

THE UNIVERSITY OF MELBOURNE
Occupational Health and Safety Committee
Meeting 4/02 MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room, Old Physics on Tuesday 26th November 2002 at 2:15pm.

Present

Ms H. Hayes, VP Information Division (VC nominee and Chair)
Ms P. Hall, Human Resources (in place of Julia McQuillan)
Mr D. Lyons, Director, Risk Management Office

Employee Representatives

Mr J. Carcmichael, Department of Chemistry
Mr R. Cappai, Pathology
Mr E. Smart, ILFR Burnley
Dr M. Wlodek, Medicine, Dentistry & Health Sciences
Ms A. Hunt-Sturman, Medicine, Dentistry & Health Sciences
Ms N. Richings, Post Graduate Association (UMPA)

In Attendance

Ms D. Rostan-Herbert, EHS Systems Manager (Acting), Risk Management Office
Ms D. Wallace, Risk Management Office (Minutes)

Absent

Ms K. Findlay Jones, General Manager, Engineering & Construction, P & B
Ms L. Martin, Vice Principal and Academic Registrar
Mr B. Greenwood, Property & Buildings

1. Welcome

1.1. Apologies

Apologies were received from Ms J. McQuillan, Human Resources and Prof. I. Caple, Dean of Veterinary Science.

2. Minutes of Meeting 3/02

The minutes were accepted without change.

3. Reports from Faculty & Departmental Safety Committees

No significant items to report from the recent faculty reports received by Danielle Rostan-Herbert.

4. Action items from Meeting 3/02

4.1. Draft of Terms of Reference for EHS Representatives Group

The Director, Risk Management Office advised that the Terms of Reference for the EHS Representatives Group will be looked at as part of the overall objectives for the Risk Management Office and referred this to item 4.9.

4.2. Prioritising of Air Conditioning

Katherine Findlay-Jones to report to the next meeting.

4.3. Good Practice Guide DRAFT

Alison Hunt-Sturman circulated the Good Practice Guide 2002, "*Areas with unsupervised and after hours access*" document for comment and noted suggested changes. Ms Hunt-Sturman to amend as appropriate and circulate to all University departments for information. It was suggested the guide be emailed to appropriate staff via Heads of Department.

In relation to the Good Practice guide circulated it was reported, on item 5 (*Student Computer Laboratories – Unsupervised*) that in some cases Fire Extinguishers that are required for potential fires in computer labs, were kept in locked offices that are inaccessible after hours. It was noted that this type of issue should be addressed in individual department risk assessments and that self audits are a regulation.

4.4. Update on medical questionnaire

Maria Hyland was unavailable to report on the medical questionnaire and it was noted that she has resigned from her position at the University. David Lyons to request information on the status of the questionnaire prior to Ms Hyland's departure.

4.5. Mandatory Training for EHS

Maria Hyland unavailable to report. Deferred to OHSC Meeting 01/03.

4.6. Bullying Code of Practice

Julia McQuillan unavailable to report. Deferred to OHSC Meeting 01/03.

4.7. Review of OHS Policy

Maria Hyland unavailable to report. Deferred to OHSC Meeting 01/03.

4.8. Extension of Smoking Policy

The Chair advised that the Vice Chancellor's office and Property and Buildings have approved the Chemistry building to be added as a smoke free zone to the current list. Appropriate documentation to be amended.

The Director, Risk Management Office advised that Erin Murphy, project Officer for Health and Counselling is undertaking a review of the University's Alcohol, Drugs and Smoking policies. The RMO is liaising with Health and Counselling on the revised policies to ensure its inclusion in the EHSM. Curtin University has a smoke free policy and is being used as a reference. In addition Curtin University, has a system to enforce the total ban of smoking on University grounds as part of their health program. An earlier proposal to enforce the non smoking bans and sale of cigarettes at The University of Melbourne in 1994, resulted in strong resistance from the student union and the recommendation was withdrawn. It was agreed that banning smoking on campus and stopping the sale of cigarettes is a long term goal.

Ed Smart suggested that the information on funding available to staff and students for the "quit" programme be circulated to staff as it does not appear to be widely known in the University. The suggestion was made to include it in the weekly staff news emails.

4.9. Report of OHSC Objectives and Targets for 2002 and 2003

The OHS Objectives & Outcomes for 2002 were circulated. No comments were made on the first objective. For objective two, it was noted that 190 new staff members in 2002 participated in the Human Resources induction process, including the EHS overview provided by the Risk Management Office to increase awareness of EHS systems and procedures.

Nadine Richings raised the issue of students, in particular post graduate students, not included in the University staff induction process. She suggested that students should be included.

A question was raised in relation to objective three regarding the note that “no University system non-conformances were identified in the 2002 external audits”. This was clarified as non-conformances that were identified, were in relation to particular departmental processes rather than the University’s EHS system and hence the comment “no University system non-conformances”.

No comments were made on objective four.

