

**THE UNIVERSITY OF MELBOURNE**  
**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

Thursday 1<sup>st</sup> of November, 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

**1.1 Welcome/Apologies**

**Attendance:** Deanne Catmull (Melbourne Dental School) **Chair**, Leanne Fisher (University Secretary's Department), Billie Hunne (Anatomy and Neuroscience), Kirsty Altis (ITS Project Delivery), Jennifer Scott (Chemistry), Steve Adams (Engineering), Geoff Duke (Engineering), Darren Tucker (Engineering IT), Carol Horsman (Pharmacology), Heather Daykin (Pharmacology), James MacRae (Bio21), Martin Boland (Pathology/MBC), Irene Stanley (Biochemistry and Molecular Biology), Anton Cozijnsen (Botany), Mr Clayton Larkin (WorkSafe Victoria)

**Apologies:** Dominique Hes (Architecture), Marcus Bunyan (Arts), Michael Poloni (IT), Jenny Mercer (Orygen), Lynda Gilbert (MEPO).

**1.2 Introductions**

The Chair welcomed everyone to the meeting and advised that Mr Clayton Larkin from WorkSafe Victoria would be attending part of the meeting to give a presentation on Provisional Improvement Notices.

**2. Guest Speaker- Clayton Larkin (WorkSafe Victoria)**

(a) P.I.N. notice (Please refer to attached documentation with these minutes. Note that all these documents can also be found on the WorkSafe website)

Clayton started off his career as a Health and Safety Rep in the Food Industry and has also had roles in Health and Safety Representative Support and also as an ARREO Clayton's position description at WorkSafe Victoria is a Project Manager with the Prevention Strategy Division Over the past 4-5 months Clayton has been working with his colleagues at WorkSafe to upgrade the WorkSafe webpage including the information given on Provisional Improvement Notices (P.I.N.S). Clayton went through the P.I.N. notice (see attached) in detail demonstrating all the do's and don'ts. One of the major do's is ONLY use a P.I.N. as a "last resort" when you have exhausted all methods of the Issue Resolution Procedure at the local level first and always make sure you read and understand ALL of the information provided on the reverse side of the notice before submitting it. He also says to "keep it simple" and do not dig too deeply into the regulations with too much detail. A breach in s.21 of the OHS Act 2004 is often a common choice.

Looking at Box 2 P.I.N.S are often rejected because of who the PIN is being issued to. (person who holds the duty) The person named must be an individual or Body Corporate or Organisation. The name you should be placing in this box is the name that appears on any previous entry reports

your area may have had from WorkSafe in the past or simply the Person/Organisation that appears on your Payslip.

Box 3 is a new addition on the previous P.I.N. notice. It asks if you have consulted the person about the issue, not the issuing of the P.I.N.

Box 5. Is a place to write the contact details of the HSR writing the P.I.N. notice so the Inspector can call them directly to discuss the details of the P.I.N.

Box 6. Refers to the Site Location, so the Building and room number where the issue lies.

(b) WorkSafe website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Clayton also went through the new and improved website for WorkSafe. If you want HSR information from the website DO NOT search "HSR" on the webpage. Go to "Info for HSRs" which will direct you to a new page with all the information you will need. Social media pages will soon be set up in addition to this.

HSRs are also able to register to the site to receive emails, factsheets and other relevant Health and Safety Information.

WorkSafe are currently requesting feedback for their FAQ section of the website. See the website for more information

email:[hsr\\_support@worksafe.vic.gov.au](mailto:hsr_support@worksafe.vic.gov.au)

Clayton's details will be circulated by Deanne with the minutes.

### **3. Confirm minutes of the last meeting**

The Minutes of Meeting 3/2012 of the Employee Health & Safety Representative Group held on Thursday, 2 August 2012, were confirmed subject to one amendment — the inclusion of Irene Stanley (Biochemistry and Molecular Biology) who attended the meeting.

### **4. Occupational Health & Safety Committee (OHSC)**

#### **4.1 What's happening at the OHSC?**

##### **(a) Traffic Management Working Group**

The Group noted that the Minutes of the Traffic Management Working Group were nearly 12 months old. The Group was advised that the Traffic Management Working Group is conducting two reviews/surveys — a traffic study of the areas occupied University of Melbourne south of Grattan Street and a review of the published 2000-2010 University of Melbourne traffic strategy for UoM areas owned and controlled by UoM, north of Grattan Street. Almost 200 responses have been received.

Steve Adams, Jennifer Scott and Deanne Catmull will attend the next Traffic Management Group meeting and will report back to the Group.

##### **(b) External OH&S Management Systems Audit — Supplementary Report on Contractor Management**

The Group received and noted the above named document. A report on the outcomes of the external audit revealed that out of 78 samples assessed by the auditor in eight budget divisions, semi-autonomous bodies or wholly owned subsidiaries — 28 were identified to be in non-conformance and 11 of

the non-conformances were related to management and oversight of contractors engaged by the University.

Further guidance, information, instruction and training is required for local staff who are responsible for engaging contractors to ensure they are aware of their responsibilities and understand how to complete their responsibilities with respect to management of contractors. The Faculty of Science has commenced a trial of some management contractors templates developed to assist local duty holders to implement an effective contractor management system for the types of contractors typically engaged by local staff. It is intended to develop a University-wide framework of guidance and templates to facilitate the full implementation of the existing OH&S Service Provider (Contractor) Management Procedure.

(c) Incidents, Injuries and Claims report

Between Jan and Jul 2012 there has been a decrease in long term injuries across campus as well as a decrease in the amount of lost days compared to the same period last year. The nature of the injuries is also reported to be less severe than what was recorded for the same period last year.

