

2003

THE UNIVERSITY OF MELBOURNE

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING 04/2003

MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room, Old Physics Building, on Tuesday 02 December 2003, 2:15pm

1. Attendance

Ms L. Baré, Vice Principal (Human Resources), Chairperson
Ms J. McQuillan, Manager (Client Services), Human Resources
Mr M. Georgesz, Economics & Commerce
Mr B. Greenwood, Property & Buildings
Ms A. Hunt-Sturman, Faculty of Medicine
Dr M. Wlodek, Senior Lecturer, Department of Physiology
Mr J. Carmichael, EHS Adviser, Risk Management Office
Ms D. Wallace, Risk Management Office (Minutes)

Apologies

Prof. I. Caple, Dean, Veterinary Science, Laboratory Based Faculty Nominee
Dr R. Cappai, Senior Research Fellow, Dept. of Pathology, H&S Representative
Mr D. Lyons, Director, Risk Management Office
Mr R. Pavani, Melbourne Research & Innovation Office, H&S Representative
Ms D. Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office
Mr G. Thompson, Director, Health & Counselling, Nominee
Ms K. Wettern, General Manager Corporate Support Property & Buildings
Ms J. Wong, UoM PostGraduate Association

The chair expressed concern at the number of apologies for this meeting. Letters to be sent to non-attending members.

2. Minutes of the Previous Meeting

The minutes of the previous meeting held 02 September 2003 were accepted as with the following minor change noted.

Item 5.0: Date changed from 28th October to 29th July.

3. Reports from Faculty & Departmental Safety Committees

Electrical Testing funding was raised at the Faculty of Engineering EHS Meeting. The Faculty is spending over half of their EHS budget to meet the testing requirements and is seeking central support. This was not supported by the committee.

Recommendation: Risk Management Office to prepare a report on the requirements of Electrical Testing for Faculties and Departments and report to the next meeting.

4. Action items from Previous Meeting 03/03

4.1 Biosafety Committee

The RMO are working with the MRIO to determine the University's BioSafety management needs. It was suggested that reports on BioSafety discussed at the recent Group of 8 HR Directors' meeting could be used as a reference.

Recommendation: Director, RMO to present a report at the next meeting on the requirements for managing BioSafety for the University.

4.2 EHS Purchasing Policy

To ensure that the EHS purchasing policy is adhered to when purchasing EHS goods with University Purchasing Cards, a mandatory OHS sign off on the expenditure approval forms was suggested.

Recommendation: EHS Manager to discuss with Financial Operations the implementation of suggested changes to the Forms approving expenditure.

4.3 Drug & Alcohol Policy

It was noted that the Drug and Alcohol Policy was approved by Administrative Committee and endorsed by Council.

Recommendation: The Drug and Alcohol Policy to remain in its current form and further discussions to take place on recommended changes to the procedures. Suggested changes to be submitted to the next meeting.

4.4 OHSC Terms of Reference

This item was referred to Item 13.0

4.5 Student Induction

A student induction guide for 2004 was distributed for comment and approval. Noted changes to be made.

Recommendation: Subject to changes, the Student Induction Guide 2004 was approved by the Committee. RMO to distribute to Faculties and student departments and published in the Student Diary, at least in 2005.

5. Report from Health and Safety Representatives

5.1 EHS Representatives TOR

The Terms of Reference have been approved by the EHS Representatives Committee and endorsement was requested.

Recommendation: Environment Health and Safety Committee Terms of Reference be endorsed.

5.2 Cigarette Smoke – Air Intakes

Clarification is required on the policy as to the extent of smoking exclusion zones around entrances, windows and air intakes of buildings.

Recommendation: EHS Representatives to review current Anti-Smoking policy and provide a recommendation to the next meeting.

5.3 Bicycle Parking

Bicycle parking security and space is a continuing issue that will be monitored through the actions of the Environment Advisory Committee.

6. Environment Advisory Committee Minutes 04/03

The Environment Advisory Sub-Committee Annual Report is available on request from the Risk Management Office.

7. EHS Annual Report – Risk Management Office

A discussion was held on the Annual Report, comments to be forwarded to the RMO.

Recommendation: Subject to changes, the Annual Report was approved for submission to Administrative Committee.

8. Changes to EHS Manual

- S3 Incident Report form under review.
- Manual Handling on line training being developed.
- Changes to the Working at Heights legislation are being introduced 31 March 2004.

Recommendation: RMO to review proposed Working at Heights changes and submit a Draft report on the changes required to the EHS Manual to meet the requirements.

9. Off Campus Travel and Work Policy

It is proposed that the Draft Off Campus Travel and Work policy and procedures be available on the web by Jan 2004. The Academic Programs Committee has recommended that requirements in the Draft policy be included in all new programs that have Off Campus activities.

Recommendation: The Off Campus Travel and Work Policy to be added to the EHS Manual in its current form as a Draft with approval for the final version pending the integration with Financial, Human Resources and other associated University travel policy and procedures.

10. Compliance Issue at Hospital Sites

It was noted that the Lance Townsend Building at Austin Hospital has recently been without Fire Protection. Measures have been put in place to ensure safety during the new panel installation phase.

