

The University of Melbourne

Occupational Health and Safety Committee

Minutes of Meeting 3/11

Meeting 3/2011 of the Occupational Health and Safety Committee was held on Wednesday 24 August 2011, at 2.15pm, in the Foundation Life Members Room, 1888 Building.

1. Welcome and Attendance

1.1 Apologies

MEMBERSHIP	In Attendance	Apologies
Employer Representatives 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 General Manager, Occupational Health & Safety and Injury Management Provost or nominee	Ms Louise Doyle Ms Julia McQuillan Mr Geoff Owen Mr Stefan Delaney	Pr Ken Hinchcliff Mr Neil Robinson
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Leanne Fisher Mr Paul Donald Mr Lindsay Rayner Ms Deanne Catmull Mr Steven Adams	Ms Jane Howard
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Vacant	Mr Elliot Wall
Occasional Observers Other observers as determined by the Committee and invited by the Chair.		
Standing Observers Manager, Injury Management	Mr Peter Robertson	
In Attendance	Ms Angela Mullins (Minutes Secretary)	

1.2 Membership changes

The Committee noted with regret the departures of Mr Gary Thompson and Prof Ken Hinchcliff. The Committee also acknowledge the considerable contribution both Mr Thompson and Prof Hinchcliff made and the Chair will write a letter of thanks to Mr Thompson and Prof Hinchcliff for their contribution to the committee.

Mr Delaney will seek a Dean from a science based faculty to replace Profession Hinchcliff.

Neil Robinson, Academic Registrar nominated Tammy Fitzgerald, Associate Director Student Service Delivery, to be his representative on the Committee.

2. Minutes of the previous Meeting 02/2011

The minutes were approved as distributed. Mr Delaney will forward a copy of the minutes to Mr Donald to authorise as acting Chair of meeting 02/11.

3. Action items from Meeting 02/2011

3.1 Vice Chancellor's Nominee for OHSC Chairperson: Ms Louise Doyle HR

Ms Doyle advised the committee that she had been nominated as Chair by the Vice Chancellor. The committee noted that standing orders for the appointment of the Chair are silent with respect to provision for mid term appointment of Chair and the Committee agreed that Ms Doyle was approved as Chair for the remainder of 2011 and will be subject to confirmation at the first meeting of 2011 in accordance with standing order 02/2009 – 4.

3.2 Traffic Management Working Group

Mr Delaney reported that he is due to reconvene working on this group in the next few weeks. He will contact those who originally showed interest on being in the Group. The Group will initially pay particular note to the Parkville Campus and South of Grattan Street.

4. Reports

4.1 Executive Committee Report

The Executive Committee had not met.

4.2 Workloads Advisory Committee Report

Mr Adams reported that the Committee met on a monthly basis. The Committee has been looking at the academic workload and has sent guidelines to Council. There are three sets of figures which have made it difficult to make any meaningful statement and the Committee has requested further details. Mr Delaney stated that a paper had been provided, however it was omitted from the papers and Mr Delaney advised that he would distribute the paper as soon as possible to the committee members.

4.3 Workplace Bullying Advisory Group Report (none received)

4.4 Faculty and Departmental Safety Committees (none received)

4.5 Health and Safety Representatives Items for Discussion

4.5.1 University Traffic Management (Pelham and Barry Streets, Professors Walk and Gate 10)

Ms Catmull indicated that she would like to escalate the matter of traffic safety at Pelham and Barry Streets to the Traffic Management Group when it is operational. In particular the concerns are pedestrians using ipods which are a distraction and International students unaware of the traffic laws. It was also reported that signage is being ignored on Professors' Walk, with cyclists travelling too fast. Could speed bumps be used to slow cyclists?

Mr Delaney reported that the concept of the Traffic Management Group is to identify areas of concern. A traffic management consultant will be engaged to make recommendations for improvements.

Ms Doyle suggested that Student Services run a campaign on pedestrian safety.

Ms Fisher reported her concern about traffic and pedestrians at Gate 10, especially the narrow entrance forcing pedestrians onto the road and a tree in the pavement taking up room.

Mr Delaney reported that the paving issue is due to be rectified by Property & Campus Services. The University is restricted due to the Heritage Overlay which runs along the gate. There are plans in the future to remove the boom gates and a drop off point put in its place. There is a need to investigate this area and to put in place a broad education campaign.

4.5.2 Casual Staff and Designated Work Groups

Mr Donald questioned if it was possible for casual staff to attend Consultation Meetings and who would be responsible for paying for their attendance.

Mr Delaney suggested that there were many ways in which casual staff could be consulted, they did not necessarily have to attend meetings. Worksafe have very good material regarding Consultation and this will be forwarded to the Committee for information.

4.5.3 Encouraging Use of Stairs for Health Promotion

Mr Delaney suggested that he will co-ordinate with the Environmental Sustainability Unit and Wellbeing Services to produce some promotional material to promote both environmental and well being benefits of using stairs rather than lifts. The Committee also noted the need to take into account individuals and buildings with specific needs when developing the promotional material.

4.6 Significant Incidents Requiring Notification and Regulatory Activity

The Committee noted the report.

4.7 OHS Audit Reports

4.7.1 External Audits

Committee noted report.

Mr Delaney reported that the Auditor from Lloyds Registered Quality Assurance visited on 17 August 2011 to review progress of the corrective actions to address the six non conformances identified in the April to May 2011 Audit. These non conformances have now been brought back into conformance. The University maintains its certification to the National Self-insurers Audit Tool (NAT) and AS4801 OHS Management Systems.

4.7.2 Internal Audits

Committee noted report.

Mr Donald questioned the number of non conformances for 2010. Mr Delaney replied that the Audit was now contracted out to National Safety Council of Australia and the auditors had a different approach. Mr Delaney also reported that the NAT audit criteria was introduced in 2010 for internal audits, this introduced an additional 32 audit criteria that had never been audited before. Therefore it was anticipated there would be a higher number level of non conformances between the 2009 and 2010 audit.

4.8 Review of OHS Policy & Procedures (none)

4.9 External OHS Feedback Received (none)

Other Business

5.1 Harmonized Work Health & Safety Legislation Update

Mr Delaney reported that the final draft of the Harmonized Work Health & Safety Regulations remains unpublished. He is in the process of reviewing the Act and the first draft of the regulations to identify implications for the University. Mr Delaney is planning Senior Executive training for later this year to provide training for those with Senior Officer responsibilities under the new regulations.

There will be some particular issues for the University i.e. i) Some students may be considered workers and, ii) there are some specification regulations that do not currently exist in Victoria e.g. compulsory retro fitting of residual current devices on all circuits with socket outlets.

The legislation will also necessitate new training for Health & Safety Representatives. The training is currently being reviewed by the Regulator and it is expected that one day refresher courses will be available towards the end of this year/beginning of next year.

5.2 Staff Influenza Vaccination Program 2011 Results

Mr Delaney reported that the Staff Influenza Vaccination Program was successful with an increase of 200 participants on last year and the cost to departments reduced.

5.3 Work Health Program Update

The University has entered into agreement with Worksafe and is expecting to finalise a supplier in September, with a program to commence before the end of the year. Mr Delaney has discussed the possibility of running a public session for students who are employees with employers other than the University of Melbourne, this programme will be separate to the staff program.

5.4 Recent Publications

Members noted the listed publications.

The next meeting of the Occupational Health & Safety Committee will take place on 9 November 2011 at 2.15pm in the Foundation Life Members Room, 1888 Building.

AEH
24 August 2011 (~~Rev 1 August 2011~~)

Confirmed
Lin Day