

2004

THE UNIVERSITY OF MELBOURNE

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING 01/2004

MINUTES

A meeting of the Occupational Health and Safety Committee (OHSC) was held in the 7th Floor Meeting Room, Raymond Priestley Building on Tuesday 24th February 2004 at 2:15pm

1. Welcome & Attendance

Ms Vicki Mimis was welcomed by the Chair as the new representative from the National Tertiary Education Industry Union (NTEU), replacing Russell Baader.

Members

Liz Bare, Vice Principal (Human Resources) Chair
Roberto Cappai, Employee Health and Safety Representative
Mark Georgesz, Employee Health and Safety Representative
Bruce Greenwood, Employee Health and Safety Representative
David Lyons, Director Risk Management Office
Julia McQuillan, Vice Principal (Human Resources) Nominee
Garry Thompson, Vice-Principal & Academic Registrar Nominee
Kim Wetttern, Vice-Principal Property & Buildings Nominee
Mary Wlodek, Employee Health and Safety Representative

In Attendance

Vicki Mimis, NTEU (Occasional Observer)
Danielle Rostan-Herbert, (Occasional Observer)
Debbie Wallace, Risk Management Office (Secretary)

1.1 Apologies

Julian Barendese, Undergraduate Student Representative
Ivan Caple, Dean of a Laboratory based faculty
Alison Hunt-Sturman, Employee Health and Safety Representative
Rudi Pavani, Employee Health and Safety Representative

2. Minutes of the Previous Meeting 04/03

The minutes of the previous meeting held 02 December 2003 were accepted.

3. Action items from Meeting 04/03

3.1 OHSC Attendance

The Chair discussed lack of attendance at meetings of the OHSC in 2003 with Vice-Principals. The Vice-Principals have been asked to ensure that attendance is increased in 2004.

3.2 EHS Reps – Electrical Testing

A report from John Carmichael, EHS Advisor on Electrical Testing and Tagging was noted. Due to no guidance material being available from the Victorian WorkCover Authority on what should be tested, and to ensure that departments are not testing equipment that is not required to be tested, the report suggested that guidance material written by the NSW WorkCover Authority and the University of Melbourne testing and tagging provider be used.

The report refers to a "hostile environment". Clarification was requested on the definition, with the request to update the procedure to be more specific. It was also suggested that examples be listed of common items of equipment that do not require testing.

Subject to changes, the report was accepted. Ms Rostan-Herbert to update the procedures in the EHS Manual, circulate link in staff news and a memorandum to be sent to Heads of Departments to communicate the Testing and Tagging procedures and guidelines.

3.3 BioSafety Committee

Mr Lyons tabled a paper on the Management of BioSafety at The University of Melbourne. A preliminary assessment report is required by the end of April 2004 to outline resources that are required for the management of BioSafety for the University.

A paper tabled at the Risk Management Committee (RMC) in December 2003 was also tabled. At the December meeting, the RMC put forward the recommendation to Administrative Committee to endorse the expansion of the role of the Gene Technology Regulation Officer to undertake additional functions to cover the management of BioSafety for 2004 and coordinate the review.

The issue of training for staff using PC2 laboratories was discussed.

The University is currently without an appointed BioSafety Officer and the question of compliance was raised. Mr Lyons confirmed for the Committee that the University is compliant in the use of PC2 and PC3 laboratories and inspections have been carried out.

Mr Lyons to provide a report at the next meeting on the findings outlined in the report due April 2004.

3.4 EHS Purchasing Policy Update

Ms Rostan-Herbert reported that Financial Operations have not yet updated the request for EHS purchasing item in Themis.

Memorandum to be sent to the Director, Financial Operations requesting a timeframe for completion of the update to include EHS Purchasing item in Themis.

3.5 Drug & Alcohol Policy

The amended Draft Alcohol and Drugs policy and procedures (EHS Manual 8.2.5) and the supporting authorisation form and Frequently Asked Questions were distributed for discussion. It was noted the policy was redrafted by the Risk Management Office in conjunction with the Department of Health and Counselling (Garry Thompson), Property and Buildings and other key stakeholders. It was also noted the policy previously approved by Administrative Committee has not been altered.

A discussion was held and the following changes were suggested.

