

THE UNIVERSITY OF MELBOURNE

**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

**MEETING NO 2/2015 – 13<sup>th</sup> August 2015**

A meeting of Employee Health & Safety Representatives was held on Thursday 13th August 2015 in the 6<sup>th</sup> floor meeting room, Melbourne Dental School, University of Melbourne at 11.00 am.

**PRESENT:** Deanne Catmull (Melbourne Dental School) **Minutes**  
Steve Adams (Engineering) **Chair**  
Warick Harvey (Scholarly Information, Southbank Library)  
Laurence Dean (Physics)  
Jennifer Scott (Chemistry)  
Prue Dittman (Library Eastern)  
Ashley Cross (School of Music, VCA and MCM)  
Heather Daykin (Pharmacology)  
Garth Hardiman (Campus Services)  
Susan Butler (Health and Safety)  
Joanna Nguyen (University Services Lincoln Square)  
Geoff Duke (Engineering)  
Paula Mitchell (Microbiology and Immunology)

**1. FORMAL MATTERS**

**1.1 Welcome/Apologies**

The Chair welcomed everyone to the second meeting of the Employee Health & Safety Representatives for 2015. Apologies were received from: Leanne Fisher (University Secretary's Department), Dominique Hes (Architecture), Peter Raisbeck (Architecture), Michael Poloni (IT), Yvonne Lai (VCA & MCM), Marcus Bunyan (Arts), Kirsty Altis (ITS), Robert Hassan (School of culture and communication), Tim Kennedy (MCM), Cherie Winter (VCA), Elizabeth Tregoning (MU sport), Darren Tucker (Engineering), Matthew Grazia (UoM commercial), Louise Roger (Student Union).

**1.2 Introductions**

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

**2. Guest speaker: Susan Butler (Manager Health and Safety Operations). The new OHS structure in the University**

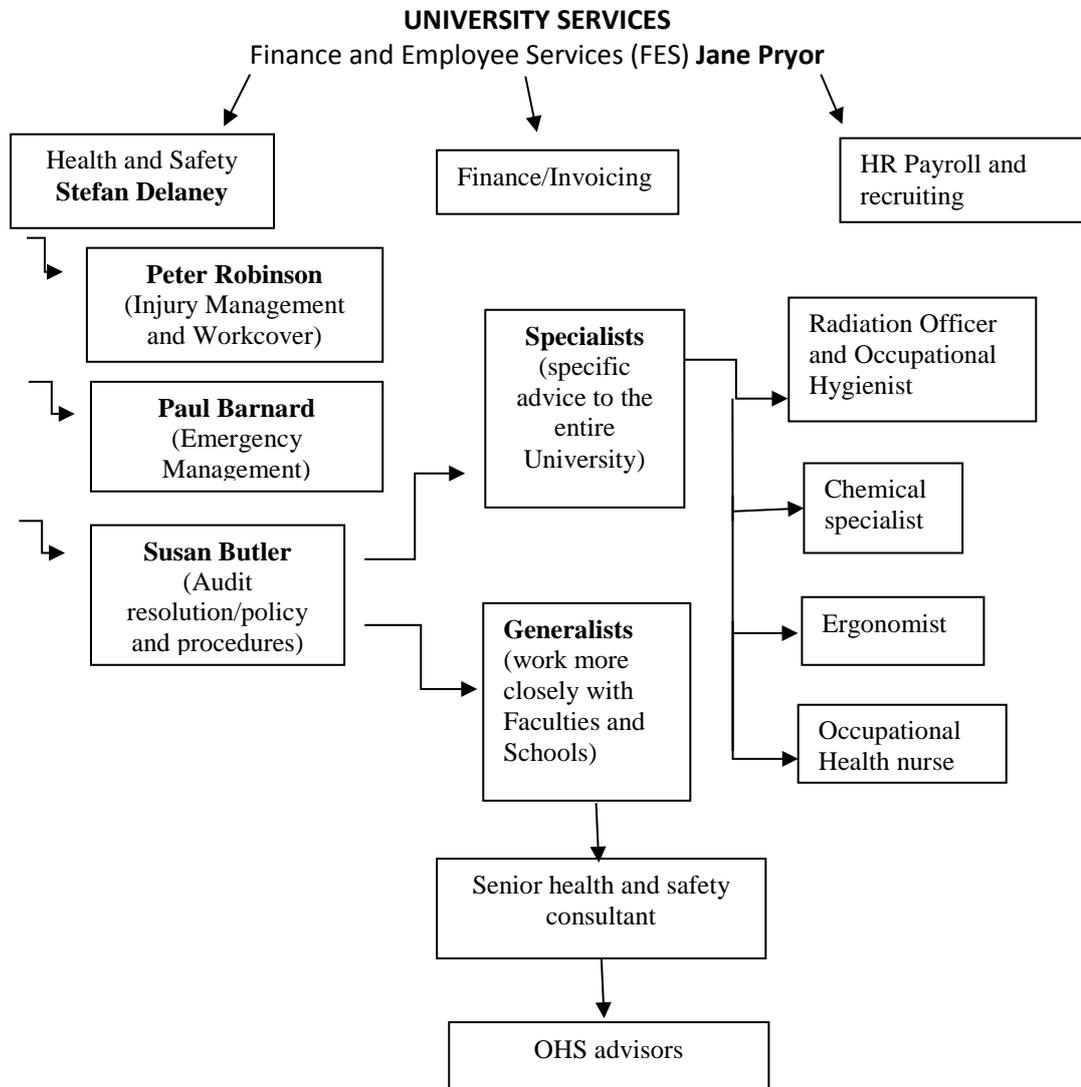
Susan explained the new Health and Safety structure as displayed via the contacts page on the University web page:

