

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

**Minutes of Meeting 4/13**

Meeting 4/2013 of the Occupational Health and Safety Committee was held on Wednesday  
6 November at 2.15 pm, in the Jim Potter Room, Old Physics.

<b>MEMBERSHIP</b>	<b>In Attendance</b>	<b>Apologies</b>	<b>ToO Expiry</b>
<b>Employer Representatives</b> 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 Director, OHS and Injury Management Provost or nominee	Ms Louise Doyle  Ms Julia McQuillan  Mr Colin Reiter  Prof Mark Rizzacasa  Mr Stefan Delaney  Mr Daniel Persaud		
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Mr Martin Boland Ms Leanne Fisher Ms Jennifer Scott Mr Darren Tucker Mr Steven Adams		1 May 2016 1 August 2016 10 May 2014  Observer 6 November 2016
<b>Student Observers</b> One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Beornn McCarthy		
<b>Occasional Observers</b> Other observers as determined by the Committee and invited by the Chair.			
<b>Standing Observers</b> Manager, Injury Management	Mr Peter Robertson		
In Attendance	Ms Angela Mullins (Minutes Secretary)		

## **1. Welcome and Attendance**

Mr Tucker attended the meeting as an observer whilst awaiting the outcome of an HSR election for the vacant position on the OHSC.

## **2. Minutes of Previous Meeting 03/2013**

The minutes were approved as distributed although it was requested that Irene Stanley's name be put on the list of attendees and more information be added to point number 4 about the Safer Community Program.

## **3. Action Items from Meeting 3/2013**

### **3.1. BBQ in Professors Court**

Mr Reiter inspected the BBQ and requested the re-design and modification.

### **3.2. Update on Lecture Theatre Safety**

To follow.

### **3.3. Installation of Defibrillators in all new Buildings**

This point was deferred until the arrival of Mr Reiter.

### **3.4. Frequency of Refresher Training**

This report will be forwarded to the Committee by the end of next week.

### **3.5. Reminder to P&CS re Speed Limit**

## **4. Minutes and Reports Received from Other Committees**

### **4.1. Health and Safety Representatives Items for Discussion**

#### **4.1.1. Bike Storage Location**

Ms Catmull enquired as to whether the bike storage locations had been published in Staff News.

**Action:** Mr Delaney to request Mr Reiter to publish information in Staff News.

#### **4.1.2. Lecture Theatres – Temperature and Air Circulation**

Ms Catmull has requested further information to aid this investigation to see whether it is theatre specific or an issue across the board and will bring the information to Mr Delaney's attention.

#### **4.1.3. Bio21 Defibrillator Follow Up**

The defibrillator at Bio21 has now been installed.

#### **4.1.4. Navigation on Staff & Student Portals - Security Phone Numbers**

At the last HSR meeting a staff member stated that she was unable to locate the number for Security easily. Ms Catmull questioned whether this was a breakdown in induction or whether it was a localised issue?

#### **4.1.5. Wooden walk way between Microbiology and MBC**

Due to the slips reported by Ms Tedja, Property & Campus Services will be coating the wooden walkway with high grip paint, the walkway will be blocked

off for a couple of weeks whilst this work is in progress.

## 5. Review of Serious Incident Reports and Investigations

### 5.1. Occupational Health & Safety Incidents

#### 5.1.1. Incidents, Injuries and Claims Report

Mr Delaney presented the report and the figures show that the number of claims are in a similar position to last year but that the number of lost days is significantly lower than last year. The variation can be explained by the productions produced by MTC whose claims vary significantly depending upon the current productions.

Year To Date	Number of Claims	Number of Lost Time Injuries
30 September 2013	75	128
30 September 2012	71	335

#### 5.1.2. Significant Incidents Requiring Notification and Regulatory Activity

Mr Delaney gave a brief follow up from events from last meeting and new incidents which have occurred:-

