

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 01/2018 MINUTES -CONFIRMED**

A meeting of this committee was held on Wednesday 07 March, at 10.00am, Room 331, Level 3, Raymond Priestly Building. 10:05am

A Formal Matters

A01 Apologies & Delegates

David Belton is an apology with Anton Cozijnsen acting as delegate
Colin Reiter is an apology with Kelvin Doyle acting as delegate
Mark Rizzacasa is an apology with Bryan McGowan acting as delegate
Andres Diaz Mendez is an apology with Lynn Tran acting as delegate
Peter Robinson and Lynn Tran arrived at 10:17am

A02 Welcome

The committee welcomes Martin Vu to the committee as the new Graduate Student Association representative. We also welcome Anton Cozijnsen who is an acting HSR delegate.

A03 Membership Changes

Martin Vu has been elected to be the to the Graduate Student Association representative for 2018.

A04 Minutes of the Previous Meeting

The committee accepted the minutes.

A05 Action Sheet from Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
4/2017 B01 i	Action to better communicate HSR rights to the University community	SD & SE	In progress – Communication and Consolation Webpage revamped. HSR rights content being updated in Health and Safety Roles and Responsibilities training in TrainME. Will be live by the end of March
4/2017 B01 iv	HSRs nominated a second HSR member of the OHSC executive committee	HSR members	Held over
4/2017 B01 vi	Advise local HSR interested in psychological health to engage with local HR business partner or contact Stefan Delaney directly.	HD	Held over. HSR is yet to contact Stefan Delaney.

B Items for Consultation/Discussion

B01 Health & Safety Representatives Items for Discussion

Paula Mitchell raised a question as to why research higher degree students are not advised to complete Appropriate workplace behaviors training in TrainME and asked what could be done to train students.

Stefan Delaney stated that Appropriate Workplace Behaviors is written for an employee audience and this would not translate to a student, including RHD, audience.

Students, including RHD students are subject to different policies and procedures for their behaviour. These include:

- Student Conduct Policy (MPF 1324)
- Student Charter (last updated May 2017)

Current training for Students in relation to student conduct includes:

- Consent Matters – all commencing U/G student from 2018

A reference group chaired by Professor Richard James, DVC Academic & Undergraduate and Deputy Provost and including Elizabeth Capp Director, Students & Equity and representative from GSA Inc and UMSU Inc is currently reviewing other potential student conduct training, including training for Graduate Students.

B02 Management Representatives Update

- i. Director Campus Services (Verbal Update) Kelvin Doyle

Kelvin Doyle reported changes to the traffic management of the Parkville campus given the numerous construction sites. Gate 10 has authorised access only, gate 4 has reopened for deliveries and contractor vehicles. Access to the campus is being encouraged via gates 12, 4 and 1 and building stakeholders have been consulted about this change.

A broader effort of trying to reduce the number of deliveries and work vehicles in the Parkville precinct is underway.

Sally Eastoe noted that as well as trying to reduce the number of vehicles on campus the University should try and implement a targeted safety on campus campaign. More consultation with stakeholders will take place as this campaign progresses.

Kelvin updated the committee that the childcare facility glassing review and replacement program was nearing completion.

He also advised the committee that the online hazardous materials database is going to launch as a trial internally for Infrastructure Services and Faculty of Science health and safety staff. Full implementation is expected by the end of the year.

- ii. Director Wellbeing Services (Verbal Update) Daniel Persaud

Daniel Persaud reported that the counselling service has relocated to level 5, 757 Swanston Street, above Stop 1. Opening hours have been extended and the way clients can access the service has been streamlined. The skillsets of the practitioners has been widened to include more specialists including:

- Mandarin speaking,
- LGBTIQ+
- Sexual assault

A new healthy mindset tool has been developed for students and mental health training is also now being delivered to students.

Respect week is running 19 March – 23 March and the theme is Speak up and Speak out. There will be a range of activities and events throughout the week over multiple campuses. Andrew Everett to publish this information in the Safety Newsletter email.

