

THE UNIVERSITY OF MELBOURNE

EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

MEETING NO 3/2015 – 24th September 2015

A meeting of Employee Health & Safety Representatives was held on Thursday 24th September 2015 in the 6th floor meeting room, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT: Deanne Catmull (Melbourne Dental School) **Minutes/Chair**
Steve Adams (Engineering)
Laurence Deam (Physics)
Jennifer Scott (Chemistry)
Ashley Cross (School of Music, VCA and MCM)
Sam Hatfield (VTHC)
Geoff Duke (Engineering)
Paula Mitchell (Microbiology and Immunology)
Leanne Fisher (Chancellery)
Yvonne Lai (VCA & MCM)
Marcus Bunyan (Arts)
Billie Hunne (Anatomy)
Anton Cozijnsen (Biosciences)

1. FORMAL MATTERS

1.1 Welcome/Apologies

The Chair welcomed everyone to the third meeting of the Employee Health & Safety Representatives for 2015. Apologies were received from: Dominque Hes (Architecture), Peter Raisbeck (Architecture), Michael Poloni (IT), Garth Hardiman (Campus Services), Kirsty Altis (ITS), Robert Hassan (School of culture and communication), Tim Kennedy (MCM), Cherie Winter (VCA), Darren Tucker (Engineering), Matthew Grazia (UoM commercial), Kirsty Turner (MDHS), Andrew Liam Short (Engineering).

1.2 Introductions

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

2. Guest speaker: Sam Hatfield (Victorian Trades Hall Council). Services provided by Trades Hall Council, HSR resources and the upcoming Victorian HSR conference.

Sam is the Safer Work Organiser for Trades Hall Council. Sam discussed the upcoming OHS representatives Conference to be held on Tuesday the 27th of October at the Melbourne Convention and Exhibition Centre. The program covers a number of hot key topics in Health and Safety including talks from Minister Robyn Scott and Union members. Registration to the conference is free and under Section 69 of the OHS Act 2004, you can attend the conference on fully paid leave provided that your employer is given at least 14 days' notice. Flyers advertising the conference were made available and distributed to HSRs at the meeting. Deanne will forward a copy of the flyer to all HSRs for display at their respective workplaces as well as a copy of the program. The program, details of the conference and registration can be found at: <http://www.worksafeweek.worksafe.vic.gov.au/info-for-hsrs>

Sam also discussed the OHS representative's website run by Trades Hall Council: <http://www.ohsrep.org.au> which contains a great selection of information for HSRs including laws and rights at work, toolkits, lists of hazards and information of how to deal with them in the workplace and the popular "Ask Renata" tab for all Health and Safety related questions. Sam also mentioned the Safety Net newsletter that all HSRs can sign up to receive which contains the "ask Renata" column and all other Health and Safety news both in the country and overseas.

Trades Hall Council also provides HSR training both initial 5 day courses as well as refresher training courses. Dates can be found via the Safety Net newsletter or the OHS reps webpage. Stickers with the web address for the OHS reps webpage were distributed at the meeting.

3. Confirm minutes of the last meeting

The Minutes of Meeting 2/2015 of the Employee Health & Safety Representative Group held on Thursday 13th August 2015, were confirmed and seconded unchanged.

4. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)

4.1 What's happening at OHSC?

- Whilst there has been no OHSC meeting since our last HSR meeting Steve Adams and Deanne Catmull met with Stefan Delaney to discuss the current outstanding issues and gain some feedback for this committee meeting.
- The internal audit results for the first half of the year have been completed and a report is currently being drafted. More information to follow.

