

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 04/2021 MINUTES**

A meeting of this committee was held on Tuesday 14th December at 11am, via Zoom.

A Formal Matters

A01 Welcome, Apologies & Delegates

Dr Sally Eastoe (chair) started the meeting with the Acknowledgement of Country.

Apologies:

- George Habib was an apology
- Colin Reiter was an apology
- Mark Rizzacasa was an apology

Delegates and Observers:

- Meredith Potter - Health and Safety Representative Alternate
- Dinidu Wijesurendra – Health and Safety Representative Alternate
- David Chan – Health and Safety Representative Alternate
- Sunnia Rajput – Health and Safety Representative Alternate
- Lynn Tran – Health and Safety Representative Alternate
- Haydn Bishop - Safety Consultant, Delegate for Colin Reiter

A02 Membership Changes

Deanne Catmull foreshadowed she will be leaving the University in January 2022 and will therefore will no longer a member of the committee from this time.

A03 Minutes of the Previous Meeting

Draft minutes of OHSC 3 2021 draft minutes were distributed and feedback have been received on the 17th of December 2021. The draft minute including any feedback have been circulated for confirmation.

A04 Action Items from the Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2021 Action 2	Review communications for changes in contacts for Health and Safety Business Partners	Stefan Delaney	UPDATED: Incorporated into Health and Safety Services operating model including Health & Safety Assist and service catalogue. IN PROGRESS: Health and Safety Assist positions are still pending. Aim to finalise in Q1 2022.
2/2021 Action 3	Review list of DWGs to include description of scope of DWG	Stefan Delaney	IN PROGRESS: Expected completion in Q1 2022.

3/2021 Action 1	Review University First Aid Arrangements in light of new First Aid Compliance Code	Stefan Delaney	IN PROGRESS: Expected completion in Q1 2022.
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B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

i. Snap Send Solve app issues (cannot select UoM for some UoM controlled sites)

David Chan reported that the Snap Send Solve app did not list The University of Melbourne as an option for the toilet located in the Eastern Precinct carpark at Cardigan St, hence, causing issue to channel the report back to the University. David mentioned that the app automatically mapped the issue to the Melbourne City Council and was unsure as the location is within the University's area. David added that the second issue was in the University Square, South carpark opposite the main gate where the location has run out of hand sanitizer. Stefan Delaney confirmed that it is best to directly report the issue to the Service Centre by contacting 40888, Option 2. Stefan also advised the first issue had already been raised with the Service Centre to review the geofencing settings.

B02 Management Representative Items

i. Director Campus Services

(a) Tree Management

The University has expanded the arrangements with specialist arborists, ENSPEC, to undertake data collection and tree risk assessments for the University of Melbourne's trees. This will entail tree count and tagging, tree data collection and risk assessment. Tree assessment locations include; Parkville, Southbank, Abbotsford ELC, Burnley - Main Campus, & Field Station, Werribee (including south-west paddock), Creswick, Dookie, Shepparton and the Macgeorge Estate Ivanhoe.

The risk assessments have been completed for Werribee and all other sites will be completed during December 2021 and January 2022.

ii. Associate Director Wellbeing Services

None

B03 Other items for discussion & consultation

None

C New Initiatives and Actions

C01 COVID-19 Report

Stefan Delaney provided the committee with an update on the COVID-19 case management processes within the University. The University developed and maintained case management processes and resources in Q2 2020. The case management processes have continued to evolve in response to Department of Health requirements and public health directions. The University's public health team has now developed case management processes in Promapp and published these for all staff to access. There are six Promapp processes:

- i. Confirmed Case Response
- ii. Close Contacts of UoM Case Response
- iii. Confirmed Case Exposure Site Response
- iv. External Exposure Site Contact Response
- v. Household Close Contact
- vi. Symptomatic/Non-Household Close Contact Response

<https://au.promapp.com/unimelb/process/group/11d23059-e8f4-4bd2-873c-8a45410017ca>

Stefan advised he is able to provide a briefing to the Health and Safety Representatives or faculties about the broad steps involved in case management. Stefan advised that there are some links to SharePoint content within the actual procedure that refers to very specific working templates and documents and are accessible only to the case response team.

