A meeting of this committee was held on Thursday 15th June at 10:30am, via Zoom.

A **Formal Matters**

A01 **Welcome, Acknowledgement of Country, Apologies & Delegates**

Welcome:
Heather Daykin - Health & Safety Representative (Deputy Chair of the OHSC)

Acknowledgement:
Heather Daykin started the meeting with the Acknowledgement of Country.

Apologies:
Sean Hogan
Colin Reiter

Delegates and Observers:
Heather Daykin acting Chair
Danielle Rostan-Herbert (delegate for Colin Reiter)
Jinghan Lu (HSR observer)
Meredith Potter (HSR observer)

A02 **Membership Changes**

Paula Mitchell (HSR member re-elected on 6 June 2023)
Andrew Martel (New HSR member)
Laura Juliff (New HSR member)
Jinghan Lu (New HSR alternate)

A03 **Minutes of the Previous Meeting**

OHSC meeting 1 2023 minutes have been accepted by the committee.

A04 **Action Items from the Previous Meeting**

<table>
<thead>
<tr>
<th>REF</th>
<th>ACTION</th>
<th>RESPONSIBLE</th>
<th>STATUS</th>
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</table>
| 1/2022 Action 2 | Call out for elections of the DWG by divisions.                      | Stefan Delaney    | Closed
Chancellery, including COOP DWG renegotiation proposals are complete. Minor changes in SaSS and Business Services where the nomination period was extended.
FBE in the process of renegotiation.
Further renegotiations of DWGs and call for nominations will occur as required. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Action Number</th>
<th>Description</th>
<th>Responsible Officer</th>
<th>Progress/Notes</th>
</tr>
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<tbody>
<tr>
<td>2/2022</td>
<td>Action 1</td>
<td>Advise Human Research Ethics Committees to reduce risks when offering food and beverages to staff and/or students.</td>
<td>Stefan Delaney</td>
<td>In Progress Write a safety bulletin around food safety and allergy</td>
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<tr>
<td>2/2022</td>
<td>Action 2</td>
<td>Establish reporting mechanisms for the incidents of E-scooters and bikes that were parked wrongly on campus. Prepare guidance material on parking.</td>
<td>Stefan Delaney</td>
<td>In progress Work with the manager of security/traffic to finalise the guidance material for E-scooters. Recent regulatory change has legalized the use of private scooters in some circumstances. There is potential to seek the operators to limit the speed of e-scooters on campus.</td>
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<tr>
<td>3/2022</td>
<td>Action 1</td>
<td>Communication plan between HSR and DWG.</td>
<td>Stefan Delaney</td>
<td>In progress Working group (Sean Hogan or delegate, Stefan Delaney, Heather Daykin and Helen Billman-Jacobe) Schedule a meeting with the working group.</td>
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</table>
| 2/2023 |               | Procedures and guidance for psychosocial incident investigation                                 | Stefan Delaney      | 1. Review configuration of ERMS once draft regulations are confirmed.  
2. Engage HSRs, HR and potentially George Habib/Safer Community to see how we can best communicate processes.  
3. Invite Workplace Investigation team to present the workplace investigation processes. Platform/forum TBC. |

**B Items for Discussion and Consultation**

**B01 Employee Health & Safety Representative (HSR) Items**

HSR members provided feedback from the HSR community about the University procedures for psychosocial incident investigation. The feedback included:

1. Heather indicated there are concerns that reports relating to psychosocial incidents in ERMS were closed without investigations or action plan.

2. Heather also indicated there are concerns about the appropriate injury type categories for psychosocial incidents.

3. Paula indicated that the HSR feedback is, ERMS is configured to describe physical injuries rather than psychosocial injuries and she suggested the configuration is updated to provide more reporting options for psychosocial injuries.

4. Lynda indicated that HSRs are unclear about the processes for psychosocial incident investigation.
5. Helen questioned if HR are obligated to investigate incidents.