Draft objectives for 2003 were circulated for comment.

A comment was made in regards to objective one, training on manual handling and ergonomics for staff had a low success rate due to difficulties in staff identifying their own and others requirements within their departments. Mike Atherton, an Ergonomist from the Risk Management Office is available to the University to undertake such assessments.

For objective 2, staff will be consulted in the review of the University’s various Environment Health and Safety committee’s.

It was suggested that a third objective for 2003 be included to address Induction for students. The committee agree to this third objective for 2003.

4.10. Rollout of Version 4 across the University

It was noted that SafetyMap version 4 is not mandatory until December 2003 and there is no immediate implications of this not being implemented prior to that date. The University’s existing accreditation continues until 2004. However, a gap analysis between SafetyMap version 3 and version 4 has been completed and Faculties will be notified of the implementation plan in due course.

5. Report from Environment Health and Safety Representatives

A question was raised in relation to the EHS Representatives meeting 3/02, item 3.8.4 remote University locations and their standard of servicing by Property and Buildings. This issue will be addressed at the Risk Management Office monthly meetings with Property & Buildings.

6. Environment Advisory Committee Minutes 04/02

Danielle Rostan-Herbert advised that these minutes are available on the web. See: http://www.unimelb.edu.au/rmo/env_man/EAC_min.html

7. EHSM Changes for July 2002 – October 2002

Danielle Rostan-Herbert advised that the July to October 2002 updates to the EHS Manual have been made. These updates have been distributed to staff via staff news email. The main issue arising was the review of the electrical testing and

tagging procedure. Subsequently the procedure has been changed for clarification for staff to undertake testing and tagging in their departments.

8. Annual Reports

8.1. Building Evacuation Report

A report was provided on the Building Emergency Evacuations for 2001/2002.

8.2. Ergonomic Workstation Assessment Report

The Ergonomic Workstation Assessment Report for 2002 was unavailable at the time of the meeting. Please find attached.

8.3. Radiation Safety Report

The Radiation Report for 2002 was distributed at the meeting.

8.4. Internal Audit Report 2002

An internal audit report was provided.

8.5. External Audit Report 2002

A report was made on the external audit report summary for 2002. Please see attached.

8.6. Biosafety Committee

The Director, Risk Management Office to report on the status of the Biosafety Committee at the next meeting.

9. Audit Schedule 2003

The Director, Risk Management Office reported that a review is to be conducted on internal and external audit processes within the University. There are no dates currently scheduled for internal audits in 2003.

10. Incident Statistics January – June 2002

Incident statistics January to June 2002 were provided. The number of lost time incidents, and the number of days lost from the resulting injuries have increased and this can be mainly attributed to manual handling issues. There has also been a slight increase in the number of stress related incidents.

11. Meeting Dates for OHSC 2003

Meeting dates for 2003 attached.

12. Other Business

12.1. Alcohol

The Drug & Alcohol policy is currently under review. A final draft will be circulated at the next meeting.

12.2. Property & Buildings attendance at OHSC

It was suggested that a proxy be sent in the absence of the Property and Buildings committee members at the OHSC meetings. The Chair offered to write to the Vice-Principal regarding their attendance at meetings.

12.3. Teaching spaces

A request was made on the clarification on who is looking after "non-allocated to Department" teaching spaces and the issue of no specific budget allocation

being available for the maintenance of these spaces was raised. Ms Rostan-Herbert agreed to follow up on this issue and report to the next meeting.

12.4. Resignation: E. Smart

Ed Smart offered his resignation to the committee, advising that he is leaving the University. On behalf of the committee the Chair thanked Mr Smart for his contribution.

It was noted that the following positions need to be filled on the OHSC:

- x 2 Departmental OHS Representatives
- Student representatives to serve one term
- Undergraduate representative

Nomination requests will be sent out prior to 2003 meeting.

The meeting was closed at 4:20 pm.

The next meeting will be held on Tuesday 25th February 2003 in the Jim Potter Conference Room, Old Physics.

Action Plan from OHSC 04/02

Ref	Topic	Action	By Whom	By When
4.1	Terms of reference for EHS Reps group	To be documented.	D. Lyons	01/03
4.3	Good Practice Guide	Updated document to be circulated to HOD's.	A. Hunt-Sturman	01/03
4.4	Medical Questionnaire	Clarification on status of questionnaire.	D. Lyons	01/03
8.6	Biosafety Committee	Status update.	D. Lyons	01/03
11	Meeting Dates	Scheduled meeting dates for 2003 to be attached to minutes 04/02.	D. Wallace	01/03
12.2	P&B attendance at OHSC	Proxy to be sent in P&B staff absence.	H. Hayes	01/03
12.3	Teaching spaces	Clarification on who is responsible for non-department spaces.	D. Rostan-Herbert	01/03
12.4	Committee positions	Nomination requests to be forwarded for vacant positions.	D. Wallace	01/03