

The University of Melbourne


Occupational Health and Safety Committee

Minutes of Meeting 2/11

Meeting 2/2011 of the Occupational Health and Safety Committee was held on Wednesday 18 May 2011, at 2.15pm, in the Multi Function Room, 1888 Building.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Human Resources or nominee Executive Director, Property and Campus Services or nominee Dean of a Faculty or Graduate School or nominee General Manager, Occupational Health & Safety and Injury Management Provost or nominee	Ms Julia McQuillan Mr Colin Reiter Mr Stefan Delaney Mr Garry Thomson	Ms Lin Martin Pr Ken Hinchcliff
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Leanne Fisher Mr Paul Donald (Chair for this meeting) Mr Lindsay Rayner Ms Deanne Catmull Mr Steven Adams Ms Jane Howard	
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Elliot Wall Vacant	
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers Manager, Injury Management	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

1.2 Membership changes

The Committee noted with regret the departure of Ms Sarah Epskamp, who chose not to seek re-election following the expiry of her term of office as a HSR member of the committee on 10 May 2011. The Chair will write a letter of thanks to Ms Epskamp for her contribution to the committee.

The Committee welcomed Ms Leanne Fisher, HSR from the University Secretary's Department, as a newly elected HSR member with a term of office concluding 10 May 2013.

A meeting of University HSRs on 28 April 2011 also nominated three alternates who will attend OHSC meetings when an elected HSR member is not able to attend. These were:

- Mr Brendan Kehoe from Vet Science
- Ms Irene Stanley from Biochemistry and Molecular Biology
- Mr Dean Mulholland from Engineering.

The HSRs sought a standing invitation for these nominees to be able to attend as observers so as to gain familiarity with the Committee. The Committee endorsed this standing invitation.

The Scrutineer's Report from the HSR member election of 28 April 2011 is circulated with these minutes.

2. Minutes of the previous Meeting 01/2011

The minutes were approved as distributed.

3. Action items from Meeting 01/2011

3.1 Chair for 2011: Update on appointment of Executive Director HR

Ms McQuillan reported that a new Executive Director, Human Resources has been appointed: Ms Louise Doyle.

Mr Delaney will ask the interim Chair, Ms Lin Martin, to make a handover of the role of Chair to Ms Doyle, as previously agreed.

3.2 Traffic Management Working Group

Mr Delaney reported that this group would meet before the next OHSC meeting.

3.3 Incident reporting reminder to be published

The Committee noted the attached Safety Bulletin on Incident Reporting and Investigation.

3.4 Waste Management Working Group

Ms Catmull made a verbal report on the progress of the group, which is now being convened by Ms Judith Alcorn in Property & Campus Services:

- There has been a four month trial of SteriHealth for biohazardous waste disposal (replacing the previous contractor), with generally favourable results, and a cost saving.
- A trial of a BottleCycler machine for disposal of chemical bottles has begun.

- A rollout of new desk bins for offices is planned for mid-year.

3.5 WorkSafe Work Health Program

Mr Delaney reported a contract with WorkSafe for this program was currently under review by Legal Services. Once the contract is approved, the program will be put out for tender to potential providers.

3.6 Improving information-sharing between faculty committees and the OHSC

Mr Delaney spoke to his report. The Committee supported the proposals.

Members provided feedback that the Safety website is currently somewhat difficult to navigate. Mr Delaney agreed and advised that the website is still in transition from its previous home as a part of the Property & Campus Services website, and matters will be improved once the transition is complete.

3.7 OHS Management Systems Management Review 2010

Mr Delaney spoke to his report.

A discussion ensued about possible causes of lower numbers of training courses delivered. It was noted that as several training courses require recurrent refresher training, numbers may show cyclical fluctuation.

The Committee endorsed the report's recommendations.

3.8 OHS Strategic Plan Renewal 2011

Mr Delaney noted that this matter had been carried over to this meeting at the request of members. However, no further feedback had been received out of session.

Members provided feedback that sometimes audit criteria seem to apply system requirements that are not highly operationally relevant to local workplaces, which can be alienating for some people. Mr Delaney noted that the National OHS Self Insurers Audit Tool (NAT) has very prescriptive requirements, and is required by WorkSafe as a condition of the University's self-insurance licence. System requirements are made as flexible as possible within the boundaries of what the NAT allows.

The Committee supported the renewal of the plan for 2011.

3.9 Launch of OHS Online Training Packages - update

Mr Delaney reported that four online general OHS training packages, and associated refresher assessment, have been released to staff on a trial basis. Development and improvement is ongoing.

4. Reports

4.1 Executive Committee Report

The Executive Committee had not met.

4.2 Workloads Advisory Committee Report

Mr Thomson provided a verbal report. The WAC has had some membership changes, including Mr Adams joining the committee. The WAC is working on articulating reasoning behind faculty academic workload models, and on producing a draft paper on academic workloads. After this the WAC will move on to

professional staff workloads, which will be complex due to the diversity of tasks that professional staff undertake. Another upcoming task is a response to the latest information about staff-student ratios, which will be released soon. The next meeting is on Friday 21 May 2011. Mr Thomson will provide draft papers on workload to the next meeting of the OHSC if possible.

- 4.3 Workplace Bullying Advisory Group Report (none received)**
- 4.4 Faculty and Departmental Safety Committees (none received)**
- 4.5 Health and Safety Representatives Items for Discussion (none received)**
- 4.6 Significant Incidents Requiring Notification and Regulatory Activity**

The Committee noted the report.

4.7 OHS Audit Reports

4.7.1 External Audits

Mr Delaney provided a verbal report. There was a 9-monthly surveillance visit by Lloyd's Register Quality Assurance on 27-28 April and 3-5 May 2011. The report from Lloyd's has only just been received and requires analysis before Mr Delaney can report further, although the general impression of the results is positive.

4.7.2 Internal Audits

Mr Delaney spoke to the report. There have been only a small number of audits this year so far, but quite a high number of Non Conformances. Some areas have been audited to the more stringent NAT requirements for the first time this year, which may account for the results. Results are expected to average out to a more positive level over the course of the rest of the year.

4.8 Review of OHS Policy & Procedures (none)

4.9 External OHS Feedback Received (none)

Other Business

5.1 Staff Influenza Vaccination Program 2011

Mr Delaney reported that the vaccination program for 2011 has commenced and is currently about two-thirds complete. There has been high demand for vaccinations this year. In response to a question, Mr Delaney reported that vaccinations are available to all staff, whether permanent or casual, subject to the discretion of the Division that is paying the costs. Mr Delaney agreed to provide more explicit information about the inclusion of casual staff in correspondence with faculties for the 2012 program.

5.2 Recent Publications

Members noted the listed publications.

The next meeting of the Occupational Health & Safety Committee will take place on 24 August 2011 at 2.15pm in the Foundation Life Members Room, 1888 Building.

BJR
30 May 2011 (Rev 3 June 2011)