

**The University of Melbourne
Occupational Health and Safety Committee**

Minutes of Meeting 4/12

Meeting 4/2012 of the Occupational Health and Safety Committee was held on Friday 16 November 2012, at 10.30 am, in the Dean's Den, Old Geology.

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 Colin Reiter Professor Andrew Drinnan Mr Stefan Delaney	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Jennifer Scott Ms Deanne Catmull Mr Steven Adams	Mr Martin Boland
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association		Ms Ayeesha Cain Mr Sk Masum Billah (Vice-President & Treasurer GSA)
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)	

2. Minutes of Previous Meeting 03/2012

The minutes were approved as distributed.

3. Membership Changes

With the departure of Tammy Fitzgerald, Mr Delaney is in consultation with a potential candidate to fulfil the role of Nominee of Academic Registrar and intends to formally write to them to have them on board by the next meeting.

4. Health & Safety Representatives Items for Discussion

4.1. Bike Storage

Ms Catmull expressed to the Committee problems with bike storage that had been brought forward at recent HSR meetings. HSRs are concerned at the number of bikes that are being stored in buildings, either in offices, hallways or even in disabled toilets. It appears that some people are unaware of the facilities provided by the University, it was suggested that an education campaign be run on the location and access arrangements of bike storage. Campus maps show the available storage areas and shower facilities. Secure storage facilities are available at John Medley and Richard Berry at the rate of \$20. Unfortunately some staff with expensive bikes are hesitant to use these facilities as they were uncovered and therefore unsuitable for their bikes and they are not convinced of their bike's safety.

Colin Reiter to provide a report on Property & Campus Services' future plans on bicycle storage.

4.2. HSR List

Concern has been expressed that according to the HSR list, there is no representation in Arts. Should a promotion be run to encourage people to take up the position of HSR in Arts? Mr Delaney to discuss with OHS facilitator in Arts.

5. Reports

5.1. Occupational Health & Safety Audit Reports

5.1.1. Incidents, Injuries and Claims Report

The Committee noted the report.

5.1.2. Significant Incidents Requiring Notification and Regulatory Activity

The Committee noted the report.

5.2. Occupational Health & Safety Audit Reports

5.2.1. Internal Audit

The Committee noted the report.

5.2.2. WorkSafe External Audit Summary Report

Out of the 68 criteria audited the audit did not show up any management

system deficiencies. However at a local level the number of non conformances issued indicated lots of local implementation issues. It is important we look at the broader University issues. A report detailing the outcome will be forwarded to the Risk Management Committee and ABAG.

5.3. Results of Traffic Management Survey

120 items of feedback from staff and students were received from the Traffic Management Survey. This information is intended to be used as a contribution to the Traffic Management Working Group in helping to set the priorities for a traffic survey of the campus, it will then be used to help set improvements around the campus. It will also be used to help with discussions and negotiations with those responsible for public areas such as Yarra Trams and Melbourne City Council.

6. Other Business

6.1. Crisis Exercise

A 'non emergency' crisis management event was held on the morning of Wednesday 15 November in the Raymond Priestly Building. This was a dry run for an exercise being run with Victoria Police on 2 December.

The joint exercise with Victoria Police will impact upon the Campus between the hours of 6.00 am and 2.00 pm and there will be restricted access. The area concerned is the area bound by Royal Parade, Grattan Street, Swanston Street and the south side of Tin Alley.

A formal communication to all staff is being finalised and an email will be sent out to all. There may be specific needs for some staff to access the campus at this time, the email will indicate how to gain access during this exercise.

6.2. End of Year Functions

Ms Doyle encouraged all committee members to promote safe and inclusive end of year functions, noting that University policies and procedures regarding work place behaviours extend to these functions.

6.3. Thanks to Members for Participation in 2012

Ms Doyle thanked members for their participation in the Committee in 2012.

6.4. Myki Commuter Club

Through the Myki Commuter Club, the University is offering staff great savings on public transport as part of it's commitment to promoting sustainable practices. Eligible staff can apply for discounted 365-day myki passes for the metropolitan transport system. The first round of Myki applications will close on February 8th.

Approved affiliated staff will be entitled to the discounted 365-day myki passes. A 10% discount will apply and payment must be made upfront via credit card/EFTPOS.

6.5. Melbourne Policy Framework Simplification

The Melbourne Policy Framework has now gone live. Please ensure that any

'bookmarks' to policies that you may have are updated to reflect any new policies in the framework.

L. Doyle
12/4/13

Occupational Health and Safety Committee

Meeting 4/2012, 16 November 2012

ACTION SHEET

REF	ACTION	RESPONSIBILITY	STATUS
4/2012	4.1 Bike Storage Colin Reiter to provide a report on Property & Campus Services' future plans on bicycle storage.	Colin Reiter	
4/2012	4.2 HSR List Mr Delaney to discuss with OHS facilitator representation in Arts.	Stefan Delaney	