

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 1/09

Meeting 1/2009 of the Occupational Health and Safety Committee was held in the Foundation Life Members' Room, 1888 Building, on Tuesday 4 August 2009 at 10am.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives Vice-Principal nominated by the Vice-Chancellor (Chair) Vice-Principal, Human Resources or nominee Vice-Principal, Property and Campus Services or nominee Dean of a laboratory based Faculty General Manager, Environment Health and Safety Unit Academic Registrar or nominee	Mr Mitch Bown attending for Mr Nigel Waugh Ms Elizabeth Capp attending for Ms Julia McQuillan Mr Geoff Owen attending for Mr Colin Reiter Mr Stefan Delaney Mr Garry Thomson	Pr Ken Hinchcliff
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Ms Kate Nowell Mr Steven Adams Mr Paul Donald Mr Lindsay Rayner	Ms Sarah Epskamp
Student Observers One student nominated by the University of Melbourne Student Union One student nominated by the University of Melbourne Post Graduate Association	Mr Shaun Khoo Ms Vyv Mishra attending for Mr Paul Coats	
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers WorkCover & Rehabilitation Manager	Mr Peter Robertson	
In Attendance	Ms Belinda Rule (Minutes Secretary)	

1.2 Welcome

The committee welcomed:

- Mr Shaun Koo as the new undergraduate observer;
- Mr Paul Coats as the new postgraduate observer, represented today by Ms Vyv Mishra;
- Ms Sarah Epskamp, HSR member, who has been re-elected as of 11 May 2009 for a further two year term.

2. Minutes of the previous Meeting 04/2008

The minutes were approved as distributed.

3. Action items from meeting 04/2008

3.1. OHSC terms of reference, protocol and membership

A discussion paper from Mr Delaney comprising draft Terms of Reference and draft Standing Orders for the committee was provided.

Agreement has not yet been reached on the election of a chair and timelines for paper distribution.

The HSR members will discuss further at a meeting of the University's HSRs on 5 August 2009.

The subcommittee will meet again following the HSR meeting.

3.2. Staff/Students ill during class – to be discussed at 4.8.1

3.3. NAT/SafetyMAP gap analysis – EHS compliance in PDF – to be discussed at 4.6.2

3.4. Construction within staff/student occupied buildings

Mr Bob Pollock, Construction Manager, attended on behalf of Mr Mick Serena, General Manager, Construction, to discuss Property & Campus Services' approach to construction in occupied buildings.

In general there is a preference to avoid occupation during major works, as it is never possible to avoid all impacts on building occupants. If occupants' activities will be significantly impeded, it is better that the building does not remain occupied during the works. It is also more expensive to build in occupied buildings, and this needs to be weighed against the cost of relocation.

It is important to engage stakeholders fully and reach agreement about the impacts of a project, which can include dust, vibration and acoustic privacy.

Impact on students is important at the University, and in some cases decisions allow a building to remain occupied during construction have been made because it was imperative to ensure continuity of educational services, for instance in libraries.

The Vice-Principal, Property & Campus Services and the Chief Financial Officer are ultimately responsible for the decision on whether a building remains occupied during construction, with reference to stakeholders.

Property & Campus Services acknowledges that its project management practices in relation to stakeholder negotiation and risk mitigation planning have been insufficiently robust in the past. It is currently engaged in a process improvement initiative, involving the adoption of the international project management standard PRINCE2. Training in this methodology is in progress for all P&CS project staff, as well as key contacts in faculties. The strongly defined processes of PRINCE2 will codify upfront requirements for consultation and risk assessment and mitigation.

In response to a question, Mr Pollock explained that the PRINCE2 methodology contains a continuous complaints handling and review process. In the event of an issue, a project "exception" report must be addressed to the project board, at the times that are set in the project plan.

Templates and documentation on P&CS' adoption of PRINCE2 will become available on the web shortly. [Update 2 Nov 2009: This information is now available at http://www.pcs.unimelb.edu.au/services/design_and_construction/project_management .]

3.5. Safety Bulletin: Staff using heaters – to be discussed at 4.8.1.

4. Reports

4.1. Workload Advisory Committee

A paper was received from the WAC, seeking OHSC endorsement of a proposal to develop Professional Staff Workload Management Guidelines.

The committee endorsed the proposal.

4.2. Workplace Bullying Advisory Group

The committee noted the WBAG minutes of 1 December 2008 and 31 March 2009.

4.3. Faculty and Department Safety Committees (none received)

4.4. Health and Safety Representatives Issues for Discussion

4.4.1.24 Hour student Access Centres

The HSR members presented a discussion paper on student safety in 24 hour access Student Centres.