<p><b>June 2013</b> Previously reported Asbestos dust and debris was identified in a building owned by UoM and occupied by an external tenant.</p>	<p>The building is currently unoccupied. A management plan is in place until the roof can be removed under controlled conditions in Dec 2013/Jan 2014 period.</p>
<p><b>19 March 2013</b> <b>Previously reported</b> Inspector visited in response to a complaint from an injured workers' medical practitioner.</p> <p>Inspector reviewed change table and associated stairs and systems of work.</p> <p>10 May 2013 WorkSafe Inspector return visit to follow up on actions arising from previous visit.</p> <p><b>New report</b></p> <p>4 Sep 2013 WorkSafe Inspector return visit to follow up on actions arising from previous visit</p>	<p>Modifications to one set of change table steps in Monkey and Squirrel rooms had been made and were being trailed.</p> <p>Progress on alternate change table steps for Wombat room was discussed.</p> <p>Inspector attended to confirm planned actions were complete. Inspector satisfied with UoM actions.</p> <p>No further visits planned.</p>
<p><b>4 September 2013</b> WorkSafe Inspector attended to enquire into three serious incidents: MDHS – laceration to staff members finger from examination bed hinge PCS – Earth Sciences gate failure and fall to ground. PCS – AGB student impact with internal automatic glass doors. One glass door subsequently fell to ground.</p>	<p>Inspector satisfied with UoM actions for each incident.</p> <p>No further action required.</p>

<p><b>9 August 2013</b>  <b>Notifiable Injury:</b> Staff member received laceration requiring immediate medical treatment (stiches).   Following a fall due unknown circumstances - possibly pre-existing medical condition</p>	<p>Incident resulted from Individual medical circumstances.</p>
<p><b>15 August 2013</b>  <b>Notifiable Injury:</b> Staff member sustained laceration to left hand requiring immediate medical treatment (stiches) as a result of opening a ring pull can of tuna whilst preparing lunch.</p>	<p>WorkSafe did not attend</p>
<p><b>24 September 2013</b>  <b>Notifiable Injury:</b> Staff member sustained laceration to right hand requiring immediate medical treatment (stiches) as a result a pipe springing back towards the staff member when attempting to bend a pipe in a vice.</p>	<p>Task ceased.   WorkSafe did not attend</p>
<p><b>5 August 2013</b>  <b>Notifiable Incident:</b> A gate (approx. weight 50-100kg) dislodged from hinge and subsequently fell to the ground. A security guard was in the vicinity of the gate at the time of the incident. No injuries sustained – property damage to gate only.</p>	<p>Gate was removed and is being replaced with a lighter structure.   An inspection program on large/heave gates is being incorporated into the structural integrity inspection program for building facades, fences and walls.   WorkSafe inspector made enquiries about this incident.   Inspector was satisfied with the corrective action undertaken by UoM</p>
<p><b>12 August 2013</b>  <b>Notifiable Incident:</b> Two sheets of medium density fibre board (MDF) sized approx. 1mx1m fell between Chemistry and Chemistry East buildings. A person was in the vicinity at the time of the incident</p>	<p>Suspended MDF sheets were removed to make safe. Window where MDF sheets were originally located was made safe.   WorkSafe did not attend.</p>
<p><b>12 September 2013</b>  <b>Notifiable Incident:</b> Fire in North Court resulting from overheated cooking oil in large pot due to overheating from gas ring. Failed attempts to extinguish fire with water, fire extinguishers and blankets prior to successfully extinguishing fire with Wet Chemical extinguisher.</p>	<p>Revised SOP for portable cooking appliances and events.   Introduction of additional portable fire equipment for events.   Revision of training for SOP.   WorkSafe did not attend.</p>

<p><b>28 September 2013</b>  <b>Notifiable Incident:</b> During high winds building Maintenance Unit (BMU) door dislodged from hinges and fell to ground outside Law building. Cyclist in immediate vicinity of the door when fell to ground</p>	<p>BMU door collected from ground. Remaining door for BMU secured and other BMU doors checked.</p> <p>Mechanical services contractors tasked with inspecting and securing any loose plant or equipment on building roofs.</p> <p>WorkSafe inspector attended and was satisfied with the corrective actions taken to date by UoM.</p>
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## 6. Legislative Report

### 6.1. Dangerous Goods Code of Practice

A review is currently being undertaken of the Dangerous Goods Code of Practice, there are no significant changes.

### 6.2. Occupational Health Regulations 2007

These regulations are due for review by 1 July 2017 and WorkSafe Victoria are currently undertaking the review. They are aiming at prioritising the existing regulations and aiming for a level of consistency. It is not envisaged that there will be any wholesale change to the regulations.

