

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Thursday 2nd of August, 11:00 am

Seminar Room B, Ground floor at the Melbourne Dental School, 720
Swanston St Carlton (The Royal Melbourne Dental Hospital)

MINUTES

1. Attendance

1.1 Welcome/Apologies

Attendance: Deanne Catmull (Melb Dental School) **Chair**, Leanne Fisher (University Secretary's Department), John Carmichael (Observer/scrutineer-OHS and Injury Management), David Watson (MSE), Kirsty Altis (IT Project Delivery), Naomi Adams (VCA), Hamish McLean (Law), Jennifer Scott (Chem), James Macrae (Bio21), Steve Adams (Eng), Lynda Gilbert (MEPO) **Minutes.**

Apologies: Warwick Harvey (Engineering), Ashley Cross (VCA), Michael Poloni (Science), Martin Boland (Pathology), Anton Cozijnsen (Botany), Heather Daykin (Pharmacology), Carol Horsman (Pharmacology).

VALE: Paul Donald (Library Services) who sadly, has passed away. He will be sorely missed and we record our thanks for his valuable service to the HSR committee and the University OHSC over the years.

THANK YOU to Jane Howard for her past services to the HSR committee and the OHSC. We wish you luck with your future endeavours.

1.2 Introductions

2. ELECTION of (2) HSRs to the OHSC

Two vacancies currently exist on the University OHSC. The election was conducted according to The University of Melbourne Occupational Health and Safety Committee Standing Resolution 02/2009-7. Two nominations were received and hence Jennifer Scott and Martin Boland were duly elected unopposed in the presence of John Carmichael (Observer/scrutineer-OHS and Injury Management).

3. Confirm minutes of the last meeting

The minutes of 10 May 2012 were considered a true and correct record.

5.4 Worksafe Audit- UPDATE

John Carmichael noted that Bio 21, Engineering, VCAM and RMH Medicine had been audited and 4 PIN notices issued for the following reasons:

- Unsafe storage of chemicals
- Sewing machines without guards
- Lack of signage of shelf load ratings
- No eye wash station in an area storing one corrosive chemical.

Dookie and Ashe are to be audited next week. The results of the audit are due for discussion in early September. A formal report from Stefan will follow.

John left the meeting.

4. Occupational Health & Safety Committee (OHSC)

4.1 What's happening at the OHSC?

As the OHSC meeting has not yet occurred, there is no report.

4.2 Progress of items risen at the OHSC

Hamish noted that the unsafe practice of bike riding in heavy pedestrian areas such as Professors Walk, University Square, Pelham Street and Barry Street has not been addressed. The signage currently displayed in some areas on campus is too small and tends to go unnoticed. Can we get security or police presence in some areas like they do in Royal Parade through the Melbourne City Council? Is the Traffic Management Committee working on this?

Hamish will record the number of incidents at the Law building and forward to Deanne Catmull a proposed rectification plan addressed to the Traffic Management Committee.

Similar concerns were expressed for areas such as Tin Alley, Bio 21, Flemington Rd and Royal Parade. All HSRs were encouraged to lodge incident reports via Themis to provide evidence of unsafe bike riding on campus.

4.3. Items to be raised at the OHSC

There were no new items to be raised at the OHSC.

5. Other Business

5.1 HSR meeting minute publication- vote on preferred method

It was agreed that all University staff should have access to the minutes via the intranet using logon details. Deanne Catmull will liaise with Stefan to address this issue. It was agreed that Option 1- OHS website should be utilised for minute publication.

5.2 HSR term of office and re-election process

There is no clarity about the responsibility of advising HSRs that their term is up and the policy is not clear. What is best practice? This will be discussed at the next University OHSC meeting and will be reported back to HSRs at the next meeting.

5.3 University HSR list

It was noted that people who have left the University are still on the list and that it is not up to date. There is nothing in the current policy which addresses if a staff member leaves the University or takes up a position elsewhere in the University. Many DWGs are still not being listed correctly, even though a process is in place to notify the OHS Unit when re-negotiation is taking place. Some HSRs do not know what DWG they are responsible for? Some also believe that the RDM changes have resulted in changes to Health and Safety responsibilities with negative impacts. Those HSRs are encouraged to write down their experiences and forward to Deanne for discussion at the next University meeting where this issue is an agenda item. Engineering has done some great things in this area, can we highlight these as a “best practise” to forward to the University OHSC.

5.5 Defibrillator Units

Some HSRs were unaware of the location of defibrillator units and how to operate them as they had not been notified. In one area, the defibrillator is locked up? In others they are located in far away locations. Operational requirements and a list of locations should be sent to all staff. A copy of the information is attached to these minutes.