4.2 Progress of items previously raised at the OHSC?

- **Safety of walking and using mobile phones (carried over)**
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**
The LT safety group will be reconvened for one last time to provide a wrap up and report to be passed on to the OHSC. It has been noted that the person placed in charge of displaying the information has put some safety information on the outside of the lecture theatres and not inside where it is required. This needs to be rectified.
- **Roles of HSRs in the workplace (carried over)**
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**
Applications for new University Bullying advisors are currently being reviewed. These advisors will also be given a different name in the future. More information to follow.
- **Update on Working Alone Policy**
There has been no progress on this document as yet. There have been some issues brought up about this issue around campus though and Stefan will look to escalate the priority around this document for review and release into PROMAP.
- **OHSC review of DWGs with BIP changes**
Of the 130 DWGs at the University there are 66 currently being renegotiated in the areas of Science, MSLE, MDHS and University Services. If staff members in other DWGs request it, other groups can also be renegotiated. A document outlining DWG structure for University Services has been created and will be sent around shortly. In terms of HSRs, if the DWG that

HSR has previously represented has undergone a name change but is still essentially the same group or area as the HSR was elected to represent before then the HSR for that area remains unchanged. If you are a HSR and you have moved into a new area/DWG you may no longer be a HSR for that area until an election has commenced. The HSR list will be adjusted accordingly once the renegotiation process has been finalized.

- **Reporting experiences and best practice in OHS across the University (carried over)**
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 (carried over)**
This remains an active topic and has been discussed with Mr Delaney.
- **Terms of reference**
The Terms of reference have been drafted and will be presented at the next OHSC. 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 escalate the priority of drafting this policy for approval by the OHSC and publish it in Promap shortly.	Stefan Delaney	In progress. (Update: Sep 2015) Stefan to escalate the priority of this document.
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	Partially completed Stefan has drafted the template for approval at the next OHSC.
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	Stefan Delaney	In progress as at Sep 2015

		an OHS advisor/officer		
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	Partially completed (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	Partially completed (DWG structure for University services has been drafted and will be published shortly)
November 2014	Bullying and Psychosocial hazards	Stefan to recruit, train and publish a list of current Bullying prevention advisors for the University.	Stefan Delaney	Partially completed (Applications are currently being reviewed and training will commence. Advisors will be re-named.
August 2015	Lecture theatre safety information	Stefan to ensure all Lecture theatres have safety information posted in case of an emergency.	Stefan Delaney	Partially completed (Update Sep 2015). Some information has been posted on the outside of LT instead of the inside, Stefan to rectify this with the person appointed this task.
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

September 2015	Uninsulated pins	It has been queried whether it is NUVOs duty of care to ensure all appliances are checked for uninsulated pins and why this has not been done already?	Stefan Delaney	
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5. OTHER BUSINESS

5.1 Incident reporting and investigation

- The MDHS faculty is now publishing a bi-monthly newsletter and the August Newsletter contained a refresher on the “Incident Management process”. Deanne will forward the document to all HSRs for referral as it provides informative step-by-step instructions on using THEMIS and submitting these documents. As outlined in the last meeting the call was placed to encourage all staff to report ANY near miss or event into the THEMIS Incident reporting system. It does not matter how trivial or minor the incident is but if the incident isn’t reported, then the Health and Safety team 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 the incident builds a referable pattern over time.

5.2 Effective Management of Workloads

Deanne has been trying to arrange a guest speaker from HR to talk about the Effective Management of Workloads but has so far been unsuccessful finding someone. It was recommended that Sally Eastoe be approached to present to the committee early next year.

5.3 Electrical Safety

- Recently there was a guide to Electrical Safety published by the Health and Safety team <http://safety.unimelb.edu.au/publications/alerts/>. This focused on checking appliances that have uninsulated earth pins which present an electric shock hazard. This document has now been retracted and will undergo further review to separate High and Low risk areas and what guidelines and procedures must be followed for each area. There is a database of prescribed electrical appliances currently sold in Australia with new codes and regulations including NATA certified testing to ensure the appliance meets the relevant standards. Non-prescribed electrical equipment does not undergo the same types of testing but must meet the Australian standards. It has been suggested by the Health and Safety team that a database be created to list all appliances across a particular area that have uninsulated pins as a means to devise a budget for a replacement program of these pieces of equipment. It has also been suggested that the contract with NUVO could include a check and tag of appliances without insulated pins. Stay tuned for more information.

6. NEXT MEETING

- The next meeting of the HSR committee will be on Thursday the 19th of November in Seminar Room C, Ground Floor, Royal Dental Hospital of Melbourne.