### 6.3. National Audit Tool for Self Insurers

The National Audit Tool is currently under review and a draft was published earlier this year for consultation. The University of Melbourne provided feedback and we are expecting to hear whether further consultation will take place or the conclusion soon. It is expected that there will be a twelve month time frame to two years before there will be any impact.

### 6.4. Accident Compensation Act

The Accident Compensation Act is due for review on 1 July 2014. This is mainly a plain English exercise and we are not expecting to see any significant changes.

## 7. OHS Audit Reports

### 7.1. Internal Audit Report

Mr Delaney presented a summary of audit observations from the 2013 Internal Audit OHS Audit Program.

All audit fieldwork has been undertaken for 2013. There are some reports to be finalised. Audit coverage has included four Faculties, two controlled entities and two administrative divisions resulting in 30 individual departments being audited. The close outs for all areas of the 2013 program will be completed by March 2014.

The findings are similar to previous years and include risk management procedures, emergency plans and contractor management. A summary report of any systemic issues will be prepared once all reports are finalised.

## 8. OHS Management System Objectives and Targets Report

Mr Delaney presented a report on the OHS Management System Objectives and Targets as follows:

Objective	Target	Status
Reduce the occurrence or re-occurrence of workplace injuries and illnesses.	<ul style="list-style-type: none"> <li>- 10% reduction in the number of Lost Time Injuries per calendar year.</li> <li>- 10% reduction in the number of claims per calendar year.</li> </ul>	Tracking to plan
Continually improve compliance with OHS legislation and effective implementation of the University's OHSMS.	<ul style="list-style-type: none"> <li>- Zero non conformances to NAT &amp; AS4801 in external audits in each calendar year.</li> <li>- Zero WorkSafe Improvement or Prohibition Notices each calendar year.</li> </ul>	Tracking to plan
Improve OHS leadership and culture throughout the University.	<ul style="list-style-type: none"> <li>- 80% participation by Senior Executives in senior office training for OHS.</li> </ul>	Minor issues developing.
Provide high quality consistent and practical OHS information and advice to the University community	<ul style="list-style-type: none"> <li>- Minimum of average score of 3.5/5 in OHS sections of quality performance surveys.</li> <li>- Zero non-conformance to University-wide systems criteria in external OHSMS audits i.e. OHS policies and procedures</li> </ul>	Tracking to plan
Plan, prepare and develop a 5 year OHS strategic plan for the University scheduled for implementation 1 January 2013	<ul style="list-style-type: none"> <li>- Developed, documented and approved 5 year OHS strategic plan for OHS.</li> <li>- Engagement with wide range of stakeholders</li> </ul>	<p>Previously major issues developing.</p> <p>Now tracking to plan.</p> <p>Substantive work completed, some documentation needs to be pulled together.</p>

## 9. Draft OHS Management Plan

## 10. Policy & Procedures Review

### 10.1. Smoke Free Campus

Mr Delaney presented the draft Smoke Free Campus Procedure to the Committee. The draft procedure is going forward to the Senior Executive for a decision in principle. It will change the focus from a smoking restriction

outside buildings to being a smoking restriction to designated areas on campus.

A smoke free campus is not looking to making social pariahs of smokers, but rather to build it into community expectation that smoking only takes place in particular areas and is envisaged to be a supportive outcome and will head down the education path as opposed to the discipline path. The University is working with QUIT for support.

All Universities in Western Australia became smoke free campuses at the same time, three Universities in South Australia have become smoke free campuses, Swinburn is the first University in Victoria to go smoke free but there is commitment from others to go down this path.

**10.2. After Hours Work**

Mr Delaney has been requested to update the After Hours Work Procedure with a view to changing the focus to working in isolation or alone. A draft should be out by the end of the year.

**11. Occupational Violence**


**12. Other Business**

**12.1. Proposed Meeting Dates for 2014**

01/14 Wednesday 5 February  
02/14 Wednesday 7 May  
03/14 Wednesday 6 August  
04/14 Wednesday 5 November

**12.2. Thanks to Members for Participation in 2013**

Ms Doyle thanked members for their participation in the Committee in 2013 and wished everyone a happy and safe holiday season.



17/4/14

**Occupational Health and Safety Committee****Meeting 4/2013, 6 November 2013****ACTION SHEET**

<b>REF</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>
<b>1-4/2013</b>	Mr Delaney to request Mr Reiter to publish information in Staff News re Bike Storage Location.	Mr Delaney	Completed