6. Helen suggested having a link to Employee’s Assistance Program within ERMS.

Stefan Delaney provided a summary of the current ERMS configurations and processes.

a) Injuries are to be logged within ERMS
b) Injury categories within ERMS included psychological injury and were created in alignment with WorkSafe Victoria’s V-codes and the Australian Standard for workplace injury reporting.
c) When ERMS was implemented, the proposed injury categories were consulted with HSRs and others.
d) There are a range of investigation processes for psychological injuries. Some examples include:
   i. allegations of inappropriate workplace behavior by an employee(s) are investigated in accordance with the Appropriate Workplace Behavior Policy; and
   ii. allegations of inappropriate student behavior are investigated in accordance with the Student Conduct Policy.
e) Once an ERMS report is submitted, automatic email notifications are sent to the parties involved, including the reporter, the effected person and the recipient. The default recipient is the supervisor, although this can be edited by the reporter). Within these emails, advice is given on where to gain assistance, including online and via their local Health and Safety Business Partner.

Stefan advised that he is open to discussions around ERMS injury categories and to improving clarity of response and investigation processes. A review of automatic emails within ERMS has recently commenced to ensure the effectiveness of the information provided. However, the current version of ERMS does not enable different emails based specific injury categories.

He also noted that changes to the injury categories within the current version of ERMS will have consequences on reporting of existing data. The University is hesitant to make changes to the injury categories before the final version of the draft psychological regulations have been confirmed, as further changes may be required.

The committee agreed on the following actions:

- Review configuration of ERMS once draft regulations is confirmed.
- Engage HSRs, HR and potentially George Habib/Safer Community to see how we can best communicate processes.
- Invite the Workplace Investigation team to present the workplace investigation processes (forum to be determined).
- Finalise review of ERMS automatic emails to incorporate specific information about responding to psychological incident reports.
- Arrange a specific session with HSRs to discuss the details within the next 6 weeks.

**B02 Management Representative Items**

i. **Director Campus Management**

Danielle Rostan-Herbert provided a verbal report assisted by Haydn Bishop

**Building Façade Inspection Program**

2022 inspections complete, minor actions still being worked through.
2023 biennial inspection program is due to commence later this month.
Building Ventilation Program - monitoring and responding to CO₂ alerts continues. Air purifiers are being serviced with filters being replaced every 6 months. Requests for air purifiers are being managed with units relocated were appropriate.

Tree Management Program - All trees at all campuses have current risk assessment information. A cyclic report is currently being developed to track the “Tree Risk Profile” of each campus.

Emergency Preparedness – Creswick fire ring main project is underway. Building Emergency response plans will soon be managed by a resource within campus management. Emails & ServiceNow requests will remain unchanged.

Accessibility (Disability Discrimination Act) Works- senior project manager has been appointed to deliver the allocated $3.6million of campus accessibility works before the end of 2023, with another $4million to be allocated in 2024.

WorkSafe Audit
Fixed zonal estop testing - pilot program has been conducted at building 102 Bio21. Responses accepted by WorkSafe. Comms are currently being developed to share with the broader university informing faculties of their responsibilities for testing and how to seek technical support when required.

Traffic Management Plan – Creswick Campus, traffic risk assessment, control plan & a traffic management plan have been developed. Responses accepted by WorkSafe. Traffic management Framework is currently under development for all other campuses with the aim of developing a consistent set of traffic controls for all campuses & all vehicle operators.

Lloyds external ISO 45001 audit
March this year - Successfully completed with no non-conformances identified & positive feedback on systems & implementation.

Major Project & Campus management impacts to campus
Nil

Significant incidents
Projects: Nil
Campus Management: Bio 21, BN102 plantroom located on roof fire, no injuries, fire self-extinguished investigation underway.

ii.  Associate Director Wellbeing Services
George Habib provided a verbal report:
- Disability Discrimination Act (DDA), action plan endorsed by executives.
- Currently Campaigning the use of the Safe Zone app with students.
- Wellbeing and mental health hub for students– easily accessible online (can be googled).

Helen enquired about the use of the Safe Zone app to replace the use of sign in books for after-hours work in buildings. Stefan Delaney advised the Safe Zone app could be used to replace physical signing books, but this is a decision for the local area.