- Event Managers to attend Responsible Service of Alcohol (RSA) training.
- The Authorisation Form to include:
 - who is responsible for the serving of alcohol at the event
 - the requirement of Departmental Heads and Managers to check proof of RSA training of those serving Alcohol and Event Managers.
- Reference to be made for the equivalent role to a Departmental Head / Manager for the Melbourne University Student Union Limited (MUSUL) and student events.
- Clarification of drinking during and prior to the event
- Monitoring and reporting of events.

It was also suggested compliance with the Drug and Alcohol Policy be specifically listed in the Annual University Managers Compliance sign off.

Subject to the above mentioned changes, it was recommended the re-drafted policy be circulated to OHSC members. In conjunction with the Annual Licensing Report from Property and Buildings, the final draft to be submitted for recommendation to Administrative Committee and circulated to OHSC.

3.6 Student Induction - Diary Entry

Ms Rostan-Herbert advised that the approximate cost for a page to be printed in the student diary is \$2,250. It was suggested that as an alternative, an all student email be sent from the RMO. Other methods of communicating the EHS Induction guide to students are to be explored by RMO.

3.7 Cigarette Smoke, Air Intakes

Ms Rostan-Herbert advised it is not the role of the Environment Health and Safety Representatives to review policy and as a result the smoke entering buildings through air intakes has not been reviewed by the EHS Representative Committee.

It was suggested the RMO send a message through Staff News, print a message in staff payslips and email Departmental Heads and Managers to remind all staff of the University's smoking policy.

Ms Wettren advised Property & Buildings are working on a policy through the Building and Estates Committee to address additional external no smoking signage for buildings that have cigarette smoke air intake issues.

3.8 Working at Heights

A report from John Carmichael, EHS Advisor was distributed to advise the Committee of the changes in the Working at Heights legislation that will apply from 1st April 2004. It was noted that Property & Buildings will be affected by these changes and are currently implementing the changes required to comply with the new legislation.

3.9 Off Campus Travel and Work Policy

The authorisation form for off campus travel and work policy was distributed for comment. The form has been developed to assist staff and students to determine if a Risk Assessment is required prior to engaging in any off-campus activities.

It was suggested the title of the form be changed to "Guidelines for Risk Assessment for Off-Campus Travel and Work". Subject to this change, The Committee approved the use of the form.

3.10 Compliance Issues at Hospital Sites

Property and Buildings have been asked to confirm the responsibilities of tenants and owners of buildings in regards to Occupational Health and Safety (OHS), including University Buildings occupied by tenants and non-University owned buildings occupied by University staff.

Ms Wettren advised unless exempted in a lease, owners are responsible for OHS. Ms Wettren to report to the next meeting on how OHS responsibilities are addressed by tenants / owners in leasing arrangements, including Hospital agreements.

4. Reports

4.1 Faculty and Departmental Safety Committees

Ms Rostan-Herbert advised there are no significant issues to report arising from the University's Faculty and Departmental EHS Committee Meetings.

4.2 Environmental Health and Safety Representatives

The minutes from the EHS Representatives meeting held 03 February 2004 were distributed for information.

Mr Greenwood reported that bicycle racks continue to be an issue.

4.3 Environment Advisory Committee (EAC)

The minutes from the EAC meeting held 10 February 2004 were distributed for information.

Ms Rostan-Herbert reported the EAC ratified and approved Objectives and Targets set for the Sub-Committees for 2004, please find attached.

4.4 WorkCover

Mr Lyons advised that there are no notifiable incidents to report. Claims report attached for information.

5. Changes to EHS Manual

The following Policies have had significant changes made.

1.6.5 Auditing – Internal auditing schedule updated.

7.1 Off Campus Travel and Work Policy – A new form has been included

Appendix A – In accordance to SafetyMap version 4 another section has been included in the checklist to document participants spoken to during the inspection process

5.6.2. Inspection and Testing of Electrical Equipment – There is now guidance material available

6. 2004 Objectives and Targets

Mr Lyons tabled the Environment Health and Safety System Strategic Planning Review paper for information. It is proposed a review be carried out by the RMO under the control of the Risk Management Committee.