[https://safety.unimelb.edu.au/about/contacts/university\\_services.html](https://safety.unimelb.edu.au/about/contacts/university_services.html)

<https://safety.unimelb.edu.au/about/contacts/local.html>

She explained that the old OHS and Injury Management Unit is now known as the Health and Safety Unit which sits within Finance and Employee services (FES) headed by Jane Pryor under the University Services umbrella. The Health and Safety Unit is headed by Stefan Delaney.

Under Stefan are three staff which head different aspects of Health and safety. There is Susan Butler which heads a team of Specialist and Generalist staff which are responsible for providing Health and Safety related advice to University Services and Faculties, Departments and Schools respectively. Paul Barnard the Emergency Management Consultant who is in charge of Emergency and crisis management at the University and Peter Robinson who manages Injury Management and Workcover.



The Radiation Officer for the University is Steve Guggenheimer. His job is to manage licensing requirements surrounding the use of: UV radiation, magnetic radiation, radio waves, ionising radiation and lasers. He also handles Occupational Hygiene which covers air and water quality and noise.

The University Ergonomist is Rosie O'Halloran. Rosie handles all Manual Handling enquiries, Manual Handling training, ergonomic assessments, project management and re-designs/renovations within the University. She is 0.6 EFT and works three days a week. To make up the extra time, Rosie has x 2 post grad physiotherapists which assist her with the ergonomic assessments.

Christian Rantzau is the University Chemical specialist. At the moment Christian is negotiating a new waste contract for the University, update Chemwatch (Gold FFX) and maintain the Dangerous Goods manifest.

Rochelle Sullivan is in charge of the Health and Safety Web page and design. Recently she has been responsible for the implementation of a new app iAuditor which provide templates for workplace inspections, workplace assessments/ergonomics. It also enables the user to write reports and do assessments at the same time, converts them to Word which the user can email to a designated account.

Verity Fisher is a staff member at 0.5 EFT in charge of the Administrative work around Licensing and training.

Judith Alcorn heads Sustainability which is part of Infrastructure Services.

