

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Thursday 10th May, 11:00 am

Seminar Room A, Ground floor at the Melbourne Dental School, 720 Swanston
St Carlton (The Royal Melbourne Dental Hospital)

Minutes

1. **Attendance:** Leanne Fisher, University Secretary's Department (**Chair**), Deanne Catmull (Melb Dental School), John Carmichael (Observer/scrutineer- OHS and Injury Management), David Watson (MSE), Kirsty Aths (IT Project Delivery), Steve Adams (Eng), Marcus Bunyan (Arts), Martin Boland (Pathology), Carol Horsman (Pharmacology), Heather Daykin (Pharmacology), Catherine Lee (Marcomm), Jenny Mercer (CYMH), Jane Howard (Micro & Imm), Anton Cozijnsen (Botany), Lynda Gilbert (**Minutes**)
 - 1.1 **Welcome** to Renata Musolino (THC), guest speaker.
Apologies: Warwick Harvey (Engineering), Ashley Cross (VCA), Boon Lay Ong (ABP), Michael Poloni (Science), Paul Donald (Library Services).
 - 1.2 **Introductions.**
2. **Speaker:** Renata Musolino (Trades Hall Council) Topic: "WHS laws and the impacts for HSRs". Renata provided 2 handouts: definition of terminology e.g. confined spaces; and *Harmonisation of OHS Laws: Current Situation in Victoria*.
She noted that the Harmonisation of OHS laws for all states have not been enacted in Victoria for various reasons (refer to handout "*Harmonisation of OHS Laws: Current Situation in Victoria*") though no one has formally indicated that the proposal is off the table as yet. Renata expressed concern that there was no transparency around the process, especially in the Regulation Impact Statement (RIS) leading to this decision, and THC had not been asked their opinion. As a result of the decision, Victoria will continue to abide by the Occupational Health and Safety Act 2004 legislation and the extremely out dated Codes of Practise. Some of these codes may be replaced by the Model Codes devised under the new WHS; others may be replaced by Compliance Codes which had already been devised prior to the WHS laws development. There are many issues surrounding the continuation of the 2004 Act in Victoria, especially to those who work interstate on University business, organise conferences being held interstate and those who supply design or manufacture items to be used interstate as they will all have to comply with the new WHS laws. The lack of Uniformity and consistency between the two Acts were also highlighted and discussed (refer to the handout).

Attendees and all other HSRs are welcome to contact Renata if they had any OHS related questions at *Ask Renata* located at www.ohsrep.org.au

3. ELECTION of (1) HSR to the OHSC

Deanne noted that the election process for one HSR met the criteria of the University of Melbourne Occupational Health and Safety Committee Standing Resolution 02/2009-7 "Election of HSR members to the OHSC".

John Carmichael acted as the scrutineer for the election.

Jenny Mercer was the sole nominee and was duly elected to the committee. The OHSC meets 4 times per year. If anyone else wished to attend these meetings as an alternate please let Deanne know.

The committee also wishes to acknowledge and thank Lindsay Rayner for the many years of service and input he has given to the OHSC.

4. Confirm minutes of the last meeting

The minutes of October 2011 (with amendments) and February 2012 were considered a true and correct record.

5. Occupational Health & Safety Committee (OHSC)

5.1 What's happening at OHSC

- Around 169 pages of documentation in the Melbourne Policy Library relating to OHS policy and procedure (OHS Issue Resolution and OHS Consultative Arrangements) are being amended to simplify, reformat and reorganise the content to improve the way on which the policies are presented and increase understanding by reducing the complexity of the documents. Ultimately this will make the library much more user friendly and does not in ANY way change the intent of any of the policies. The committee has endorsed the changes made to the document and the library will be updated shortly.
- Phil Lovelock from VECCI was the guest speaker at the meeting to update the committee on the National Harmonisation of Work Health and Safety Legislation. Phil noted that if people travel interstate, design, supply or manufacture goods to be used interstate or are involved in the organisation of conferences interstate that they all must abide by the new WHS laws and will not be covered by the Occupational Health and Safety Act 2004 in these instances. Victoria at this stage does not look like it will adopt the new WHS laws.
- The Formal Review of the OHS Strategic plan for 2011 will be sent out to members for perusal.
- The draft Strategic Plan for 2012 is very similar to the 2011 plan given that we have been unable to develop a Strategic plan for the next 5 yrs until we knew if the WHS laws would

become applicable to the University. A Strategic planning session is scheduled in the next couple of weeks which will help gather ideas and input to the new University Strategic Plan to be released next year. The Strategic Plan will be forwarded to HSRs with the review of the 2011 plan by Deanne.

- The OHS website is being reviewed as many complaints have been received about its usability and search functions. Input is welcomed from staff. Deanne has been given two names which can be passed on to the University OHSC.
- The 2011 Internal Audit close out reports in some areas took longer than expected as these areas. There were more non conformances in this round of inspections as some areas had yet to be assessed under the newer NAT criteria. There will be external and internal audit reviews with 2 auditors and a Worksafe representative. Departments will be notified by the end of May. The work book has to be submitted by 9 July.
- The University is working on contractor management across the board as this is a very common area of “non compliance” over the past few years.

5.2 **Progress of items previously raised at the OHSC**

Traffic Management Working Group: The group has met, but the minutes are not yet available. The group has been split into two now with one group covering the North of Grattan St and the other the South of Grattan St. Soon, staff and students will be asked for feedback on the hazards they believe exist in these areas. The committee will then make a decision as to which spots need addressing in conjunction with the MCC.

5.3. **Items to be raised at OHSC**

Attendees were asked to provide any items by email to Deanne Catmull in addition to the points raised above.

6. **Other Business**

6.1. **HSR meeting minutes.** A decision needs to be made as to how to store the minutes and who would be able to see them. Deanne to investigate Word Press and compare it with other forms (Google, WIKI etc). Deanne will send around the options available to publish these minutes before the next meeting and take a vote on them to decide which avenue will be chosen for publication.

6.2 **Guest speaker for the next HSR meeting** – WorkSafe Representative (Inspector) TBC, to speak about the correct procedure for filling out a PIN. Stefan Delaney noted in the last

meeting that most PINS were rejected because they were incorrectly filled out. In this meeting we hope to give HSRs more of an idea how to tackle this and avoid future rejections based upon a technicality. Leanne Fisher to organise a speaker.

6.3 **Terms of reference for the committee.** Feedback was requested to Deanne Catmull by the next meeting for discussion.

7. Next meeting: **Thursday the 2ndth August** Seminar Room B, Ground floor
Melbourne Dental School, 720 Swanston St Carlton (The Royal Melbourne Dental Hospital)
Guest speaker –TBC.