at 2.15pm.

Present

Ms H Hayes VP Information Division (VC nominee and Chair)
Ms J McQuillan, Client Services, Human Resources
Ms K Findlay Jones, Engineering Manager, Property & Buildings
Ms A Hunt-Sturman, Faculty of MDHS (Acting for Risk Management Office)
Dr R Cappai, employee rep
Mr J Carmichael, employee rep
Mr E Smart, employee rep
Dr M Wlodek, employee rep
Mr P Edwards, employee rep
Dr L Huq, employee rep

In Attendance

Ms Maria Hyland, Compliance Manager
Ms Nadine Richings, UMPA Representative
Ms Elizabeth Gwynne, Risk Management Office

BUSINESS

1. Welcome

1.1 Apologies

No apologies received.

2. Minutes of Meeting 1/02

The wording of Item 14 was clarified by Alison Hunt-Sturman.
The Minutes were accepted without change.

3. Report from Faculty and Departmental Safety Committees

18 Reports received. No relevant items for discussion.

4. Action Items from Meeting 1/02

4.1 Prioritisation of Air Conditioning

The Committee was informed of a Memo from Dr D Daines Vice Principal, Property and Buildings. The report has not been put forward to the Capital Projects Committee as this issue is not considered to be a matter for the OHSC.

The committee maintains that there are issues that need to be raised such as concerns relating to working conditions in areas involving animals and children, and that OHS guidelines should inform University policy in this area. Helen Hayes will follow this up with the chair of the Capital Projects Committee.

Please find attached a copy of Dr Daines memo with the minutes.

- 4.2 Areas With Extended Hours and Unsupervised Access**
Since Nan Austin's Departure from the University the focus group has not met. Alison Hunt-Sturman is to follow this issue up with them for the OHSC meeting 03/02.
- 4.3 Students with Allergies**
This issue will be taken on under a larger project to form part of a legal brief that to be put forward to Council. Maria Hyland is also working on a Best Practice Kit that will be available online providing guidance to staff relating to information they are allowed to request from staff and students under the new Privacy Act.
The University's new Privacy Code should be finished in the next fortnight. Mr Len Curry (Central Secretariat) has been appointed as the new Privacy Officer.
This item will be updated at the OSHC 03/02.
- 4.4 Earth Leakage Testing**
A maintenance program is now in place, with an electrician assigned to undertake testing one day per week. Property and Buildings have identified priority areas from the audit carried out and work is currently underway in the Medical Centre, identified as a high priority.. There is also investigation into the best way to approach the work and the technology to use. No time frame has been set as yet.
Residual Current Devices will be incorporated into all new building plans as part of legislative requirements. These requirements will also be included in Property & Buildings' latest Design Standards.
- 4.5 OHSC Objectives 2002**
The 10 Draft objectives were discussed and it was decided that items 2 & 8 and 4 &10 could be combined. Some rewording is also needed, which will be done by Alison Hunt-Sturman and Katherine Findlay-Jones. Revised objectives will be presented at the OHSC 04/02 meeting for inclusion in the Annual Report.
- 4.6 Staff Development and Training**
The University has a commitment for mandatory training for Health and Safety. However, due to the enormity of the job the original deadline of June 2002 was not feasible. Currently training needs and delivery mechanisms are being identified. The University may opt to purchase on line training modules. This item will be updated at the OHSC 03/02.
- 4.7 Working Agreements**
Property and Buildings are in the process of reviewing standard and appropriate documentation for their contracts and agreements with external contractors and suppliers. The induction process has been adapted to better educate contractors regarding University policy and procedures. Attendance at an Induction program is a condition of contract. The focus of the inductions has been aimed at the individual contractor, rather than the company.
- 4.8 Driving Guidelines**
The second draft policy for Driving Safety was discussed. Several issues were raised about content and wording. All suggestions should go to Alison Hunt-Sturman by 25th June 2002. The approved document will be put to the Risk Management Committee, and then to the Administrative Committee for approval for the Environment Health and Safety Manual.
- 4.9 EHSM Changes**
Alison Hunt-Sturman has suggested the Uni News Bulletin e-mail to promote health and safety information to staff. The issue was raised regarding staff being unaware of the important information it contains, and discussion on how it could be rectified focussed on including statements in the fortnightly payment slips.

4.10 Legislative Changes

Julia McQuillan reported that the letter attached in the Agenda, relating to the new Workplace Bullying Code of Practice has been sent.
This item will be updated at the OHSC 03/02.

4.11 Review of OHS Policy

As there are legislative issues in the Workplace Deaths and Serious Injuries Bill which may impact on the University, the review of the OHS Policy has been deferred.
This item will be updated at the OHSC 03/02.

4.12 Staff Working When On Leave

Insurance coverage for staff working at the University whilst on leave has been clarified in the Personnel Policy and Procedures Manual. Staff will be covered by Workcover insurance if they are injured at work, and their leave will be cancelled should such an event occur.

4.13 Health Hazard Assessment Questionnaire

The updated HHAQ has been updated to the Human Resources website.

4.14 Extension of Smoking Policy

This proposal has not yet been put to Property and Buildings. Helen Hayes will follow this up with the appropriate representative from Property and Buildings.

Issues raised regarding smoking were:

John Carmichael reported that black bins have appeared outside some buildings. These have been the cause of fires due to staff and students putting rubbish and cigarette butts in them. He is currently trying to find out who authorised them.

