

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING NUMBER 2/01
MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Deans Den, Old Geology Building on Tuesday 5 June 2001 at 2:15pm.

Present

Ms H Hayes VP Information Division (VC nominee and Chair)
Ms J McQuillan, Human Resources (Ms.E.Bare nominee)
Ms Nan Austin, Risk Management Office
Mr J Carmichael, employee rep
Dr M Wlodek, employee rep
Mr E Smart, employee rep
Dr L Huq, employee rep

In Attendance

Mr Peter McGrath, Compliance Office
Ms Alison Hunt-Sturman, Risk Management Office
Dr M Livett, Participating Observer

BUSINESS

1. Welcome

1.1 Apologies

Mr D Hook, Property and Buildings (Dr D.Daines, nominee)
A/Prof P Heggarty, Occ. Health Physician
Dr R Cappai, employee rep
Mr Paul Edwards, employee rep

2. Minutes of Meeting 1/01

The minutes of meeting 1/01 were accepted without change.

3. Report to Council

Occupational Health and Safety meeting 1/01, Report to Council was accepted as tabled.

4. Reports from other University Safety Committees

Julia McQuillan and Nan Austin are to meet to develop wording for procedures for the PPP and the EHSM regarding worker's compensation cover for staff working outside normal hours, or while on leave.

5. Action items from Meeting 1/01

5.1 Air Conditioning Report

The July Report has been sent to the Faculty EHS Focus Group members. It will be discussed at their next meeting. Some alterations will be made taking into consideration the feedback from the group before it is to be sent to the Capital Projects Committee.

Priority listing, based on activity to be extended to include other factors such as poor ventilation, dust and fumes, and geographic location.

5.2 Laboratory Heating Guidelines

Deferred to next meeting.

5.3 Vaccination Guidelines

Julia McQuillan and Nan Austin will meet to discuss the immunisation procedure. Guidelines will be written into position descriptions shortly. However the requirement for vaccination cannot be made compulsory for all staff.

5.4 Earth Leakage Testing

Deferred to next meeting.

5.5 Emergency Information for Lecture Theatres

Emergency evacuation information on an overhead format has successfully been installed in all lecture theatres on campus. Notification of the new information will be distributed to academic staff via web based information and faculty newsletters. Off campus theatres are unable to be completed due to the lack of information in the CAD map drawing system.

5.6 Injury Map

The previous audit against Injury Map criteria yielded 3 non conformances:

1. Injury Management Policy
2. 'What to do if you are Injured' Posters displayed in Departments
3. Communications to Employee Representatives

The Committee received the Injury Management Policy and has suggested minor amendments.

Alter Monitoring Performance to delete Risk Management Committee
Clarify Responsibilities within Departments to the Head of Department

The policy will then be taken to the Administrative Committee and Council for Approval. It will be included in the Environment, Health and Safety Manual.

5.7 Building Evacuations

The Frank Tate, Bouverie St and Queensberry Street Buildings now have a BEC and are preparing to undertake an evacuation drill.

A secondary issue has been raised, where children have been left unattended in the Education Resource Centre library during school holidays. It is a requirement that children are supervised at all times while on campus, and any staff bringing their children to work must have approval from the Head of Department. Helen Hayes will follow up with Library staff on this issue.

Property and Buildings have approved the installation of a fire indicating system at the Childcare Centre in Abbotsford through the Technical Services Program for 2001. Installations should be completed by September 2001.

5.8 Notification of EHSM Procedures

New and amended procedures have been included in the EHSM. They are open to comments and suggestions. Notification of the new procedures will be sent to Heads of Department and Departmental Managers through Records Management. The Risk Management Office will notify Environmental and Health & Safety Representatives via email. The Risk Management Office will check that all departments are included in the distribution list.

5.9 OHSC Objectives

This item was deferred until Item 8.

Discussion took place regarding Objectives for the OHSC in line with new Annual Report Guidelines introduced. Agreed Objectives are:

1. Address Manual Handling issues to reduce strain injuries
2. Measure the number of HSR positions filled
3. Measure effectiveness of Induction programs for staff by review
4. Measure status of Emergency Management of the University
5. Measure reduction of incidents and costs to continue the downward trend
6. Review Faculty and Departmental OHSC Terms of Reference and increase reporting of meetings to the OHSC.
7. Prioritise Safety Map Criteria into Risk Categories to audit departments

These Objectives will be revised and sent to David Percival for comment, then will be updated to the RMO Website.

6. Report from Health and Safety Representatives

6.1 Health and Safety Representative Meeting

The Health and Safety Representatives have created a forum for discussion of Health and Safety Issues. The Group will be chaired by Mary Wlodek and Robert Cappai. The Risk Management Office will assist with administrative support.

The next meeting of the Representatives will be held on the 1st of August from 11:00 to 12:00 in the Plaza Conference Centre.

