

THE UNIVERSITY OF MELBOURNE

EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

MEETING NO 3/2013 — 8th August 2013

A meeting of Employee Health & Safety Representatives was held on Thursday 8th August 2013 in Seminar Room C, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT: Leanne Fisher (University Secretary's Department) **Chair**
Darren Tucker (Engineering)
Steve Adams (Engineering)
Geoff Duke (Engineering)
John Carmichael (OHS and Injury Management)
Michael Poloni (Science)
Martin Boland (Pathology/MBC)
Warick Harvey (VCA Library)
Irene Stanley (Biochemistry and Molecular Biology)
Marcus Bunyan (Faculty of Arts)
Kirsty Altis (ITS – Workspace)
Billie Hunne (Anatomy & Neuroscience)
Jennifer Scott (School of Chemistry)
James MacRae (Bio21)
Ashley Cross (VCA)
Loren Dawes (Law)
Deanne Catmull (Melbourne Dental School) **Minutes**

1. FORMAL MATTERS

1.1 Welcome/Apologies

The Chair welcomed everyone to the third meeting of the Employee Health & Safety Representatives for 2013. Apologies received from Heather Daykin (Pharmacology), Carol Horsman (Pharmacology).

1.2 Introductions

A brief around the table introduction was conducted to introduce the Committee members.

2. GUEST SPEAKER: Orania Tokatlidis, Manager, Counselling and Psychological Services (CAPS)

Orania gave an overview of what the CAPS Unit provides:

- The unit provides private and confidential counselling services available to staff and students under normal circumstances.
- The service is free to eligible clients.
- Eligible clients will receive between 1 and 6 sessions and if after such time, the individual requires more sessions, they will be referred onto other specialised service providers.
- The Unit deals with matters of both a personal nature and professional (working) nature.

- The Unit works closely with the University health services so that doctors can refer clients directly to the CAPS unit.
- They are also linked to the Safer Community Group at the University. Some information will be provided in the OHSC news (5.1).
- The Unit also runs a variety of training workshops including a half day mental health essentials course for staff which is free to enrol through THEMIS.
- There is also a 2 day Mental Health First Aid course for a small fee.
- Meditation and Stress Management is also offered
- A course on Emotional Intelligence is also coming up in October.
- For more information there are the brochures which will be provided as supplementary information with these minutes as well as a website you can access: www.services.unimelb.edu.au/counsel. Feedback from staff on the website is welcomed anytime.

3. ELECTION of (1) HSR to the UNIVERSITY OHSC

An election of two Health and Safety Representatives was undertaken, in accordance with the University's Occupational Health and Safety Committee's Standing Resolution 02/2009-07. The election was conducted in the presence of Mr John Carmichael (Observer/Scrutineer, OH&S and Injury Management Office).

One nomination received for the replacement of Jenny Mercer– Darren Tucker (Engineering). Darren Tucker was elected unanimously for the period of 3 years from the next University OHSC meeting.

4. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting 2/2013 of the Employee Health & Safety Representative Group held on Thursday, 2nd May 2013, were confirmed unchanged.

5. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)

5.1 What's happening at OHSC?

(a) Safer Community Program www.safercommunity.unimelb.edu.au

Facebook: <https://www.facebook.com/UoMSCP?fref=ts>

Ph: 90358675 email: Safer-community@communityunimelb.edu.au

Smart phone app available from Google Play or Apple Store for download.

Sally Coates from the University Safer Community Program attended the meeting discuss the program which has operated for about 12 months now as a part of the Melbourne Student and Learning Division in the Health Services Building.

Ben Purvis is her colleague and is also the main Contact officer for both Staff, students and visitors to the University.

The aim of the project is to promote an environment that fosters safe learning, working and living at the University of Melbourne, and provides the opportunity to pass on behaviour of concern before it develops into something serious. In addition, the project will manage and prevent incidents and generate primary prevention programs.

The project has been generated from the model used at Monash University and has great links with the Victorian Police and The City of Melbourne.

Staff and students can report any concerning behaviours so a level of risk can be assessed in the broader sense. i.e several complaints could be made about the same person over a length of time which may increase the risk of that person causing harm to someone else. Strategies

and procedures are then can then be created to manage the impact of these behaviours. A Safer community advisory group has been created and meets weekly. It forms a vital part of the community safety program and communication.

As stipulated above, a Unisafe app has been created through this program and is available for download. The app has a direct link to call Campus Security if required. It also gives the user access to a number of resources and links such as Personal safety tips. It is also equipped with a loud alarm for safety and a torch. Google map is available and can use your location to direct the user to the nearest blue safety phones if requested.

It was noted in the meeting that some committee members have downloaded the app and due to some black spots on campus with University wi-fi access to all the information in all areas of campus can be restricted and may not be accessible if it was ever needed or required. The Unit is going to explore these concerns with IT.

(b) The WorkSafe audit has been closed out as at June 3rd. The OHSC was informed that

OHS manager workshops will be held to gain consistency across the University when it came to addressing health and safety and will include a briefing on the new Contractor Management template currently in use at Bio21.

5.2 Progress of Items Previously Raised at OHSC

- The artwork in Professors Walk has been redesigned although the wooden fixture used to conceal the hazard has a sharp edge. This will require further attention.
- Lecture theatre air quality and temperature complaints as noted in Meeting 2 still need to be addressed.
- Lecture theatre safety was discussed and Stefan noted that an Occupational Violence report was being compiled which would encompass Lecture Theatre safety. Concerned Staff were also urged to report any concerning behaviours to the Safer Community Group.
- The last OHSC meeting noted that bike storage areas will be published in Staff News. This needs to be followed up.
- The second defibrillator at Bio21 was ordered but somehow ended up at a completely different location. Stefan is investigating this and rectifying it. The coverage of defibrillator units across campus is extensive and the University are not proposing to add any more at this stage. For new or renovated buildings it is being recommended they become part of the project management plan and written into the budget for these areas. Other sections/buildings may perform a Risk assessment of their area on an as needed basis to determine if more are required. Please take this information to your respective Departmental Safety Committee meetings.
- A Traffic Engineer has been appointed to review all of Tin Alley with surveys currently in progress. The Campus planning and project delivery team is working on this. All other traffic issues will be discussed at the next Traffic Management Working Group meeting on the 20th August.

5.3 Items to be Raised at OHSC

(a) Locating contacts for campus security

A staff member noted that there was an outage of the telephone system on campus last weekend and found it difficult to navigate the staff and student portals on the web to find a number for security. Deanne did note the new Safer Community program on campus and an app which is available for download on smart phones which contains a direct link to contact campus security.

6. OTHER BUSINESS

6.1 Alternates for the University OHSC

Kirsty Altis (ITS) and Ashley Cross (VCA) volunteered to be alternates on the OHSC.

6.2 Circulating private information

A division of the University circulated an email to a large distribution list of around 800 people which did not conceal the contact information of others on the list. The staff member is to forward this information to Leanne Fisher to be addressed.

7. NEXT MEETING

The next meeting of the University of Melbourne EMPLOYEE HEALTH & SAFETY REPRESENTATIVES will be held on **Thursday the 7th of November 2013 in Seminar Room A, Ground floor, Royal Melbourne Dental Hospital at 11am.**