It is terrific to hear though that within one week of installation across campus, these defibrillators saved a person’s life outside the Old Arts Building. They are definitely a welcomed edition to the University.

Meeting closed 12pm.

- 6. Next meeting: Thursday the 1st of November Seminar Room A,
Ground floor
Melbourne Dental School, 720 Swanston St Carlton (The Royal
Melbourne Dental Hospital)
Guest speaker –TBC.**

**The University of Melbourne
Traffic Management Working Group
Minutes of Meeting 1/11**

Meeting 1/2011 of the Traffic Management Working Group was held on
Tuesday 6 December 2011, at 11.00 am, in 215 Grattan Street.

1. Welcome

The General Manager, OHS & Injury Management welcomed everyone to the meeting and explained the intention of the meeting was to review traffic management across the University.

2. Apologies

Lois Carlton.

3. Terms of Reference

The Group discussed the draft Terms of Reference. The draft Terms of Reference had been drafted around the proposals of:-

- a) Conduct a traffic study of the areas occupied University of Melbourne south of Grattan Street.
- b) Conduct a review of the published 2000 – 2010 University of Melbourne traffic strategy for UoM areas owned and controlled by UoM (north of Grattan Street).

3.1. Deliverables

Additional deliverables were discussed and the following were agreed to be added to the Terms of Reference:-

Point 4. Review availability or functionality of loading docks/deliveries area.

Point 5. Provide recommendations for education of road users, in particular pedestrians.

3.2. Key Performance Indicators

Change final recommendations for any further actions date to 30 June 2012.

3.3. Scope

To include specific reference to sports precinct and Tin Alley.

3.4. Other Suggestions

Representatives from BUG and DLU to be invited along with the Bicycle Transport Officer.

Splitting the group into two groups as follows:-

South Grattan Street
Wendy Short
Michael Tracey
Alan Leenearts
Anh Castles
Philip Smith
Stefan Delaney
Grant Murphy
Philip Taylor

North Grattan Street
Michael Tracey
Philip Smith
Stefan Delaney
Grant Murphy
Philip Taylor
Steve Beard
Cosimo Morganella
Evan Krapis
Andrew Gay
Lois Carlton

4. Publications, Guidance and Reference Materials

The General Manager, OHS & Injury Management indicated that the publications, guidance and reference materials attached at Item 4 of the Agenda was for background information to help the group in future discussions in this forum.

The Road Safety Audit Tool is to be provided.

5. Traffic Related Incident Reports

The Traffic Related Incident Reports data attached at Item 5 of the Agenda was to give an indication of the general information available on incidents across the University as a whole. It is intended that the data available be looked at in more detail focusing on incidents in members of the group's particular areas.

6. Other Business

7. Summary of Traffic Management Interventions

The traffic management interventions have a dual effect, i.e. Closure of Monash Road - this will have both a positive and a potentially negative effect on reduction of specific traffic risks. The positive effect being an improvement in pedestrian safety by reducing vehicles, however the negative effect may be the impact on deliveries. The list of traffic management interventions was tabled to provide some context to the progressive changes that have been undertaken by UoM directly and by others such as City of Melbourne and Yarra Trams.

8. Scheduled Meetings for 2012

The next meetings of the Traffic Management Working Groups will take place on 16 February 2012 at 215 Grattan Street.

Group 1 – South of Grattan Street - 10.00 am

Group 2 – North of Grattan Street - 11.00 am

AEH

6 December 2011 (Rev 1 December 2011)

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**EXTERNAL OHS MANAGEMENT SYSTEMS AUDIT –
SUPPLEMENTARY REPORT ON CONTRACTOR MANAGEMENT**

Background

The University of Melbourne, including all semi-autonomous bodies (SAB) and wholly owned subsidiaries (WOS), has maintained a self insurance license for workers compensation since 30 September 1990.

In order to maintain a self insurance license an employer must meet a set of criteria set out in the Accident Compensation Act 1985 (Vic), including “*the safety of the working conditions for workers, including student workers, employed by the employer and by its subsidiaries*”

These requirements are met by internal OHS audit programs, annual external audit program undertaken by LRQA. These audits are all based on the 114 criteria of the National Self Insurer’s Audit Tool.

The most recent LRQA surveillance audit was undertaken between 21 February and 2 March 2012.

A report on the outcomes of the audit was provided to OHSC, however the OHSC members requested further information about the adverse external audit finding that relate to the OHS requirements for engagement of contractors.