The reporting structure is as follows: Chancellery are in charge of all policies and procedures. University services creates the policies and procedures which goes to Chancellery for approval.

The Health and Safety Unit oversees the auditing process and the management systems. University Services oversees the Faculties, Schools and Departments and provides advice to these areas.

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

The Minutes of Meeting 1/2015 of the Employee Health & Safety Representative Group held on Thursday 26<sup>th</sup> February 2015, were confirmed and seconded unchanged.

## **4. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)**

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

- Reviewed the 2015 Targets and Objectives (refer to D07ii 2015 Targets and Objectives in the OHSC meeting minutes). Point 5 - Options for establishing revising the University Objectives and Targets. The committee agreed on option B that a lost time injury frequency rate (LTIFR) target of zero would be complemented with a threshold target of 1.55.
- Ms Butler reported on one legislative change:-The Dangerous Goods Regulations Laws. These were gazetted on 28 July 2015. The Health and Safety Unit is currently reviewing the changes and will report on any changes that may directly affect the University.
- The following Health and Safety process documents have be reformatted and republished in Promap:
  - Providing Health and Safety Training
  - Responding to an emergency
  - First Aid - Health and Safety Requirements
  - Workplace Inspection - Health and Safety Requirements
  - Reporting Health and Safety Injuries and Illnesses
  - Notifying safety regulators of significant incidents
  - Undertake Health and Safety Management System Review and Audit
- It was reported that a number of students are experiencing increased stress levels and are not knowing where to turn for support. The Student wellbeing service appears to be under resourced and booked out often despite staff numbers remaining the same after BIP. The committee discussed if other services may be available. All information will be forwarded to the GSA which will then be passed onto the students.
- Staff were urged to log any stress related incidents through the THEMIS Incident Reporting system. Staff were also encouraged to report ANY near miss or event into the THEMIS Incident reporting system. It does not matter how trivial or minor the incident was if the incident isn't reported, then OHS is unable to act in retrospect. A perception of an incident being of a trivial nature provides a negative feedback loop whereas the reporting of this incident then builds a referable pattern over time.

The Health and Safety Unit will be promoting Incident reporting across the University and providing instructions on the correct usage of the form and other avenues for reporting incidents depending on the nature of the incident.

- Deanne asked if other areas were having regular OHS meetings. According to the Health and Safety Unit the Faculties are responsible for monitoring local OHS meetings and making sure Health and Safety auditing obligations are being met.

#### **4.2 Progress of items previously raised at the OHSC?**

- **Safety of walking and using mobile phones**  
One Action from previous minutes remains unaddressed, being REF 02/2014 CO2 ii (Safety of walking and using mobile phones. Mr Delaney to provide paper to committee. As yet incomplete).
- **Lecture Theatre safety information**  
As raised in an email from Ms Catmull, a meeting to finalize the investigation and outcomes from LT safety group is yet to be scheduled. Stefan has mentioned he will be happy to reconvene when he returns from leave. The required list of LT to have information displayed has been passed on to Stefan and a person appointed to undertake the task of displaying the information has been completed. Feedback was received regarding the layout and the information on the posters but the posters were printed before receiving feedback, which was undesirable. Deanne has asked for HSRs to keep the committee informed as to whether this has been completed or not in due course.
- **Roles of HSRs in the workplace**  
Due to changes to the Professional Staffing structure across the University, there has been some confusion about the roles of OHS advisors and HSRs in some areas. A query was raised as to who the OHS coordinator is in Chancellery. Mr Delaney will put out some information when he returns from leave to clarify the roles.
- **Bullying and Psychosocial hazards**  
Lists of current bullying advisors is not up to date. Ms Butler identified that an article in Staff News (June) has been published to invite expressions of interest.
- **Update on Working Alone Policy**  
There has been no progress on this document as yet. This will form part of the project to move procedures into the new Process system for University policies called PROMAP.
- **OHSC review of DWGs with BIP changes**  
The identification of DWGs and associated procedures has begun but is a slow process. In the interim, all DWGs yet to be finalized may be represented by existing HSRs in these areas or by other HSRs where requested or required. It was noted that many DWGs have simply been “rolled over” since BIP and nothing has changed in terms of representation. Mr Delaney is keen to seek assistance and input from the HSR cohort and working parties to clarify the issues surrounding DWGs across the University. Mr Delaney has also put up a rough structure of DWG for University Services to get the process going.
- **Reporting experiences and best practice in OHS across the University**  
Rolled over from 2014. Endorsed by Mr Adams, along with suggestion that invitations and participation from other areas be encouraged.
- **Promotion and recruitment of HSRs**  
This remains an active topic and has been discussed with Mr Delaney.
- **Terms of reference**  
The templates are not completed yet for the OHSC however a draft will be presented before the next meeting. It was noted that the reporting lines for the OHSC needs to be reported in this document. When this document is released, Deanne can review the T.O.R. for the HSR committee and approve them before the end of the year.

