

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING NUMBER 3/02
MINUTES

A meeting of the Occupational Health and Safety Committee was held in the Jim Potter Conference Room Old Physics on Tuesday 27th August 2002 at 2.15pm.

Present

Ms H Hayes VP Information Division (VC nominee and Chair)
Ms J McQuillan, Client Services, Human Resources
Prof Ivan Caple, Dean of Veterinary Science
Ms K Findlay Jones, General Manager, Engineering and Construction, Property & Buildings
Mr D Lyons, Director, Risk Management Office
Mr J Carmichael, employee rep
Mr E Smart, employee rep
Dr M Wlodek, employee rep
Ms A. Hunt-Sturman, employee rep

In Attendance

Ms Elizabeth Gwynne, Risk Management Office
Danielle Rostan-Herbert, Risk Management Office
Ms Nadine Richings, UMPA Representative

BUSINESS

1. Welcome

The Committee welcomed Mr David Lyons, Director of the Risk Management Office as the new Management Representative, and Ms Alison Hunt-Sturman and Mr Bruce Greenwood (absent) as new Health and Safety Representatives on the Committee.

1.1 Apologies

Apologies received from Dr R Cappai.

2. Minutes of Meeting 2/02

The Minutes were accepted without change.

3. Report from Faculty and Departmental Safety Committees

No relevant items for discussion.

David Lyons raised the filtration process of issues brought to the OHSC. The EH&S Focus Group and H&S Representative Group both bring forward similar issues, and it has been suggested that issues could maybe be better dealt with at Faculty level so that only important issues go through to the OHSC. Dr Mary Wlodek believes that it is important for HSR's to have the opportunity to be heard at a higher level, and that the current system operates quite well. The committee agreed to look to creating a broad set of Terms of Reference for the EHS Representative Group. David Lyons will draft these terms of reference for the next meeting.

4. Action Items from Meeting 2/02

4.1 Prioritisation of Air Conditioning

Helen Hayes reported on the status of the OHSC Report that was to be brought to the Capital Projects Committee. Ms Hayes has approached Acting Vice Chancellor Sally Walker to have the report submitted to Capital Projects Committee at their meeting in early September for consideration.

4.2 Areas With Extended Hours and Unsupervised Access

Areas within the University with extended hours and unsupervised access such as student computer laboratories were the subject of a questionnaire to establish what measures had been taken in relation to safety and security for staff and students working after hours. Alison Hunt-Sturman reported to the Committee that after receiving responses from the Faculty Focus Group members, that most areas have satisfactory security arrangements in place such as personal panic alarms provided to staff, an after hours book to sign and in some areas security cameras are in operation. It was agreed to follow up with any Faculties that had not responded to complete the report.

The Committee agreed to look at formulation of a Good Practice Guide for distribution across all Faculties. Alison Hunt-Sturman is to draft a Good Practice Guide for discussion at the next OHSC.

4.3 Students with Allergies

Deferred to OHSC Meeting 04/02.

4.4 Staff Development and Training.

Deferred to OHSC Meeting 04/02.

4.5 Legislative Changes

Julia McQuillan reported that The Proposed Bullying Code of Practice released by the Victorian Workcover Authority has been redrafted and is yet to be received by The University for discussion. This item to be updated at meeting 04/02.

4.6 Review of OHS Policy

Deferred to OHSC Meeting 04/02.

4.7 Extension of Smoking Policy

John Carmichael reported that staff and students smoking near the Chemistry Building has created a problem due to the fume hoods located in Chemistry creating a vacuum and drawing the cigarette smoke into the building. Mr Carmichael requested that The Chemistry Building be added to the existing list of buildings that are smoke free zones in the Smoking Policy in the Environment Health and Safety Manual.

Smoking close to the entrances of buildings and air intakes is still a problem. The Committee discussed extending the policy to include a 6 metre exclusion zone around all high risk building entrances. It was also suggested that re-wording of current signage could be of use in educating people not to smoke near buildings. Helen Hayes will approach the Vice Chancellor with a proposal. When finalised the new policy will be sent to all Faculties and the Student Union for distribution.

5. Report from Health and Safety Representatives

Dr Mary Wlodek reported the following items from the meeting 2/02:

Item 5: New and existing Health and Safety Representatives were welcomed for a 4 year term.

Item 8.1: New pedestrian and traffic lights have been installed on Grattan St.

Item 8.2: The pot hole near Gate 12 has been filled in by Property and Buildings.

Item 8.4: Property and Buildings have assigned a team leader to remote sites to help ease maintenance problems. They have also set up an e-mail address for people to lodge their requests. The Risk Management Office and Property & Buildings have met to discuss implementing a uniform system for reporting maintenance issues.

Katherine Findlay-Jones reported that the P.I.N Notice that had reportedly been ignored by Property and Buildings was in fact not a P.I.N Notice but an internal safety notice..

6. Environment Advisory Committee Minutes 02/02

A meeting of the EAC was held on the 13th August 2002. No relevant OHS issues were raised.

7. EHSM Changes for May - July 2002

Alison Hunt-Sturman reported that changes to the Environment, Health and Safety Manual are now sent to staff via the weekly Staff News email. It is anticipated that this method of informing staff of new Policies and Procedures will be more effective and reach a wider audience.