Paula Mitchell reported that there was a lack of understanding from different levels regarding the implementation, resources, expectation on the campus arrangements especially teaching and learning. Stefan Delaney advised the Pandemic Response Team (PRT) have been working closely with the divisional planning leads over a period of 12 months and the divisional planning leads are key conduit for these issues in each faculty. Stefan also clarified that Covid check-in marshals are not required for teaching and learning activities in Universities or at workplaces. They are only required for event type activity where there are external non-teaching activities such as public lectures and places such as museums and galleries. Stefan confirmed that this information is available in COVID Resources page.

C02 COVID-19 Safe Plans (herewith)

Stefan Delaney stated that the University's COVIDSafe Plan was updated in November and a new template for local COVIDSafe Plans. These were published for consultation. Feedback received was limited to noting Stefan's title was spelt incorrectly. Stefan advised that the COVIDSafe plans have links to University Covid websites which are regularly monitored and updated when new information becomes available.

Stefan confirmed the review of Local Covid Safe Plans in the new template is still progressing. The local COVIDSafe Plan template is also linked to University COVID websites. Stefan advised that as faculties are bringing activities back to the campus, the Local Covid Safe Plans will be revised and developed depending on the variation in the local arrangements compared to the University's COVIDSafe Plan.

D Reports for noting

The following reports were noted by the committee.

D01 Health and Safety Audit Report

D02 Serious Incident Reports & Investigations

- i. Significant Notifiable Incidents and regulatory activity report

D03 Health & Safety Management Systems

- i. Q4 2021 Health and Safety Performance Report (not yet available)

D04 Legislative Change Report (verbal)

- i. Occupational Health and Safety Amendment (Crystalline Silica) Regulations 2021

D05 Elected Employee Health & Safety Representatives Terms of Office

- i. Expiring Terms

D06 Reports Received from Other Committees

- i. Divisional H & S Committee Meeting Dates 2022

D07 External Health and Safety Feedback Received

E Other business

E01 Election: Deputy Chair 2022 and Executive Committee Chair

i. Deputy Chair – HSR member 2022

An election for the Deputy Chair of the OHSC was undertaken. Heather Daykin was elected unopposed as the Deputy Chair by the committee.

ii. Executive Committee - HSR member 2022

An election for the HSR Member of the OHSC Executive Committee was undertaken. Paula Mitchell was elected unopposed as the HSR member of the OHS Executive committee.

The meeting concluded at 11:50 am.

Action Items

REF	ACTION	RESPONSIBILITY	EXPECTED COMPLETION
4/2021 Action 1	HSRs to call for nominations for the 2 HSR vacancies.	Stefan Delaney	Meeting 1/2022
2/2021 Action 2	Review communications for changes in contacts for Health and Safety Business Partners	Stefan Delaney	Q1 2022
2/2021 Action 3	Review list of DWGs to include description of scope of DWG	Stefan Delaney	Q1 2022
3/2021 Action 1	Review University First Aid Arrangements in light of new First Aid Compliance Code	Stefan Delaney	Q1 2022
4/2021 Action 3	Papers for meetings to be distributed 1 week prior to meeting. Draft minutes to be distributed 1-week post meeting.	Stefan Delaney	Meeting 1/2022
4/2021 Action 4	SD to discuss how information from Divisional Planning Leads forums is distributed to faculty of MDHS, especially staff working on Teaching & Learning programs, including assessment	Stefan Delaney	Meeting 1/2022

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 Colin Reiter Vacant Prof Mark Rizzacasa George Habib Stefan Delaney	
		Committee Terms of Office (ToO) Expiry:
Employee Health and Safety Representatives Two Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Paula Mitchell Heather Daykin Vacant Vacant	10 Jun 2023 09 Sep 2022 NA NA
Employee Health and Safety Representatives Alternates Five Health and Safety Representatives elected as Alternates	Meredith Potter Lynn Tran Dinidu Wijesurendra David Chan Sunnia Rajput	
Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Planning Jay Vynn Saw Seungyoul (Sean) Oh	
Minutes Secretary Health and Safety Services, Business Services	Wei Ni Lim	
Chief Operating Officer & VP Admin	Allan Tait	