

The University of Melbourne
Occupational Health and Safety Committee

Minutes of Meeting 4/08

Meeting 4/2008 of the Occupational Health and Safety Committee was held in Moot Court Room, Old Quadrangle on Tuesday 2 December 2008 at 2.15pm.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives Vice-Principal nominated by the Vice-Chancellor (Chair) Vice-Principal, Human Resources or nominee Vice-Principal, Property and Campus Services or nominee Dean of a laboratory based Faculty General Manager, Environment Health and Safety Unit Academic Registrar or nominee	Ms Julia McQuillan attending for Mr Nigel Waugh Ms Penny Sharples attending for Ms Julia McQuillan Mr Colin Reiter Mr Stefan Delaney Mr Garry Thomson	Pr Ken Hinchcliff
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Ms Sarah Epskamp Ms Kate Nowell Mr Steven Adams Mr Paul Donald	Mr Lindsay Rayner
Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association		Mr Scott Bloodworth Mr Tony Williams
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

2. Minutes of the previous Meeting 03/2008

The minutes were approved as distributed.

3. Action items from meeting 03/2008

3.1. OHSC terms of reference, protocol and membership

The subcommittee of Stefan Delaney, Susan Butler, Sarah Epskamp, Lindsay Rayner and Steve Adams had met again. In-principle agreement has not been reached on some issues, and another meeting will be required before a proposal can be formulated. Members agreed that after the proposal has been put to consultation with the University community, it may be approved out of session by the executive committee that it was agreed to create at item 4.4.1 in these minutes.

3.2. Cleaning on Campus (Maintenance/Upgrading Toilet Facilities)

A copy of the committee's letter to Mr Reiter is distributed with these minutes for information.

Mr Reiter provided a report on funding, activities and performance of maintenance works in recent years, and explained the role of occupational health and safety risk management in the prioritisation model that determines the order in which works occur, as well as the stakeholder consultation process that has occurred. The funding situation for maintenance has improved significantly, and Asset Services is now able to engage in scheduled maintenance and pre-identification of issues. While significant funds have been allocated to backlog maintenance, the quantity of backlog works required remains substantial, and its correction will be a long term project. Mr Reiter welcomed further questions by email.

3.3. Staff/Students ill during class

This matter has not progressed due to workload.

3.4. NAT/SafetyMAP gap analysis – EHS compliance in PDF

Mr Delaney reported that it was not clear that the Human Resources Performance Framework would be suitable to encompass the safety performance required raised by the new National OHS Self Insurer Audit Tool (NAT). WorkSafe is currently compiling a gap analysis for the University between the NAT and the current standard SafetyMAP 4th Edition Initial Level, and Mr Delaney will base further work on this gap analysis.

3.5. ERC Work Environment (refer Item 4.4.2)

3.6. Safety Bulletin: Staff using heaters (on hold till winter)

4. Reports

4.1. Workload Advisory Committee (none received)

4.2. Workplace Bullying Advisory Group (none received)

4.3. Faculty and Department Safety Committees (none received)

4.4. Health and Safety Representatives Issues for Discussion (formerly HSRs Report)

Members agreed this item would henceforth be known as Health & Safety Representatives Issues for Discussion. The HSRs will give prior notice to the Secretary of subjects to be discussed.

4.7.1. Establishment of an Executive Committee

Members agreed to the convening of an Executive Committee, as allowed by the current Terms of Reference. The committee will be composed of the Chair, the General Manager, EHS, and two Health & Safety Representative members. The HSRs will discuss nominating their representatives out of session and confirm by the end of the week.

4.7.2. Construction within staff/student occupied buildings

This matter was held over as relevant Property & Campus Services representatives were not available to attend.

Members requested that a copy of the committee's letter to the Vice-Principal Property & Campus Services be distributed. This is distributed with these minutes.

4.5. Significant Incidents Requiring Notification and Regulatory Activity

The committee noted the combined report and requested the context of followup visits be provided in future reports. Mr Delaney noted the request.

4.6. EHS Audit Reports

4.6.1. External Audits

Mr Delaney reported on matters arising from the WorkSafe Self Insurance Licence Renewal audit. A draft audit report had been received (distributed with the Agenda for this meeting) and local areas' contributions to the University's corrective action plan were due this week. Mr Delaney confirmed he believed renewal of the Self Insurance Licence would be achieved provided appropriate corrective actions were proposed and implemented in the affected organisational groups.

Members expressed concern at the discrepancy between adverse findings produced by the WorkSafe audit, and the more moderate findings produced by the University's Internal and External Audit programs. Mr Delaney explained that Internal Audit was in the process of moving from a desktop-oriented to a more hands-on process, to try to improve the quality of its findings. Discrepancies between external audit results and WorkSafe results may be due to the strict compliance (rather than continuous improvement) focus of WorkSafe, and the fact that WorkSafe has unlimited time to audit at will. Members expressed that it was important that Internal Audit findings align with WorkSafe's findings.

4.6.2. Internal Audits

The committee noted the year to date results report.

4.7. Review of EHS Manual

The committee noted the report on minor changes to the EHS Manual. The *EHS Manual* and the *EHS Manual – New* (which had existed in parallel until a critical mass of the major review of the EHS Manual was complete) have been recombined into one document, now located at <http://www.unimelb.edu.au/ehsm-new/>. A directory translating old EHS Manual references into new has been provided.

5. Other business

5.1. Meeting Calendar 2009

The Secretary will circulate a list of proposed 2009 dates for comment. *[Update 19 February 2009: following feedback from members, the 2009 calendar has been finalised, and is included below.]*

The next meeting of the Occupational Health and Safety Committee will be held on Wednesday 25 February 2009, at 2.15pm, in the Foundation Life Members' Room, 1888 Building.

MEETING CALENDAR FOR 2009

Wednesdays at 2.15pm in 2009:

- 25 February Foundation Life Members' Room, 1888 Building
- 27 May Foundation Life Members' Room, 1888 Building
- 26 August To Be Announced
- 25 November Moot Court Room, Old Quadrangle

BJR

19 February 2009

