

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 04/2019 final MINUTES

A meeting of this committee was held on Thursday 19 December, at 2:00pm, Room G16, Old Physics Building.

A Formal Matters

A01 Apologies & Delegates

Oshini Senanayake is an apology
Kritika Gehani is an apology
Mark Rizzacasa is an apology
Colin Reiter is an apology

A02 Welcome

Welcome all committee members to the meeting, Dani Norman is attending on behalf of Colin Reiter.

A03 Membership Changes

Ms Deanne Catmull is elected as Executive Committee member
Ms Heather Daykin is elected as Deputy Chairperson of the committee
Ms Harpreet Bhatia is 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	Ongoing

Stefan is 75% complete of the guidance, the document will be ready in January 2020 to be reviewed at next committee meeting.

B Items for Consultation/Discussion

B01 Health & Safety Representatives Items for Discussion

i. HSR mentoring program

Deanne Catmull has put forward a proposal for a HSR mentoring program. Stefan Delaney confirmed receipt of the proposal and will work with Deanne to explore options for funding. Stefan and Deanne will schedule a time to discuss the next steps.

ii. Notification for HSR in ERMS incident reporting

Deanne Catmull has raised the concern of HSRs not being notified when incidents of their local areas are put into ERMS.

Stefan Delaney is going to explore more opportunities to improve the process and include HSR in the notifications.

iii. OHSC Membership and Terms of Reference

Deanne Catmull has pointed out that some of the position descriptions need to be updated in the Terms of Reference, and the Deputy Chairperson of the committee is currently vacant.

An election was undertaken at the meeting, and Deanne Catmull was nominated and elected unopposed as Deputy Chairperson.

Heather Daykin was nominated and elected unopposed as the second HSR member of the Executive Committee.

Stefan Delaney will update the document to reflect the structure change.

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) building review has been completed. Campus Services has completed the database which capturing the findings of the project. A paper for noting will be submitted to Sally Eastoe and the Disability and Inclusion Committee in early January 2020.

(b) Non-complaint cladding review

Risk mitigation works have commenced on the IQ Apartments, and works will commence in January/February for Sidney Myer Asia Centre and The Spot building. Engineering and Peter Doherty Institute will commence later in the mid-year, 2020.

(c) Building façade repairs

Façade repair works are complete at Chemistry West and South Lawn carpark entrance. Façade and window repairs are completed at the Babel building. Façade repairs at numerous buildings as part of the annual make safe program are also complete.

(d) Building 164 Demolition

Site remediation (contaminated soil removal) has been completed at Building 164. In January, the site will be backfilled and sealed.

(e) Incidents

Over 6 notifiable incidents occurred due to hot and windy weather condition, including:

- North Court Shade Sail being ripped and having to be removed
- Smoke and fumes in Union House due to a Heating, Ventilation, and Air conditioning (HVAC) unit overheat
- 2 tree branches falling
- The Spot Building façade panel falling
- The Spot Building ceiling tile falling
- Student tripped over and suffered a leg laceration

WorkSafe has attended and all incidents have been closed out. Remaining works for The Spot Building façade and ceiling tile is in progress.

(f) Corrective Action Plan

Campus Services closed out the External Audit corrective actions in November. Works will be continuing during 2020 to improve and embed, improved contractor management process.

(g) 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) will be commencing in January 2020.

C New Initiatives and Actions (Verbal Report)

C01 Health and Safety Training

Stefan Delaney

The new Health and Safety Roles and Responsibility training has been launched. The overall feedback continues to be positive. Redevelopment and redesign of the Appropriate Workplace Behaviour training has commenced, the module is expected to be completed in the second half of 2020.

The Ergonomics training module is being revised and expected to launch in Q1 2020.

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

D03 Health & Safety Management Systems

- i. H & S Performance Summary Q3 2019
Stefan Delaney reported there are 69 claims in 2019, and 10 resulting in lost time injury (LTI). See table below:

	YTD 2019	Full Year 2018	Full Year 2017	Full Year 2016
Claims	69	96	104	99
LTI	10	18	28	11

A new 5-year management plan will start to be prepared next year. The existing 5-year plan will be extended to conclude at the end of 2020, new plan with new objectives and targets will be published in 2021.

- 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

**E01 Designated Work Group (DWG) in Chancellery
and Chief Operating Officer Portfolio (COO-P)**

Kate Hayes

Kate Hayes raised the question about the DWG of Chancellery and COO-P due to recent structure change, and the potential impact for the HSRs in the areas. Stefan Delaney and Sally Eastoe confirmed that it would be minimal impact on the HSR in the area. Sally has requested clarification to be delivered for DWG and HSR.

A discussion pursued around the potential realignment of Chancellery Health & Safety Committees & DWGs. Plans to outline some possible changes are currently being prepared. Any management proposals to renegotiate DWGs will include consultations with all members of the affected DWGs. Stefan informed that the new structure of COO-P will be correctly represented in Themis from Jan 2020.

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"> <tbody> <tr> <td>Dr Andres Diaz</td> <td>16 Feb 2020</td> </tr> <tr> <td>Ms Paula Mitchell</td> <td>16 Feb 2020</td> </tr> <tr> <td>Ms Deanne Catmull</td> <td>09 Sep 2021</td> </tr> <tr> <td>Ms Heather Daykin</td> <td>09 Sep 2021</td> </tr> <tr> <td>Ms Kate Hayes</td> <td>09 Sep 2021</td> </tr> <tr> <td>-</td> <td>-</td> </tr> </tbody> </table>	Dr Andres Diaz	16 Feb 2020	Ms Paula Mitchell	16 Feb 2020	Ms Deanne Catmull	09 Sep 2021	Ms Heather Daykin	09 Sep 2021	Ms Kate Hayes	09 Sep 2021	-	-
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Ms Kate Hayes	09 Sep 2021												
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Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Ms Oshini Senanayake Ms Kritika Gehani												
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

REF	ACTION	RESPONSIBILITY	STATUS
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	Ongoing
4/2019 B01 iii	Terms of Reference	Stefan Delaney	New