

The University of Melbourne
Occupational Health and Safety Committee

Meeting 1/05

Meeting 1/2005 of the Occupational Health and Safety Committee was held at 3.00 pm on Tuesday 15 February 2005 in the Jim Potter Room, Old Physics Building.

1. Welcome, Attendance and Apologies

MEMBERSHIP

Employer Representatives

Vice-Principal nominated by the Vice-Chancellor
(Chair)

Vice-Principal, Human Resources or nominee

Vice-Principal, Property and Buildings or nominee

Dean of a laboratory based Faculty

Director, Risk Management Office or nominee

Vice-Principal and Academic Registrar or nominee

Employee Health and Safety Representatives

*Six health and safety representatives elected by the
Health and Safety Representatives*

Student Observers

One student nominated by the Melbourne
University Student Union

One student nominated by the University of
Melbourne Post Graduate Association (vacant)

Occasional Observers

Officials of trade unions with significant
membership within the University

Officers of the University with significant
membership within the University

Standing Observers

Minutes Secretary

In Attendance

Ms Elizabeth Baré

Ms Julia McQuillan

Mr Stefan Delaney

Prof. Ivan Caple

Ms Samantha Demmon

Dr Roberto Cappai

Mr Mark Georgesz

Mr Bruce Greenwood

Ms Alison Hunt-Sturman

Mr Brendan Kehoe

Mr Steve Adams (NTEU)

Mr Steve Guggenheimer
(Risk Management
Office)

Dr Paul Taylor

Ms JulieMadjarevic

Mr Chris Reid

Apologies

Mr Garry Thompson

Ms Jenny Nam
(nominated by the
Interim Student
Representative
Committee)

Ms Vicki Mimis
(NTEU)

2. Minutes of the previous meeting, 5/2004

The minutes of the previous meeting, 5/2004, held on 23 November 2004, were confirmed.

3. Membership of the Committee

The Committee noted that a postgraduate student representative had not yet been nominated for membership for 2005. It was agreed that the UMPA should be invited to nominate a representative.

The Committee noted that there is a casual vacancy for an additional Environmental Health and Safety Representative. The question was raised as to whether the election of a representative, held in November 2004 to fill a casual vacancy, was properly conducted. The Chair indicated that she had discussed this matter with the University Secretary and the then Director of the Risk Management Office, and was assured that the election had been properly conducted

The question also was raised as to whether the existence of vacancies in staff representation on the Committee was contrary to Occupational Health and Safety legislation or whether it invalidated decisions made by the Committee. It was noted that the University's statutes indicated that the quorum for committee meetings is 3 members or 20% of the membership (which was the greater number), and thus that meetings of the Occupational Health and Safety Committee were not likely to be invalidated by lack of a quorum. The possibility of using alternate members to ensure that six staff representatives attended every meeting was raised. It was agreed that a meeting of the University's EH&S Representatives should be held as soon as possible to discuss the means by which staff representatives are appointed to the Committee and whether alternates can be used to ensure all six places are filled at every meeting. The Chair will invite the University Secretary's office to facilitate the special meeting of EH&S Representatives to discuss the matter. The filling of the remaining vacancy for a Health and Safety Representative will be held over pending advice from the meeting of EH&S Representatives on this matter.

The Chair also indicated that it would be valuable if the University's Environmental Health and Safety Representatives could meet regularly to raise any issues in a structured report for consideration by the Occupational Health and Safety Committee.

4. Action items from Meeting 05/2004

Drug and Alcohol Policy Update

The Chair reminded the Committee that the Drug and Alcohol Policy approved by Council in 2003 had been revised in 2004 and a revised policy was submitted to the Administrative Committee. There were concerns in Administrative Committee over the revision, and the Vice Principal (Human Resources) had written to Vice Principal and Academic Registrar and the Vice Principal (Property and Buildings) suggesting a way forward.

4.1 Grattan Street Pedestrian Crossing – Reported Incidents

The Committee received a tabled paper from the Risk Management Office summarising recently reported incidents at the Grattan St crossing. It was suggested that there are many more incidents than had been recorded and Committee members were encouraged to bring forward reports of any incidents. The possibility of an observer being placed at the crossing for a week to record incidents was raised. The Chair indicated that the matter had been noted by the Senior Executive.

4.2 Occupational Rehabilitation Program Update

The Committee was advised that the Occupational Rehabilitation Program has now been approved by the Administrative Committee and it will be placed on the University's web-site.