In response to the paper, Mr Delaney reported on safety arrangements for out of hours access in general:

- Students have had 24 hour access to labs and buildings for many years. The Head of Department is responsible to ensure safety induction and any other procedures for out of hours access are carried out.
- There are evacuation procedures in place for all buildings. Queries about procedures for particular buildings can be directed to the Emergency Management Coordinator in the EHS Unit.
- After hours evacuation is supported by Building Supervisors and Security, who have been trained in these tasks. In the event of emergency, they do not enter buildings, but they interface with emergency services, and attend and support any evacuation.

- Depending on the situation, it is not necessarily required that students working after hours have direct supervision. General (rather than direct) supervision is provided by Security and Building Supervisors.

The HSR members requested that Heads of Department are reminded of their responsibilities.

Mr Delaney agreed to review procedures and provide recommendations, or a Safety Alert if necessary.

4.4.2. University standards and consultation process for building projects fit out and renovations

A discussion took place regarding apparently adverse outcomes in furniture and fitting selection for building projects, and the reasons this may occur.

Centralised purchasing initiatives such as the establishment of preferred suppliers, which are currently in progress in the Purchasing group in Property & Campus Services, may assist decision-making in future. For instance, a preferred supplier for office chairs has recently been established.

The PRINCE2 project management methodology, which is being adopted by P&CS, contains codified requirements for consultation. The P&CS project Design Standards have also recently been reviewed with input from the EHS Unit.

Specific occupational health and safety related consultation is governed by the EHS Manual Consultation procedure. Local management is responsible for the implementation of this procedure. If there are specific concerns regarding OHS consultation, these should be raised with the responsible party in the first instance.

4.4.3. Swine Flu Response – to be discussed at 5.1.

4.5. Significant Incidents Requiring Notification and Regulatory Activity

The committee noted the report.

4.6. EHS Audit Reports

4.6.1. External Audits

The committee noted the report and attachments to this item.

4.6.2. Internal Audits

The committee noted the 2009 year to date results report, and the 2008 full year report.

The internal EHS audit workbook has been revised to comply with the new National OHS Self Insurer Audit Tool (NAT), and is available online at <http://www.unimelb.edu.au/audit/services/index%20EHS.html>

4.7. Review of EHS Manual

The committee endorsed the listed changes to EHS Manual procedure.

4.8. Recent publications

The committee noted the listed publications.

4.9. Pending Safety Bulletins

The committee noted the list of pending Safety Bulletins. Mr Delaney will circulate the draft Safety Bulletin on First Aid to the committee for further comment.

5. Other business

5.1. Swine Flu Response

A discussion of the University's response to the presence of H1N1 (Human-Swine) Influenza in Victoria took place. The University's response included:

- crisis management planning for a pandemic scenario with general interruption to business;
- seeking expert advice from Dr Terry Nolan, Foundation Head of the School of Population Health;
- purchase of Personal Protective Equipment for key support staff in the event of a shut-down;
- installation of paper hand towel and liquid soap dispensers in line with Department of Human Services (DHS) infection control advice;
- infection control communications including direct University-wide correspondence to all staff and students, the distribution of pre-printed DHS posters on hand washing and cough/sneeze etiquette, the creation of the Human Swine Influenza Response website (<http://www.unimelb.edu.au/community/swineflu-response/>) together with staff and student email enquiry hotlines, and the distribution of lecture slides;
- preparing protocols at the Health Service for managing large numbers of infected persons attending the clinic. These showed considerable success in containing and managing infection;
- meeting with Faculties and residential colleges to prepare joint plans to manage infection issues related to unwell students.

General epidemiological factors affecting the University are:

- the University community is a generally healthy population which is less vulnerable than other populations;
- daily life poses higher risks of exposure to infectious disease than attendance at University. The University cannot manage general community health;
- another wave of Human-Swine Flu is expected this year, and possibly next year.

5.2. New date for meeting 04/2009

The committee should attempt to meet four times this year, to meet compliance requirements.

The Secretary will circulate a list of further proposed 2009 dates for comment.


The next meeting of the Occupational Health and Safety Committee will be held on Wednesday 25 November 2009, at 2.15pm, in the Moot Court Room, Old Quadrangle.

MEETING CALENDAR FOR 2009

Wednesdays at 2.15pm in 2009:

- ~~26 February~~ ~~Foundation Life Members' Room, 1888 Building~~
- ~~27 May~~ ~~Foundation Life Members' Room, 1888 Building~~
- 4 August @ 10am Foundation Life Members' Room, 1888 Building
- ~~26 August~~ ~~Pierre Gorman Room, 1888 Building~~
- 25 November Moot Court Room, Old Quadrangle

BJR
3 November 2009

A handwritten signature in black ink, consisting of several overlapping, sweeping lines that form a stylized, abstract shape.