7. Other Business

7.1 Victorian WorkCover Authority

Correspondence papers were distributed for information on the WorkSafe inspection visit to Victorian Universities in 2004. The visit will focus on dangerous goods and chemical safety management.

It was noted the RMO is attending the meeting of the Australian Universities Safety Association (AUSA) at which WorkSafe will provide a briefing on the proposed inspections.

7.2 Procedure Approval Process

EHS Manual Item 1.6.4 Procedure for Procedures Policy was distributed for comment. Under item 1.6.4.6.2 it was suggested Senior Executive is not a formal committee and should be consulted for advice only. Subject to this change, the policy was approved.

7.3 SafetyMap

A concern was raised regarding SafetyMap V4 training being carried out in time to meet SafetyMap V4 audit criteria. It was confirmed training is not required to be carried out by staff prior to the audit.

The meeting closed at 3:55pm.

The next meeting of the Occupation Health and Safety Committee will be held Tuesday 25th May 2004 in the Jim Potter Room, Old Physics at 2:15pm.

Action Items from OHSC 01/04

Item	Topic	Action	By Whom	By When
3.2	Electrical Testing	Clarify "hostile environment" definition & update procedure.	D. Rostan-Herbert	02/04
3.3	BioSafety Committee	Report on review due April 2004.	D. Lyons	02/04
3.4	EHS Purchasing Policy	Memo to Director Financial Operations Re: Themis update	Chair	02/04
3.5	Drug & Alcohol Policy	Suggested changes to be made to the form and re-drafted policy to be put up in the EHS Manual	D. Rostan-Herbert	02/04
3.5	Drug & Alcohol Policy	Add to University Annual Compliance Sign Off	Chair	02/04
3.5	Drug & Alcohol Policy	Submit policy to Administrative Committee with P&B Report.	Secretary	Mar-04
3.6	Student Induction	Communication methods to be explored by RMO.	D. Rostan-Herbert	02/04
3.7	Cigarette Smoke, Air Intakes	Staff to be reminded of University smoking policy.	D. Rostan-Herbert	02/04
3.9	Off Campus Travel and Work Policy	Title of the form to be changed.	D. Rostan-Herbert	02/04
3.10	Compliance Issues at Hospital Sites	Report to OHSC on EHS tenant/owner agreements.	K. Wettern	02/04
4.3	EAC	Attach 2004 Objectives and Targets to minutes for EAC Sub Committees	Secretary	Mar-04
4.4	WorkCover	Claims report to be circulated with minutes	Secretary	Mar-04
7.2	Procedure Approval Process	Update procedure to note Senior Executive to be consulted for Advice Only.	D. Rostan-Herbert	02/04
	Admin Committee Report		Secretary	09-Mar-04

OHSC Meeting Dates 2004

01/04 Tuesday 24th February (7th Floor Meeting Room, Raymond Priestley Building)

02/04 Tuesday 25th May (Jim Potter, Old Physics Building)

03/04 Tuesday 17th August (Jim Potter, Old Physics Building)

04/04 Tuesday 23rd November (Jim Potter, Old Physics Building)

All Meetings will commence at 2:15pm.

Circulation List

Ms Elizabeth Baré, Vice Principal (Human Resources)

Mr Julian Barendse, Undergraduate Student Representative

Prof. Ivan Caple, Dean, Veterinary Science

Dr Roberto Cappai, Department of Pathology, Faculty of Medicine

Mr Mark Georgesz, Faculty of Economics & Commerce

Mr Bruce Greenwood, Property & Buildings

Ms Alison Hunt-Sturman, Faculty of Medicine

Mr David Lyons, Director, Risk Management Office

Ms Julia McQuillan, Manager (Client Services), Human Resources

Ms Vicki Mimis, NTEU

Mr Rudi Pavani, Melbourne Research & Innovation Office

Ms Danielle Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office

Mr Gary Thompson, Director, Health and Counselling, Academic Services

Ms Kim Wettern, General Manager, Corporate Support, Property & Buildings

Dr Mary Wlodek, Department of Physiology, Faculty of Medicine

UMPA – University PostGraduate Association

For Information

Ms Leanne Dyson, Minutes Office, Records Services

Ms Katrina Newnham, Equal Opportunity Unit, Human Resources