There was a fire in the old Western Car Park closed drain system that was started by a discarded cigarette butt. Katherine Findlay-Jones confirmed that Property and Buildings do have a maintenance program in place to clean the drains and clear them of leaves.

4.15 Building Emergency Control

The Centre for the Study of Health and Society - 368 Grattan St has been identified as not having an installed fire protection system. Smoke detectors have been installed as an interim measure.

The Faculty of Music is being fitted with an emergency control system, which will be finished in late June 2002.

5. Report from Health and Safety Representatives

The meeting held on the 5th February 2002 discussed the following issues:

1. Bikes and bike security. Bike racks are being installed by Property and Buildings, Suggestions are welcomed for suitable locations. It has been suggested that once the bike racks are installed they should be advertised to both staff and students. Storage of bicycles is prohibited in buildings as they can block fire escapes and cause accidents. It should also be made known that bicycles should not be attached to handrails, which are put in place to help with disabled access to buildings.
2. The Green Office Program is underway, with Monique Bayer at the RMO putting in place Green Office Initiatives. Laboratory Best Practice initiatives are being put in place in Chemistry and MDU targeting recycling and reducing the usage of water.

6. Environment Advisory Committee Minutes 01/02

A meeting of the EAC was held on the 14th May. No relevant OHS issues were raised.

7. EHSM Changes for February to April 2002

The Radiation Management Plan is up in draft form on the web. This plan will be rolled out to Departments with using radiation. The main focus of the plans is to ensure that all high risk activities are recorded and assessed. This will take place over the next 6 months.

The Diving Safety Policy has been revised to follow requirements in the new Occupational Diving Standards.

8. Legislative Changes

The Workplace Deaths and Serious Injuries Bill is now very unlikely to become an act of Parliament. All policies and procedures in place at the University will continue to be implemented to ensure that adequate duty of care for health and safety is maintained.

9. Health and Safety Representatives Spill

The current Health and Safety Representatives term ends on 30/06/02. It has been proposed by The Risk Management Office that all HSRs be invited to continue in their position for another term (4 years). Nomination forms will be sent out by the end of next week, including information for designated work groups. Nominations are to be returned to Elizabeth Gwynne in the RMO by the 30th of June 2002. Elections will be held where more than one nomination is received, or where an existing Representative wishes to contest their position with a new nominee.

10. Construction Site Safety Working Party

The OHSC approved the minor changes to the CSSWP Terms of Reference for 2002.

11. Any Other Business

11.1 The OHSC would like to make a vote of thanks to Nan Austin for her valuable input to the committee.

A formal letter of thanks is to be sent to Nan from Alison Hunt-Sturman.

11.2 Also discussed was that a letter of offer has been sent out for the position of Manager for the Risk Management Office.

The meeting was closed at 3.45 pm.

The next meeting will be held on Tuesday 27th August at 2.15 pm in Jim Potter Conference Room, Old Physics.

ACTION PLAN FROM OHSC 02/02

Ref	Topic	Action Needed	By Whom	By When
02/02 #4.1	Prioritisation of Air Conditioning	Response from Capital Projects Committee	H. Hayes	03/02
02/02 #4.2	Unsupervised Access Areas	Information from EHS Faculty Focus Group	A Hunt-Sturman	03/02
02/02 #4.3	Students with Allergies	Update on medical questionnaire	M. Hyland	03/02
02/02 #4.6	Staff Development and Training	Mandatory Training for EHS	M. Hyland	03/02
02/02 #4.10	Legislative Changes	Bullying Code of Practice	J. McQuillan	03/02
02/02 #4.11	Review of OHS Policy	Review of policy in line with legislative changes	M. Hyland	03/02
02/02 #4.14	Extension of Smoking Policy	Proposal to extend smoking restrictions on campus	H. Hayes	03/02

COMPLETED ITEMS FROM OHSC 02/02

Topic	Action Completed	By Whom
Earth Leakage Testing	Report on costing and time frame for high risk areas	K. Findlay-Jones
Objectives for 2002	OHSC to finalise objectives for 2002 Annual Reporting	All OHSC
Working Agreements	Property and Buildings to review Agreements with external companies	K. Findlay-Jones
Driving Guidelines	Finalise draft driving guidelines – To be put to RMC	A Hunt-Sturman
Staff working when on leave	Review of Procedure & update to PPP	J McQuillan
Health Hazard Assessment Questionnaire	To be put onto HR website	J McQuillan
Building Emergency Control	Buildings without Fire Control Systems	A. Hunt-Sturman

Attendance record for 2002; 1 meeting held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	2	2	
Ms J McQuillan	2	2	
Ms Katherine Findlay-Jones	2	1	0
Ms Lin Martin	2	1	0
Prof Ivan Caple	2	1	0
Dr R Cappai	2	2	
Mr J Carmichael	2	2	
Mr E Smart	2	2	
Dr M Wlodek	2	2	
Mr P Edwards	2	2	
Dr L Huq	2	2	
Ms Nadine Richings	2	2	
Ms Maria Hyland	2	2	

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 A Hunt-Sturman	Acting for Risk Management Office
Ms Lin Martin	Vice Principal and Academic Registrar
Prof Ivan Caple	Dean, Veterinary Science (Laboratory Based Faculty Nominee)
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

To be advised	MU student Union
Ms Nadine Richings	University of Melbourne Post Graduate Association (UMPA)
Ms M Hyland	Compliance Manager
Elizabeth Gwynne	Administrative 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