6.2 Information Division Designated Work Groups

The Information Division has requested alterations to the Designated Work Groups in line with changes to the make up of the Information Division. The Committee approved the changes with one change, that the Management Representatives do not exceed Employee Representatives (7 – 6) as is currently written into the Membership of the Library OH&S Committee. The Risk Management Office will notify the Library.

7. Incident Statistics for 2000

The Risk Management Office reported the incident statistics for the year 2000. The trend is a decrease in reporting, possibly due to the new S3 form introduced in 2000. There was a decrease in the severity of injuries, which has resulted in less days lost and lower claim costs. These savings have been passed on to Departments in the form of a reduction in the Workcover Levy charges, which have dropped from 1.2% of payroll in 1995 to 0.5% of payroll in 1999.

8. Guidelines for Reporting OHS in Annual Reports

As from 2001, Company Annual Reports must include a statement on Occupational Health and Safety matters for negative and positive performance indicators and achievements. The Committee has discussed several measurable objectives. See 5.9 above.

9. Environment Advisory Committee Minutes 2/01

An item to note is that Lloyds have replaced QAS as our auditing team for Safety and Environmental Management Systems. They will commence audits in July this year.

10. Fume Cupboard Management Plan Status Report

The Fume Cupboard Management report was accepted.

11. Construction Site Working Party minutes 1/01

A Prevention of Falls from Height legislation is scheduled for Spring Parliament Session. This issue will be reported on again following introduction of legislation.

12. Fire Hoses

A report from the Melbourne Fire and Emergency Services Board has given approval for the removal of canvas hoses from certain sites within the Parkville Campus. This is a yearly saving of around \$18,000.

13. Any other Business

13.1 Retirement of Graham Suckling

The Committee would like to thank the Manager of the Risk Management Office, Graham Suckling for his service on the Occupational Health and Safety Committee, and the best of luck for his retirement. The Chair will write a letter of thanks to Graham for his work.

The meeting was closed at 3:40 pm.

The next meeting will be held on Tuesday 21 August 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
02/01 #4	Clarification of Workcover Insurance	Alteration of policy to be included in PPP	N. Austin & J McQuillan	21 Aug 2001
02/01 # 5.1	Air Conditioning Report	Forward report and comments to Capital Projects Committee	N. Austin	21 Aug 2001
02/01 # 5.2	Laboratory Heating Guidelines	Include draft guidelines in EHSM for comment	A. Hunt-Sturman	21 Aug 2001
02/01 # 5.3	Vaccination guidelines for staff	Human Resources to include in Position Descriptions. Procedure to EHSM	J. McQuillan, A. Hunt-Sturman	21 Aug 2001
02/01 # 5.4	Earth Leakage Testing Policy and Procedure	Include draft in EHSM for comment	A. Hunt-Sturman	21 Aug 2001
02/01 # 5.5	Emergency Information for Lecture Theatres	Notification of new procedures to display overhead transparencies to Academic Services	N. Austin	21 Aug 2001
02/01 # 5.6	Injury Map Policy	Policy to Administrative Committee	N. Austin	21 Aug 2001
02/01 # 5.7	Children on Campus	Requirements for staff to supervise children on campus at all times	H. Hayes	21 Aug 2001
02/01 # 5.9	OHSC Objectives 2001	Objectives and performance indicators for 2001 to be included in 2001 Annual Report	OHSC	21 Aug 2001

Completed Actions

Topic	Action Completed	By Whom
Building Evacuations	BECs provided for Frank Tate, Bouverie St and Queensberry St	P McGrath
EHSM Procedures	Notification to Environmental and Health and Safety Representatives of changes to EHSM	A. Hunt-Sturman

Attendance record for 2001; 1 meeting1 held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	2	2	
Ms J McQuillan	2	2	
Mr D Hook	2	0	2
Dr Philip Heggetty	2	1	2
Professor A Wedd	2	0	2
Ms N Austin	1	1	
Dr M Wlodek	2	2	
Mr J Carmichael	2	2	
Mr E Smart	2	2	
Dr L Huq	2	2	
Dr R Cappai	2	1	1
Mr P Edwards	2	0	1
Mr Peter McGrath	2	2	

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)
Ms. N Austin	Manager, Management Systems, Risk Management
Prof T Wedd	Academic staff member, Chemistry (nominee of I.Marshman, Vice Principal Administration)
Dr P. Heggetty	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
To be advised	MU student Union
To be advised	UMPA
Mr Peter McGrath	Compliance Officer
Ms A Hunt-Sturman	Officer, Risk Management Office & Secretary

For Information

Ms G Nicol Central Secretariat
 Mr I Marshman Vice Principal Administration
 Risk Management Office web page

Agenda & Minutes: Risk Management Office ext 44006