C New Initiatives and Actions (Verbal Report) Stefan Delaney

C01 Train ME e-training system

Stefan Delaney reported the progress of the TrainME implementation, including:

- newly published training modules; Safe Radiation Practices: Ionising and Safe Radiation Practices: Laser.
- Modules in development; ChemWatch User and ChemWatch Administrator

Student Access to Train ME

Stefan also reported on the commencement of a trial of Melbourne School of Engineering (MSE) RHD student access to the health and safety training modules. All MSE student training records from MSE's previous training system have been uploaded into TrainME

There are still several steps of the technical implementation that are outstanding prior to phased implementation for health & safety training via TrainMe for other students.

C02 Enterprise Risk Management System

Stefan Delaney updated the committee that the workplace inspections module in the ERMS went live on Monday 05 March 2018. The workplace inspection checklist has also been simplified to mirror the new system. Information on this new module is to be disseminated via the local Health and Safety Business partners and in the Safety Newsletter

D Reports for Noting

D01 Audit Report

External Audit program 2018

Stefan Delaney

Daniel Persaud noted that that Murrup Barrak did not receive a timely notification of the forthcoming audit. Stefan Delaney confirmed notifications were sent, however it appears that some emails were not received. Stefan Delaney confirmed that support for the audit had already commenced and will continue during and after the audit.

D02 Review of Serious Incident Reports & Investigations

i. Claims Report Full Year 2017

Peter Robertson

The committee noted the higher number of lost days reported for 2017. Stefan Delaney explained that there was one significant claim which included backdated lost days, which contributed to the skewed 2017 result.

ii. Incidents Requiring Notification & Regulatory Activity

Stefan Delaney

The committee noted the Incidents Requiring Notification & Regulatory

Activity report.

D03 Health & Safety Management Systems Stefan Delaney

- i. Workplace Inspection checklist
- ii. Health & Safety - Undertake workplace inspections
- iii. Health & Safety – Report, record and investigate an incident
- iv. Health & Safety – Respond to an incident
- v. Health & Safety – Notify an incident to WorkSafe

The committee noted the Health and Safety Management Systems report.

D04 Legislative Report Stefan Delaney

- i. No significant changes to report

D05 Reports Received from Other Committees Stefan Delaney

- i. Faculty Committees items for reporting

There were three items received from divisional health and safety committee meetings. All issues can be resolved through direct liaison with the respective faculties. Issues included bikes in offices, office housekeeping and the issue of students with preexisting medical conditions and ability to safely undertake required activities at University.

D06 External OHS Feedback Received

Nil

E Other Business

- i. Heather Daykin has advised the committee that she will be going on maternity leave and that the committee will need to elect a new Deputy Chair and that the HSRs will need to elect a new representative. The committees noted this, congratulated Heather and wished her all the best.

Distribution

Membership	In Attendance	
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Infrastructure Services or nominee Executive Director, Finance and Employee Services or nominee Dean of a Faculty or Graduate School or nominee Academic Registrar or nominee Associate Director, Health & Safety	Dr Sally Eastoe Mr Kelvin Doyle (Delegate) Mr Colin Reiter (Apology) Ms Nadine Goldsmith Mr Bryan McGowan (Delegate) Prof Mark Rizzacasa (Apology) Mr Daniel Persaud Mr Stefan Delaney	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Ms Heather Daykin Ms Lynn Tran Mr David Belton Ms Paula Mitchell Ms Sioe See Volaric Mr Anton Cozijnsen Dr Andres Diaz Mendez	25 Aug 2017 02 Jun 2018 Delegate Apology 16 Feb 2019 12 May 2017 Delegate Apology
Student Observers One student nominated by UMSU Inc. One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas Mr Martin Vu	
Standing Observers Manager, Injury Management	Mr Peter Robertson	
Minutes Secretary Finance and Employee Services, Health & Safety	Mr Andrew Everett	

Actions Arising from 1/2018 Meeting

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