This was used as an example of problems relating to OHS requirements for University staff working in non-University premises. A separate and related issue was raised in relation to non-University staff in University owned premises failing to adhere to University occupational health and safety requirements, eg. Fire drills.

Recommendation: The Secretary to write to Property and Buildings raising the issue of tenants not complying with University policy and seeking guidance as to whether University health and safety requirements should be included in leasing agreements.

11. Construction issue at Beaurepaire Pool Site

Issues surrounding a recent incident at the Beaurepaire site were noted.

12. Proposal for New Designated Work Groups

Approval was sought for two new designated work groups.

Recommendation: Designated Work Groups approved as follows:

1. University Bookroom
2. ILFR Creswick C.R.C. (Wood Prevention)

13. 2004 Objectives and Targets

Discussions were held on the need for an Environmental Health and Safety Plan for the University to provide guidance to Faculty and departmental EHS Committees. The OHSC should explore taking a more strategic approach to managing EHS issues with Faculty and Departmental EHS Committees managing the operational level requirements. Examples of Group of Eight university OHS plans circulated for reference.

The draft Objectives and Targets were noted as proposed Objectives and Targets for the Risk Management Office rather than for the OHSC.

Recommendation: Director, Risk Management Office to draft new Objectives and Targets for the OHSC with the Chair. Proposed strategic approach for the operation of the OHSC to be presented to the next meeting.

14. 2004 Dates

Dates noted for 2004. Additional meeting dates may be set as required.

15. Other Business

11.1 Summary Reports Incidents / Claims

It was requested that a summary report be submitted for information to the committee on recorded incidents and WorkCover Claims.

The meeting closed 3:40pm

The next meeting of the Occupation Health and Safety Committee will be held Tuesday 24th February 2004 2:15pm, venue to be confirmed.

Action Items from OHSC 04/03

Item	Topic	Action	By Whom	By When
1.0	Attendance	Letters to be sent to members	E. Baré	01/04
3.0	Reports from Faculty & Departmental Safety Committees	Report to be prepared on Electrical Testing Requirements for Faculties and Departments.	J. Carmichael	01/04
4.1	BioSafety Committee	Report of BioSafety requirements for the University.	D. Lyons	01/04
4.2	EHS Purchasing Policy	Discus with Financial Operations the implementation of suggested changes to the monthly VISA card report forms.	A. Hunt-Sturman	01/04
4.3	Drug & Alcohol Policy	Changes to procedures to be discussed, suggested changes to be presented.	A. Hunt-Sturman	01/04
4.5	Student Induction	Changes to be made to 2004 guide, distributed to Faculties and student departments and published in the Student Diary.	A. Hunt-Sturman	19 Dec 03
5.1	EHS Representatives TOR	Terms of Reference to be endorsed.	M. Wlodek	EHS Reps Committee 01/04
5.2	Cigarette Smoke, Air-Intakes	EHS Representatives to review current Anti-Smoking policy and provide a recommendation to the next meeting.	M. Wlodek	01/04
7.0	EHS Annual Report	Comments to be forwarded to debbiejw@unimelb.edu.au	All Members	22 Dec 03
8.0	Changes to EHS Manual	RMO to review proposed Working with Heights changes and submit a Draft report on the changes required to the EHS Manual to meet the requirements.	J. Carmichael	01/04
9.0	Off Campus Travel and Work Policy	Add to EHS Manual, integrate with Finance, Human Resources and other associated University related policy and procedures	A. Hunt-Sturman	01/04
10.0	Compliance Issues at Hospital sites	Property and Buildings to be advised of the issue of tenants not complying with University policy in relation to fire safety and to request the assurance that University EHS policy requirements are outlined in all tenant and lease agreements.	E. Baré	01/04

13.0	Objectives & Targets	OHSC Objectives and Targets to be set, TOR to be revised and drafted, strategic report to be prepared.	E. Baré / D. Lyons	01/04
11.1	Summary Report	Summary report on recorded incidents and WorkCover Claims.	D. Lyons	01/04

Circulation List

Ms Elizabeth Baré, Vice Principal (Human Resources)
Mr Nathan Barker, Melbourne University Student Union (Ugrad)
Mr John Carmichael, Risk Management Office
Prof. Ivan Caple, Dean, Veterinary Science
Dr Roberto Cappai, Department of Pathology, Faculty of Medicine
Ms Kim Wettren, General Manager, Corporate Support, Property & Buildings
Mr Mark Georgesz, Faculty of Economics & Commerce
Mr Bruce Greenwood, Property & Buildings
Ms Alison Hunt-Sturman, Faculty of Medicine
Mr David Lyons, Director, Risk Management Office
Ms Julia McQuillan, Manager (Client Services), Human Resources
Mr Rudi Pavani, Melbourne Research & Innovation Office
Ms Danielle Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office
Mr Gary Thompson, Director, Health and Counselling, Academic Services
Dr Mary Wlodek, Department of Physiology, Faculty of Medicine
Ms Janifer Wong, University of Melbourne Post Graduate Association

For Information

Ms Leanne Dyson, Minutes Office, Records Services
Ms Katrina Newnham, Equal Opportunity Unit, Human Resources