

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING NUMBER 1/01
MINUTES

A meeting of the Occupational Health and Safety Committee was held in Old Physics Jim Potter Conference Room on Tuesday 20 February 2001 at 2:15pm.

Present

Ms H Hayes VP Information Division (VC nominee and Chair)
Ms J McQuillan, Human Resources (Ms.E.Bare nominee)
Mr G Suckling, Risk Management Office
A/Prof P Heggarty, Occ. Health Physician
Mr J Carmichael, employee rep
Dr R Cappai, employee rep
Dr M Wlodek, employee rep
Mr E Smart, employee rep
Dr L Huq, employee rep

In Attendance

Ms Nan Austin, Risk Management Office
Mr Peter McGrath, Compliance Office
Ms Alison Hunt-Sturman, Risk Management Office

BUSINESS

1. Welcome

1.1 Apologies

Mr D Hook, Property and Buildings (Dr D.Daines, nominee)
Prof T Wedd, Chemistry (VP Nominee)

1.2 New OHSC member

Peter McGrath was welcomed as the replacement for Jane Stephens as Compliance Officer.

2. Minutes of Meeting 4/00

The minutes of meeting 4/00 were accepted without change.

3. Report to Council

Occupational Health and Safety meeting 4/00, Report to Council was accepted as tabled.

4. Reports from other University Safety Committees

No items to report.

5. Action items from Meeting 4/00

5.1 Air Conditioning Report

The Air Conditioning report outlines the established priority listing for buildings in the University, along with a costing for each area for the installation of air conditioning. The report will be forwarded to the Business Manager to check the information. It will then be forwarded to the Capital Projects Committee to look at funding some of the works.

5.2 OH&S Policy

The amended OH&S Policy was attached for information.

5.3 Laboratory Heating Guidelines

Guidelines for the installation of heating in laboratories has been written by the Risk Management Office and Property and Buildings. The draft will be included in the Environment Health and Safety Manual for comment at the next meeting.

5.4 Vaccination Guidelines

A policy and procedure for the requirements for vaccinations of staff with certain duties within the University has been drafted as a result of the concern expressed at the last meeting from staff being at risk from contracting hepatitis in the course of their duties.

The Committee has agreed to seek further advice from the Director of Human Resources, given that there are significant HR issues associated with this procedure.

5.5 Earth Leakage Testing

A policy and procedure for the testing of electrical equipment and earth leakage devices (RCDs) has been discussed with the Risk Management Office and Property and Buildings. The draft, which is an extension of an existing procedure will be included in the Environment Health and Safety Manual for comment at the next meeting.

5.6 Environmental Advisory Committee

Minutes of the EAC 04/00 meeting were attached for information. This is to facilitate more communication and information sharing between the two committees.

5.7 Student Insurance

Departments and Faculties within the University have been surveyed for student numbers and exposure hours to identified hazards. Information received has been collated and along with a summary of previous outcomes for claims it will be used as a basis for insurance estimations.

5.8 Emergency Information for Lecture Theatres

Property and Buildings has announced that before the commencement of teaching for the 2001 year, every theatre will be equipped with emergency procedures on the overhead projectors. The Academic Programs Committee should be notified to include this information for lecturers.

5.9 Report from Health and Safety Representatives

Negotiations between Jane Stephens and Staff Development and Training have resulted in the continuation of support for the costs associated with the training of Health and Safety Representatives.

5.10 Building Evacuations

Following the yearly report on the Building Emergency Evacuations there were six buildings that were not compliant with having a Building Emergency Controller, or carrying out an evacuation drill. The Committee was advised that all areas except one, are in the process of addressing this issue. Mr McGrath offered to discuss the matter with the relevant groups at 234 Queensberry St to assist them to resolve this matter.

5.11 Biosafety Committee

At present the Biosafety Committee is a sub committee of the Biohazard Committee and is responsible for the inspection of PC2 and PC3 facilities, along with the evaluation of facility requirements for new projects. However with changes to reporting requirements, the Biosafety Committee can no longer report to the Biohazard Committee. Instead the likely outcome will be that the Biosafety Committee will report to the Risk Management Committee.

6. Report from Health and Safety Representatives

No report.

7. Injury Map

This item has been deferred to the next meeting to allow for a meeting of the Injury Map Committee to confirm their policy and terms of reference.

8. EHSM Procedures

New Environment, Health and Safety policy and procedures have been loaded onto the Website. The attached list outlines the locations. Questions and comments are welcomed.

When new procedures are loaded onto the web, a list is emailed to Heads of Departments and Department Managers. It has been suggested that departmental Occupational Health and Safety Committee Chairs be included in the email list.

The matter will be discussed within the Risk Management Office.