(d) Significant injuries requiring notification

- Some low level radiation was detected outside one of the buildings on campus. The levels that were detected do not pose a health risk to individuals. The site is currently being cleaned up after inspection from the Department of Health but no further action is required as the Department was satisfied with the Management Plan documentation provided to them by the University and the control measures that have been put in place.
- There were some concerns over the storage of dangerous goods in Science that came out of the WorkSafe audit. Some recommendations were issued, no notices were given.

(e) Internal Audit Program

(To July 25 2012)

Current indicators show that the incidence of NCs and RC could be higher than last year. This is why it is important to stay vigilant with regards to Health and Safety in your respective areas.

(f) External Audit Program

All NC have been closed out.

(g) WorkSafe Audit

The WorkSafe Audit is now complete. Further reports from the Close Out are still to come. Some areas for improvement that have been noted already are: Inclusion of emergency situations in Risk Assessments, The Incident Investigation process (note that the University is currently reviewing the THEMIS process and creating a "fast track" system to improve this, Training, Dangerous Goods Storage, Calibration and Monitoring of Equipment

## 4.2 Progress of items risen at the OHSC

### (a) Defibrillator Units

Deanne is meeting with Stefan to discuss the defibrillator that had been installed and “locked up” in one particular location. Deanne will report back at the next meeting.

### (b) Health and Safety Representative Meeting Minutes

Deanne is meeting with Stefan to transfer files to be placed on the OHS website. Deanne will report back on the progress of this at the next meeting.

### (c) HSR term of Office and re-election process and HSR lists

It was decided that a policy should be devised by the HSRs for this process based upon best practise observed in other areas. It is difficult to maintain up-to-date Health and Safety Representative lists. The Faculty of Medicine, Dentistry and Health Sciences includes reminders in Outlook and a spreadsheet is completed. This process seems to be effective and it was suggested that this practice be added to the policy.

Deanne has asked for volunteers who wish to participate in this process to meet in December to draft a policy to take to Stefan in the new year. The Volunteers were: Heather Daykin, Leanne Fisher, Jennifer Scott, Martin Boland, Irene Stanley and James MacCrae.

## 4.3. Items to be raised at the OHSC

### (a) Storage/Parking of Bicycles

The issue of bicycles being taken into offices and corridors was raised with the Group. The HSRs on Occupational Health and Safety Committee were asked to find out if there is a policy on the storage/parking of bicycles while staff are at work.

The Group agreed that there should be a map marking locations where bicycles can be stored/parked during working hours. It is important that shelter, protection and security is provided for bicycles. Committee members will report back at the next meeting.

## 5. Employee Health & Safety Representative Group Terms of Reference Endorsement

The Group received and noted the Terms of Reference of the *University of Melbourne Health and Safety Representatives Committee*. The Group was asked to provide comments to Ms Deanne Catmull. No one had any additional comments or suggestions so it will be brought forward to the first meeting of the new year and endorsed then.

## 6. OTHER BUSINESS

No other business was discussed.

## 7. NEXT MEETING

This being the last meeting of the Employee Health & Safety Representative Group meeting for 2012, the next meeting will be held at a date and time determined by the Group.

It was agreed that meetings of the Health and Safety Representatives for 2013 be held on a Thursday at 11.00 am at the Melbourne Dental School.

**Meeting closed 12pm.**

6. **Next meeting: T.B.A** but will be held sometime in February 2013.

## **The University of Melbourne Health and Safety Representatives Committee**

### **Terms of Reference**

The University Health and Safety Representatives Committee is a representative consultative committee reporting to the University Occupational Health and Safety Committee as well as to local Departmental OHS committees.

#### **1. MEMBERSHIP**

The membership of this committee will be made up from all elected University HSRs as listed: [http://safety.unimelb.edu.au/docs/HSRs\\_list.pdf](http://safety.unimelb.edu.au/docs/HSRs_list.pdf).

A HSR may also choose to delegate a representative to attend meetings in their absence if they so wish.

#### Office Bearing Positions

Chair: Chair shall be appointed on a rotating basis between University OHSC HSR Committee members.

Minutes Secretary: A Minute Secretary will record the minutes on a rotating basis and may be any volunteer from the committee. The Minutes Secretary may also choose to type the minutes after the meeting or delegate the task to another committee volunteer.

#### **2. TERMS OF REFERENCE**

The role of The University HSR Committee is an engagement strategy to build attendance & participation in all matters Health and Safety across the University. The aim is also to use the meeting to:

1. Provide a report to all HSRs on matters arising at the OHSC and collect feedback to take back to the OHSC meetings.
2. Facilitate co-operation between Management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the University by discussing unresolved local or broader issues being experienced on campus and bringing the items raised to the OHSC.
3. Elect HSRs to the OHSC in accordance with the University of Melbourne Standing Resolution 02/2009-7 when the terms of office for those committee members have expired.
4. Hold quarterly meetings.

5. Invite OHS advisors/experts to present at meeting on relevant/hot topics as a means of increasing awareness, knowledge and active participation in OHS matters.

### **3. STANDING AGENDA ITEMS**

- Attendance/apologies.
- Election of HSRs to the OHSC (see above).
- Minutes of the previous meeting including discussion on matters arising/outstanding action items from previous minutes.
- Reports and correspondence received by the Committee, including a report from the Executive Committee detailing business conducted by the Executive Committee.
- Presentation by a guest speaker
- Any other business

### **4. DELEGATIONS**

The Committee may make recommendations to the University OHSC in relation to University health and safety policies, procedures, work instructions and guidelines where required.

### **5. LEGISLATION**

Occupational Health and Safety Act 2004 (Vic)

### **6. TERMS OF REFERENCE**

The Committee will review and/or amend the Terms of Reference on an annual basis.