Issues

A total of 78 samples were assessed by the auditor in eight Budget Division, Semi-autonomous Bodies or Wholly Owned Subsidiaries. From these samples 28 were identified to be in non-conformance and especially 11 of the non-conformances (39%) were related to the management and oversight of contractors engaged by the University.

There were three criteria which contributed to the 11 non-conformance findings:

3.3.3 The organization has an induction program for all personnel including management, which is based on their likely risk exposure, and provides relevant instruction in the organization's health and safety policy and procedures.

3.10.3 The ability to meet health and safety requirements is assessed in the selection of contractors and labour hire employees.

3.10.4 Contractor health and safety performance is monitored and reviewed to ensure continued adherence to organisation’s health and safety requirements or specifications.

The LRQA auditors highlighted in the audit report that management of contractors on the University’s workplaces as an area of primary concern for management.

Whilst some contractor management non-conformances were attributed to Property & Campus Services the LRQA auditors made particular note of deficiencies in the management of contractors acquired through the local departments as opposed to P&CS.

Therefore the issues with managements of contractors were widespread and specially related to the process of:

- Specifying, communicating and assessing the OHS requirements for service providers engaged locally
- Monitoring the OHS performance of service providers engaged locally

There were some other localised findings associated with local induction of P&CS contractors when entering higher risk facilities controlled by a local area (ie not P&CS).

Actions

There is already a well defined procedure for management of service providers (contractors) within the OHS procedures. However it clear that there is some level of lack of awareness of this procedure by those local staff who engage service providers and approve the funding/payment for work undertaken by service providers.

Due to time constraints in responding with corrective action plans for each local non-conformance, each auditee area responded to the local non-conformances in different ways.

However it is clear that further guidance, information, instruction and training is required for local staff who are responsible for engaging contractors to ensure they are aware of their responsibility and understand how to complete their responsibilities with respect to management of contractors.

The Faculty of Science has commenced a trial of some management of contractors templates developed to assist local duty holders to implement an effective contractor management system for the types of contractors typically engaged by local staff.

It is intended to develop a University-wide framework of guidance and templates to facilitate the full implementation of the existing OHS Service Provider (Contractor) Management Procedure.

A further report on progress on the development and promulgation of this material will be provided to the OHSC.

Stefan Delaney
Director OHS & Injury Management

**The University of Melbourne Health and Safety
Representatives Committee**

Terms of Reference

The University Health and Safety Representatives Committee is a representative consultative committee reporting to the University Occupational Health and Safety Committee as well as to local Departmental OHS committees.

1. MEMBERSHIP

The membership of this committee will be made up from all elected University HSRs as listed: http://safety.unimelb.edu.au/docs/HSRs_list.pdf.

A HSR may also choose to delegate a representative to attend meetings in their absence if they so wish.

Office Bearing Positions

Chair: Chair shall be appointed on a rotating basis between University OHSC HSR Committee members.

Minutes Secretary: A Minute Secretary will record the minutes on a rotating basis and may be any volunteer from the committee. The Minutes Secretary may also choose to type the minutes after the meeting or delegate the task to another committee volunteer.

2. TERMS OF REFERENCE

The role of The University HSR Committee is an engagement strategy to build attendance & participation in all matters Health and Safety across the University. The aim is also to use the meeting to:

1. Provide a report to all HSRs on matters arising at the OHSC and collect feedback to take back to the OHSC meetings.
2. Facilitate co-operation between Management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the University by discussing unresolved local or broader issues being experienced on campus and bringing the items raised to the OHSC.
3. Elect HSRs to the OHSC in accordance with the University of Melbourne Standing Resolution 02/2009-7 when the terms of office for those committee members have expired.
4. Hold quarterly meetings.
5. Invite OHS advisors/experts to present at meeting on relevant/hot topics as a means of increasing awareness, knowledge and active participation in OHS matters.

3. STANDING AGENDA ITEMS

- Attendance/apologies.
- Election of HSRs to the OHSC (see above).

- Minutes of the previous meeting including discussion on matters arising/outstanding action items from previous minutes.
- Reports and correspondence received by the Committee, including a report from the Executive Committee detailing business conducted by the Executive Committee.
- Presentation by a guest speaker
- Any other business

4. DELEGATIONS

The Committee may make recommendations to the University OHSC in relation to University health and safety policies, procedures, work instructions and guidelines where required.

5. LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

6. TERMS OF REFERENCE

The Committee will review and/or amend the Terms of Reference on an annual basis.