

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 01/2020 final MINUTES**

A meeting of this committee was held on Monday 29 June, at 3:00pm, via Zoom.

A Formal Matters

A01 Apologies & Delegates

Colin Reiter is an apology

A02 Welcome

Welcome all committee members to the meeting:

Welcome Mr Colin James to attend first committee meeting.

Welcome Ms Phoebe Nadenbousch - student observer from UMSU.

Welcome Ms Alice Kim – student observer from GSA.

Dani Norman is attending on behalf of Colin Reiter.

A03 Membership Changes

Mr Ben Michael and Ms Meredith Potter were elected as Alternate Health and Safety Representative (HSR) member of the committee

A04 Minutes of the Previous Meeting

Draft minutes accepted as presented

A05 Action Sheet from Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	On hold

Given the current working from home circumstance, the committee has decided to put the item on hold and will revisit in 2021.

B Items for Consultation/Discussion

B01 Health & Safety Representatives Items for Discussion

i. HSR election process

Deanne Catmull informed the committee about the recent election of HSRs on the committee. During the conversation, the concerns of transparency of HSR election process at local areas were raised.

Stefan Delaney pointed out that as Designated Work Groups (DWGs) have the right to decide the form of electing a HSR, it was not mandatory for DWGs to follow the current HSR election guideline on the Health and Safety website. Stefan and Deanne will take the matter offline for further discussion.

ii. HSR's involvement in consultation process

Heather Daykin expressed the need for HSR to be included in the consultation process including reopening of buildings, and the concerns of not being informed in time. Heather also mentioned that the HSRs were engaged in the risk assessment and Standard operating procedure (SOP) consultation at MDHS as a good example of proper engagement.

Stefan suggested that the return to campus process contains steps like engaging with the building occupants including HSRs. However, given the complexity of some faculty buildings, it would be hard to establish a one for all process but rather case by case.

Sally Eastoe requested a note to be made with the pandemic response team.

B02 Management Representatives Update

i. Director Campus Services (Verbal Update)

Dani Norman

(a) Accessibility assessment

Stage 2 of the Parkville Campus Accessibility (Disability Discrimination Act, DDA) building review has been completed. Campus Services has completed the database which capturing the findings of the project. A paper for noting has been prepared and submitted to Sally Eastoe and the Disability and Inclusion Committee.

A Capital Funding Request for Disability Community Advisory Group (CAG) is being prepared to commence a DDA Compliance program.

(b) Non-complaint cladding review

The cladding replacement works are completed at the IQ Apartments, Chemical Engineer 1 and Peter Doherty Institute. Replacement works are in progress at The Spot and pre-commencement investigations are being undertaken at the Sidney Myer Asia Centre and Electrical & Electronic Engineering buildings.

(c) Building façade repairs

Annual 'Inspection & Make Safe' works have been planned and tendered – awaiting submissions and subsequent approval (as per the approved 2020 Backlog Maintenance Program).

(d) Building 164 Demolition

Site remediation (contaminated soil removal) has been completed at Building 164. However, Campus Services is waiting on final report recommendations and negotiating with New Student Precinct(NSP) regarding handover of site. It is unlikely that the site will be backfilled now. More likely that the NSP project team will be responsible for final reinstatement of the site upon completion of the NSP.

(e) Other works

- Roof works at University House progressing well.
- Leak mitigation at 11 Barry St has been completed.

- Following the shade sail incident at Union House, a replacement marquee structure has been installed in North Court.
- Slips/Trips audits are being undertaken monthly

(f) Incidents

Serious incidents including:

- Large Glass panel in Glyn Davis Building shattered
- Contractor sustained a laceration to his hand requiring 15 stitches
- December Bushfires closed the Creswick Campus

WorkSafe attended the shattered glass incident and were happy with the barricades in place at the time, they have also rescinded the notification as they didn't believe it was notifiable due to no-one being in the area at the time.

(g) Contractor Management

Significant work has been conducted to review the contractor management system, including re-defining the framework, working with procurement. The implementation of the new framework has started and will hopefully make managing contractors for Campus Service easier.

(h) Division 5 Hazardous Materials Re-assessments

The 5-yearly re-assessment of hazardous materials including asbestos and updating of the University's Hazardous Materials registers (in-situ for all campuses) has commenced with Greencap. Communication to local areas is taking place and they are currently working through the Parkville campus.

(i) Campus Services Weekly Asset Report

Campus Services has a new weekly state of the assets report which includes health and safety. The report is presented to Byron Collins.