- 4.3 Personal Health Monitoring Review Update**
The Committee was advised that the recommendations arising from recently conducted reviews were under consideration. Consideration was being given to monitoring staff at risk and to wellness programs.
- 4.4 Electrical Incident, 780 Elizabeth St, Update**
The Committee noted the circulated report on this matter. Under item 2, regarding the servicing of equipment, it was noted that the definition of a 'suitable person' could include Information Division staff who are trained to undertake minor servicing.
- 4.5 Management Plan Template**
The Committee noted that there had been no response to the request for comment on the draft template, and consequently it was endorsed as is. The Management Plan Template will be incorporated in relevant documentation.
- 4.6 Manual Handling Procedure**
The Committee noted the circulated papers, including a revised manual handling worksheet of two pages that incorporated required changes. The revised worksheet will be forwarded by the Risk Management Office to the next meeting of EH&S Representatives for consideration. The Manual Handling Procedure will then be submitted to the Administrative Committee for approval.
- 4.7 University Diving Officer Update**
The Committee was informed that a proposal for the establishment of a position of Diving Officer is being finalised for consideration by the Administrative Committee. The position will be located in Geology but will be accessible University-wide, possibly on a charge-back basis.
- 4.8 Report from Administrative Committee**
The Chair advised that the Administrative Committee had noted the Occupational Health and Safety Committee's 5/2004 report.

5. Reports

- 5.1 Performance Against Objectives and Targets**
The Committee noted the OH&S Strategic Plan 2004-2006, as circulated. The Committee was advised that objectives 1 – 9 are being written into relevant staffing policies and the Plan will be published in the University's web-site.
- 5.2 Faculty and Departmental Safety Committees**
No matters were reported under this item.
- 5.3 Environmental Health and Safety Representatives**
The Committee noted the minutes of the Environmental Health and Safety Representatives meeting 1/05, as circulated.
- 5.4 Environment Advisory Committee**
The Committee noted the minutes of the Environmental Advisory Committee meeting of 1 February 2005, as published on the University's web-site.

5.5 Reportable Incidents

The Committee was advised that a Worksafe report on a fall at the Library steps has been received and its implementation is under consideration by the Risk Management Office.

5.6 Significant Incidents

No significant incidents were reported.

5.7 EHS Management System – Safety Map

5.7.1 Internal Audits

The Committee was advised that a summary of all events in 2004 is being prepared for an internal audit.

5.7.2 External Audits

The Committee was advised of outstanding matters that are being resolved.

5.8 Changes to EHS Manual

5.8.1 EHS Training Requirements Form

The Committee noted the draft EHS Training Requirements form that had been circulated for comment.

6. Other Business

6.1 Impact of New OH&S Act on EHS Policy and Procedures

The Committee noted the tabled summary of areas of impact of the new OH&S Act on University EH&S policies and procedures, which will need to be substantially revised. Officers of the University will need to be briefed on the changes, as will Level 2 Management Representatives. The changes will need to be disseminated university-wide. [A copy of the summary is attached for the information of the Administrative Committee and Risk Management Committee.]

6.2 Off-Campus Travel and Work Sub-committee

The Committee was briefed on the progress of the Off-Campus Travel and Work Sub-committee.

6.3 Workload Advisory Committee

The Committee was briefed on the progress of the Workload Advisory Committee.

6.4 Biohazards Working Group

The Committee was briefed on the progress of the Biohazards Working Group, which is developing procedures for handling hazardous biological agents.

6.5 Faculty EHS Committees

The Committee noted the model terms of reference for Faculty EHS committees, which had been circulated, and was advised that these would be published as a guideline on the University's web-site. The University will advert to the EHS Safety Map in its submission to the forthcoming AUQA audit.

7. Report to Administrative Committee

There are no recommendations to be made to the Administrative Committee from this meeting.

8. Any Other Business**8.1 Faraday St Premises**

The Committee was advised of the continuing need for pest eradication in the Counselling and Health Service's Faraday St premises and of structural and other problems in the building. The Chair will take up this matter with the Vice-Principal and Academic Registrar and the Vice-Principal (Property and Buildings)

8.2 New Tram Stop

The Committee was advised that the new tram stop in Swanston St required better signage. Property and Buildings is to contact Yarra Trams.

The next meeting of the Occupational Health and Safety Committee will be at 3.00 pm on 19 April 2005 in the Jim Potter Conference Room.

Action Items from OHSC 1/2005

Item	Topic	Action	By Whom	By When
3	Membership	Nominee to be sought for Postgraduate Student Representative.	Secretary	2/2005
3	Election of EHS representatives to OHSC	EHS Representatives to discuss methods of electing representatives to OHSC	Chair	2/2005
3	EHS representatives reporting to OHSC	EHS representatives regularly to provide structured reports to OHSC	EHS Representatives	ongoing
4.2	Grattan St Pedestrian Crossing Incidents	Report any incidents to OHSC	OHSC members	2/2005
6.1	Impact of New OH&S Act	Brief Officers of the University and level 2 Management Representatives	RMO	2/2005
8.1	Faraday St Premises	Discuss pest eradication and building maintenance with Vice-Principal and Academic Registrar and the Vice-Principal (Property and Buildings)	Chair	2/2005
8.2	Tram-stop signage	Advise Yarra Trams of the need for improved signage	Property and Buildings	2/2005