### 4.3 Items to be raised at OHSC

Action item table:

Date	Item	Action	Person Responsible	Status
August 2014	OHS feedback from Faculties, Schools and Departments	Stefan wants some information on YAMMER. Summary template for local areas on Objectives and targets progress, training requirements and incidents etc. Inviting guest speakers to present to the OHSC.	Stefan Delaney Deanne Catmull (YAMMER information)	In progress
November 2014	Working alone and in isolation policy	Stefan to draft a policy for approval by the OHSC and publish it in Promap.	Stefan Delaney	In progress
November 2014	Terms of reference	Stefan to draft a template of the new T.O.R for the OHSC. Template is to include OHSC reporting lines	Stefan Delaney	In progress.
November 2014	HSR promotion	Stefan to encourage and promote staff to become HSRs across the University	Stefan Delaney	In progress
February 2015	HSR roles and responsibilities	Stefan to forward documents to all supervisors describing the EXACT role of a HSR in the workplace and how it differs to an OHS advisor/officer	Stefan Delaney	
February 2015	HSR training obligations	Stefan to forward a document about the legal requirements for HSRs under the Act as well as paid leave requirements for a HSR to attend conferences such as WorkSafe week/OHS reps conference and the various costs associated with those.	Stefan Delaney Rochelle Sullivan	<b>Partially completed</b> (New HSRs notified of training requirements and links)
November 2014	OHSC review of DWG	Stefan Delaney to publish a structure of DWG for University services and meet with HSRs to finalize DWGs for other areas.	Stefan Delaney Panel of HSRs	<b>Partially completed</b> (DWG for University services)
November 2014	Bullying and Psychosocial hazards	Stefan to recruit, train and publish a list of current Bullying prevention advisors for the University.	Stefan Delaney	<b>Partially completed</b> (Staff news in June called for expressions of interest from staff)

August 2015	Lecture theatre safety information	Stefan to ensure all Lecture theatres have safety information posted in case of an emergency.	Stefan Delaney	<b>Partially completed</b> (Health and Safety have appointed a person in charge to post the information in remaining LT)
November 2015	Walking and using mobile phones	Stefan to publish documentation highlighting the hazards of walking and using a mobile phone	Stefan Delaney	In progress

## 5. OTHER BUSINESS

- The Terms of reference for this committee will not be approved for this year until the University have released the new templates. Will look to send these out for approval by the next meeting.
- Deanne encouraged all HSRs to check the University HSR list to ensure that their Term of Office is still current. Deanne has highlighted a number of HSRs with either dates that have expired or are very close to expiring. If it is not or is close to expiring, please contact your local OHS advisor/officer to arrange an election for your DWG.

## 6. NEXT MEETING

- The next meeting of the HSR committee will be announced soon. Deanne Catmull suggested that another meeting be scheduled to tie in with the additional OHSC committee meeting being scheduled in September.