(j) Reactivation of Campus

Campus Services have been working very closely with faculties and departments to ensure the re-activation of their areas is completed in a timely manner. This includes the installation of decals, hand sanitizing units, signage and that the building is operating in those areas under normally conditions including cleaning, air conditioning etc.

C New Initiatives and Actions (Verbal Report)

C01 Working remotely support

Stefan Delaney

Additional support on working from home is available for the staff. Equipment for home office can be picked up or delivered to the employee from 11 Barry St if requested.

HR Business Partners were working on the connectiveness among team members to avoid isolation and minimise domestic violence.

Arrangement was made for graduate research students who requires an alternative workspace at 207 Bouverie St with granted access. Similar arrangement is available for staff to have a workspace at 11 Barry St.

C02 Return to campus preparation

Stefan Delaney

COVIDSafe Campus training module is available in TrainME and is now updated to version 2. Further modification will be made in version 3 which is

currently under development in preparation when students are back.

The version 2 of the Health check self-assessment has been launched, and the checklist for contractor and other users are available on COVID-19 response website. Compared to version 1, the second version of the checklist includes additional check questions which cover the scenario of those who have recovered from COVID-19.

Sally informed the committee that a paper had been prepared for a pop survey for the staff's expectation from the leadership team for the ongoing circumstance. The survey will be launched soon for a quick turnover which will enable quick actions for the rest of the year.

D Reports for Noting

The reports were noted by the committee

D01 Audit Report

- i. Audit Report

D02 Review of Serious Incident Reports & Investigations

- i. Incidents Requiring Notification & Regulatory Activity

Reduced number of incident and reduced severity of injury was observed for the period since staff working from home. Sally also informed the committee that the number of staff issues had dropped as well. Stefan informed that Benestar provides additional counselling services through the university's Employee Assistance Program.

D03 Health & Safety Management Systems

- i. H & S Performance Summary Q1 2020
- ii. H & S Management Systems Changes

D04 Legislative Report

- i. Workplace Manslaughter Victoria

D05 Elected Employee Health & Safety Representatives Terms of Office

- i. Expiring Terms

D06 Reports Received from Other Committees

Nil

D07 External Health and Safety Feedback Received

Nil Received

E Other Business

Nil

This committee meeting finished at 4:05pm.

Distribution

Membership													
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Infrastructure Services or nominee Executive Director, Business Services or nominee Dean of a Faculty or Graduate School or nominee Academic Registrar or nominee Associate Director, Health & Safety	Dr Sally Eastoe Mr Colin Reiter Vacant Prof Mark Rizzacasa Vacant Mr Stefan Delaney												
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	<table border="1"> <tr> <td>Mr Colin James</td> <td>10 Jun 2023</td> </tr> <tr> <td>Ms Paula Mitchell</td> <td>10 Jun 2023</td> </tr> <tr> <td>Ms Deanne Catmull</td> <td>09 Sep 2022</td> </tr> <tr> <td>Ms Heather Daykin</td> <td>09 Sep 2022</td> </tr> <tr> <td>Ms Kate Hayes</td> <td>09 Sep 2022</td> </tr> <tr> <td>Dr Paulo Vaz-Serra</td> <td>16 Aug 2022</td> </tr> </table>	Mr Colin James	10 Jun 2023	Ms Paula Mitchell	10 Jun 2023	Ms Deanne Catmull	09 Sep 2022	Ms Heather Daykin	09 Sep 2022	Ms Kate Hayes	09 Sep 2022	Dr Paulo Vaz-Serra	16 Aug 2022
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Employee Health and Safety Representatives Alternates Three Health and Safety Representatives elected as Alternates	<table border="1"> <tr> <td>Ms Meredith Potter</td> <td>10 Jun 2023</td> </tr> <tr> <td>Mr Ben Michael</td> <td>10 Jun 2023</td> </tr> <tr> <td>Ms Harpreet Bhatia</td> <td>09 Sep 2022</td> </tr> </table>	Ms Meredith Potter	10 Jun 2023	Mr Ben Michael	10 Jun 2023	Ms Harpreet Bhatia	09 Sep 2022						
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Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Ms Phoebe Nadenbousch Ms Alice Kim												
Standing Observers Vacant	Vacant												
Minutes Secretary Health and Safety Services, Business Services	Ms Hexing Yang												
Chief Operating Officer & VP Admin	Mr Allan Tait												

Action Items

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2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	On hold