9. OHSC Objectives 2001

Draft Objectives for the OHSC for 2001 were tabled for discussion. It was decided that yearly objectives could be very useful. Questions and comments are welcomed.

10. Other business

10.1 Replacement of Prof Wedd

Prof Wedd, Chemistry is on sabbatical until September this year. It has been suggested that a replacement for the interim would be beneficial for the committee.

The next meeting will be held on Tuesday 22 May 2001 at 2.15 pm in the Jim Potter Conference Room.

ACTION PLAN FROM OHSC 1/01

Ref	Topic	Action Needed	By Whom	By When
01/01 # 5.1	Air Conditioning Report	Forward report to Business Manager then to Capital Projects Committee for funding	N. Austin	22 May 2001
01/01 # 5.3	Laboratory Heating Guidelines	Include draft guidelines in EHSM for comment	A. Hunt-Sturman	22 May 2001
01/01 # 5.4	Vaccination for Hepatitis B	Discussion with Human Resources on requirements for vaccinations for staff	H. Hayes, J. McQuillan, A. Hunt-Sturman	22 May 2001
01/01 # 5.5	Earth Leakage Testing Policy and Procedure	Include draft in EHSM for comment	A. Hunt-Sturman	22 May 2001
01/01 # 5.8	Emergency Information for Lecture Theatres	Notification of new procedures to display overhead transparencies to Academic Services	Nan Austin	22 May 2001
01/01 # 5.10	Building Evacuations	Contact Deans of tenants in 234 Queensberry St regarding election of a BEC	H. Hayes, P. McGrath	22 May 2001
01/01 # 7	Injury Map	Policy and Terms of Reference	G. Suckling	22 May 2001
01/01 #8	EHSM Procedures	Notification of new EHSM procedures to Dept OHSC chairs	A. Hunt-Sturman	22 May 2001
01/01 # 9	OHSC Objectives 2001	Discussion of Draft Objectives to formulate aims for 2001	OHSC	22 May 2001

Completed Actions

Topic	Action Completed	By Whom
Air conditioning policy	Costing of air conditioning priority listing Thermal monitoring Report	D. Hook
Report to Council	OHSC members to be supplied with a copy of the OHS Policy	Alison Hunt-Sturman
Laboratory Heating Guidelines	Procedures for installation of heating in laboratories	RMO / PB
Earth Leakage Testing	Procedures for installation and testing of earth leakage equipment (RCD)	RMO / PB
Amalgamation of OHSC and EAC	Sharing OHSC minutes	Alison Hunt-Sturman
Student Insurance	Student Insurance Cover report	Mary Wlodek
Report from Health and Safety Representatives	Funding for training to be supplied by the University – Letter to Human Resources	RMO / Jane Stephens
Building Evacuations	Letter to Vice Chancellor outlining requirement for Evacuation trials for all buildings on campus	RMO / Jane Stephens
Biosafety	Review of Biosafety Committee Structure	Graham Suckling

Attendance record for 2001; 1 meeting1 held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	1	1	
Ms J McQuillan	1	1	
Mr D Hook	1	0	1
Dr Philip Heggety	1	1	
Professor A Wedd	1	0	1
Mr G Suckling	1	1	
Dr M Wlodek	1	1	
Mr J Carmichael	1	1	
Mr E Smart	1	1	
Dr L Huq	1	1	
Dr R Cappai	1	1	
Mr P Edwards	1	0	
Mr Peter McGrath	1	1	

Distribution

Members

Ms Helen Hayes Vice Principal Information Division and Chairperson (nominee of Vice Chancellor)
 Ms. J McQuillan Manager Client Relations, Human Resources (nominee of E.Bare, Deputy Principal Human Resources)
 Mr. D Hook Manager Engineering Services, Property and Buildings (nominee of D.Daines, Deputy Principal Property and Buildings)
 Mr. G Suckling Manager, Risk Management
 Prof T Wedd Academic staff member, Chemistry (nominee of I.Marshman, Vice Principal Administration)
 Dr P. Heggety Occupational Health Physician
 Mr E Smart H&S rep ILFR Burnley
 Dr R Cappai H&S rep Pathology
 Dr L Huq H&S rep Dental Science
 Dr M Wlodek H&S rep Physiology
 Mr J Carmichael H&S rep Chemistry
 Mr P Edwards H&S rep ITS

In Attendance

Dr M Livett Participating observer for gender balance
 Ms K Adams MU student Union
 Mr F Eubury UMPA
 Mr Peter McGrath Compliance Officer
 Mr B Greenwood H&S rep Convener
 Ms Nan Austin Manager, Management Systems, Risk Management

For Information

Ms M Gleeson Central Secretariat
 Mr I Marshman Vice Principal Administration
 Risk Management Office web page

Agenda & Minutes: Risk Management Office ext 44006