

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 03/2018 - Confirmed**

A meeting of this committee will be held on Wednesday 22 August, at 10.00am, Room 311, Level 3, Raymond Priestly Building

A Formal Matters

A01 Apologies & Delegates

Colin Reiter is an apology and Kelvin Doyle is acting as delegate
Dan Persuad is an apology
Peter Robertson is an apology
Heather Daykin is an apology and Anton Cozijnsen is acting as a delegate
Alan Thomas is an apology

A02 Welcome

A03 Membership Changes

Paulo Vaz-Serra has been elected to the committee

A04 Minutes of the Previous Meeting

Minutes are accepted as presented

A05 Action Sheet from Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
4/2017 B01 iv	HSRs nominated a second HSR member of the OHSC executive committee	HSR members	In progress

B Items for Consultation/Discussion

B01 Health & Safety Representatives Items for Discussion

Deanne Catmull asked the chair what progress has been made by the University to provide appropriate behavior training to students.

Sally Eastoe stated that the Appropriate Workplace Behaviors policy and accompanying training module is designed for staff and not students. Employees are governed by employee law and the University's Appropriate Workplace Behavior Policy and this does not apply to students.

Sally Eastoe also clarified that policy is written, reviewed, approved and governed by Chancellery. No committee has a responsibility to review and validate policy. The Provost is in the charge of student policy.

Mark Rizzacasa stated that there is no official online training for students that covers appropriate behavior. Thus the School of Chemistry has included a face-to-face session as a part of graduate student induction, on appropriate behaviors delivered by HR as well as a session on mental health support and resilience. He explains that this model is going to be rolled out to the rest of the Faculty and he hopes it will be made available by TrainME to ensure this gap in student training is filled.

B02 Management Representatives Update

i. Director Campus Services (Verbal Update)

Kelvin Doyle

Kelvin Doyle reported that Open Day went well with no major issues reported.

He also reported that from Friday 24 August 2018 Gate 10 will be closed to emergency vehicles and deliveries until December. Gate 4 and gate 11 will be used in place.

Kelvin noted that there were 35 requests for security escorts in July and already in August there was 73 to date.

C New Initiatives and Actions (Verbal Report)

Stefan Delaney

C01 Student Access to Train ME rolled out to

Faculty of Science currently in progress with Faculty of Medicine, Dentistry and Health Sciences scheduled for later in August.

Martin Vu asked if there is there a formal feedback process for TrainME content and Stefan Delaney reported that there is a formal content review underway for the core compliance module content. But recommendations and feedback can be sent to ohs-enquiries@unimelb.edu.au about any health and safety training content.

C02 Enterprise Risk Management System

Field Work Risk Management Module – Configuration Testing with Biosciences and Geography. In user acceptance testing. Coming to conclusion of this period. Next phase of roll out will involve ABP, and then to production roll out to rest of the University by end of year

Health and Safety Risk Management Module – recent upgrade addressing Inherent and Residual Risk. Implementation plan in development for Q3. It has not yet been rolled out, currently in planning stages.

Sally Eastoe asked what the risk of duplication going into system was. Stefan Delaney explained that the system will allow for people to duplicate, clone and reference approved risk assessment templates. This will allow for more sharing and consistency across the University.

Audit & Inspection Module – Module now fully operational. Over 630 workplace inspections now recorded in ERMS. Started reporting on these levels.

D Reports for Noting

The reports were noted by the committee

D01 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 Q2 2018

D04 Legislative Report

D05 Reports Received from Other Committees

- i. Faculty Committee Meetings Schedule
- ii. Faculty Committees items for reporting

D06 External OHS Feedback Received – Nil

E Other Business

Mark Rizzacasa enquired as to the progress of the installation of no smoking signage on Masson Road. Stefan Delaney reported that there have been delays but external relations is working on the design and hopes that they will install them in the next several months.

Distribution

Membership													
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 Colin Reiter Ms Nadine Goldsmith Prof Mark Rizzacasa Mr Daniel Persaud 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>Ms Deanne Catmull</td> <td>25 Aug 2020</td> </tr> <tr> <td>Ms Heather Daykin</td> <td>26 May 2019</td> </tr> <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>Dr Paulo Vaz-Serra</td> <td>16 Aug 2020</td> </tr> <tr> <td>Ms Sioe See Volaric</td> <td>12 May 2020</td> </tr> </table>	Ms Deanne Catmull	25 Aug 2020	Ms Heather Daykin	26 May 2019	Dr Andres Diaz	16 Feb 2020	Ms Paula Mitchell	16 Feb 2020	Dr Paulo Vaz-Serra	16 Aug 2020	Ms Sioe See Volaric	12 May 2020
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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												
Vice Principal, Administration & Finance and CFO	Mr Allan Tait												