8. Proposed DWG for School of Population Health

Alison Hunt-Sturman brought forward a proposal that the School of Population Health should be made a new Designated Work Group.

This proposal was approved by the Committee.

9. Other Business

9.1 OHSC Objectives and Targets

David Lyons discussed the OHSC objectives and targets set for 2002. He believes that the organizations OH&S objectives as they appear in the Annual Report should be on the agenda and be monitored. The RMO will provide an update on performance against the 2002 objectives for meeting 04/04 and issue objectives for 2003 prior to meeting 04/04.

9.2 Status of Risk Management Office

David Lyons reported on current and future directions of the Risk Management Office. His primary objectives are getting the necessary resources in place and addressing other urgent concerns with Insurance.

9.3 Safety MAP Version 4

The Victorian Workcover Authority has released Safety MAP Version 4. Version 4 has significant changes and replaces Version 3. The issue was raised as to how Version 4 will be rolled out across the University. The RMO will report on this item will at meeting 04/04.

9.4 Vote of Thanks

The committee would like to thank Dr Laila Huq and Mr Paul Edwards for their valuable input as members on the committee. Letters of thanks will be sent out on behalf of the Committee by the Chair.

9.5 OHSC Agenda and Minutes by Email

It has been requested that the agenda and minutes be sent out by e-mail rather than in hard copy format. Helen Hayes will work with the Risk Management Office to arrange this.

The meeting was closed at 3.15 pm.

The next meeting will be held on Tuesday 26th November at 2.15 pm in Jim Potter Conference Room, Old Physics.

ACTION PLAN FROM OHSC 03/02

Ref	Topic	Action Needed	By Whom	By When
03/02 #3	Report from Faculty and Dept EHS Coms	Draft of Terms of Reference for EHS Representatives Group	D. Lyons	04/02
03/02 #4.1	Prioritisation of Air Conditioning	Response from Capital Projects Committee	H. Hayes	04/02
03/02 #4.2	Unsupervised Access Areas	Good Practice Guide DRAFT	A Hunt-Sturman	04/02
03/02 #4.3	Students with Allergies	Update on medical questionnaire	M. Hyland	04/02
03/02 #4.4	Staff Development and Training	Mandatory Training for EHS	M. Hyland	04/02
03/02 #4.5	Legislative Changes	Bullying Code of Practice	J. Mcquillan	04/02
03/02 #4.6	Review of OHS Policy	Review of policy in line with legislative changes	M. Hyland	04/02
03/02 #4.7	Extension of Smoking Policy	Proposal to extend smoking restrictions on campus	H. Hayes	04/02
03/02 #9.1	OHSC Objectives and Targes	Report of OHSC Objectives and Targets for 2002 and 2003	D. Lyons	04/02
03/02 #9.3	Safety MAP Version 4	Rollout of Version 4 across the University	D. Lyons	04/02

COMPLETED ITEMS FROM OHSC 03/02

Topic	Action Completed	By Whom

Attendance record for 2002; 3 meetings held to date

Name	Number Possible Meetings	Number of Meetings Attended	Apologies Received
Ms Helen Hayes	3	3	
Ms J McQuillan	3	3	
Ms Katherine Findlay-Jones	3	2	0
Ms Lin Martin	3	1	0
Prof Ivan Caple	3	2	0
Dr R Cappai	3	2	1
Mr J Carmichael	3	3	
Mr E Smart	3	3	
Dr M Wlodek	3	3	
Ms A. Hunt-Sturman	1	1	
Mr B Greenwood	1	0	0
Mr P Edwards	2	2	Resigned
Dr L Huq	2	2	Resigned
Ms Nadine Richings	3	3	
Ms Maria Hyland	3	2	0

Distribution**Members**

Ms Helen Hayes	Vice Principal Information Division and Chairperson (nominee of Vice Chancellor)
Ms. J McQuillan	Manager Client Relations, Human Resources (nominee of E.Bare, Deputy Principal Human Resources)
Ms K Findlay-Jones	Engineering Manager, Property and Buildings (Nominee of D Daines Vice Principal)
Ms Lin Martin	Vice Principal and Academic Registrar
Prof Ivan Caple	Dean, Veterinary Science (Laboratory Based Faculty Nominee)
Mr D Lyons	Director, Risk Management Office
Mr E Smart	H&S rep ILFR Burnley
Dr R Cappai	H&S rep Pathology
Ms A Hunt-Sturman	H&S rep Medical Faculty Administration
Dr M Wlodek	H&S rep Physiology
Mr J Carmichael	H&S rep Chemistry
Mr B Greenwood	H&S rep Property and Buildings General

In Attendance

To be advised	MU student Union
Ms Nadine Richings	University of Melbourne Post Graduate Association (UMPA)
Ms M Hyland	Compliance Manager
Elizabeth Gwynne	Administrative Officer, Risk Management Office & Secretary

For Information

Ms M Gleeson	Central Secretariat
Mr I Marshman	Senior Vice Principal
Risk Management	Office web page

Agenda & Minutes: Risk Management Office