B03  Other items for discussion & consultation
C  New Initiatives and Actions

C01  Health & Safety Management System Change

Stefan explained the reason for the reissue of the below documents:

i. Dangerous Good Storage Cabinets (reissued)
   This followed on from an audit and is a reminder of what needs to be applied.

ii. Labelling Content of Pipes and Ducts (reissued)
    Followed on from a workplace inspection. Pipes that contain chemicals require labeling.
    Example: gas cylinders/pipes.

iii. Steel Storage Racking (reissued)
     Reissued due to issues with load ratings.

iv. Emergency Stops Inspection and Testing
    Some areas not inspected/tested due to access/technicians available.
    Stefan advised we will be sharing improvement opportunities (workshops/labs).

Paula indicated that some HSRs are confused if the HSR is required to implement the guidance that has been reissued.
Stefan responded that the guidance was shared with HSR to ensure they were fully informed of these matters. No specific actions are required by HSRs. The implementation of the guidance is the responsibility of the Lab, Workshop, and other Managers.

D  Reports for noting

The following reports were noted by the committee:

D01  Health and Safety Audit Report
     Nil

D02  Serious Incident Reports & Investigations
     i.  Significant Notifiable Incidents and regulatory activity report

D03  Health & Safety Management Systems
     i.  Q1 2023 Health & Safety performance report
         Stefan Delaney noted an increase in incidents and injuries in 2023 to levels consistent with 2019. This return to 2019 levels is potentially related to the return of campus activities.
         Stefan also noted the continued increased use of Snap Send Solve App to report hazards that require a facility management response.

D04  Legislative Change Report
     Nil

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 2023
D07    External Health and Safety Feedback Received
Nil

The meeting concluded at 11.50 am.

E    Other Business

E01    Other Business

a. Stefan advised that he will invite Health and Safety Business Partners from different areas of the University to come and speak at the committee meetings to give insight into what is happening in their spaces.

b. Helen asked about the onboarding for HSRs and what the current process is. Stefan advised that new HSRs receive a welcome email which includes information about the role and training. He also referred to the HSR section on the Health and Safety website and the coffee with a HSR program currently supported by Paula and Heather and funded by the University.

F    2023 Meeting Schedule

F01
Meeting 3/2023
Meeting 3 will be held on Thursday, 28th September from 09.30 am to 11.00 am.

Meeting 4/2023
Meeting 4 will be held on Thursday, 23rd November from 09.30 am to 11.00 am.
## Membership

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Committee Terms of Office (ToO) Expiry:</th>
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<tbody>
<tr>
<td>Executive Director nominated by the Vice-Chancellor (Chair)</td>
<td>Sean Hogan 06 June 2025</td>
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<tr>
<td>Executive Director, Infrastructure Services or nominee</td>
<td>Colin Reiter 23 May 2025</td>
</tr>
<tr>
<td>Executive Director, Business Services or nominee</td>
<td>Vacant 25 Nov 2023</td>
</tr>
<tr>
<td>Dean of a Faculty or Graduate School or nominee</td>
<td>Prof Mark Rizzacasa 04 Mar 2024</td>
</tr>
<tr>
<td>Academic Registrar or nominee</td>
<td>George Habib 06 June 2025</td>
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<tr>
<td>Director, Health &amp; Safety</td>
<td>Stefan Delaney 06 June 2025</td>
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<thead>
<tr>
<th>Employee Health and Safety Representatives</th>
<th>Committee Terms of Office (ToO) Expiry:</th>
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</thead>
<tbody>
<tr>
<td>Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives</td>
<td>Paula Mitchell 06 June 2025</td>
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<tr>
<td></td>
<td>Heather Daykin 23 May 2025</td>
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<td></td>
<td>Lynda Boldt 25 Nov 2023</td>
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<td></td>
<td>Helen Billman-Jacobe 04 Mar 2024</td>
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<td></td>
<td>Andrew Martel 06 June 2025</td>
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<td>Laura Juliff 06 June 2025</td>
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<tr>
<th>Employee Health and Safety Representatives Alternates</th>
<th>Committee Terms of Office (ToO) Expiry:</th>
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<tbody>
<tr>
<td>Four Health and Safety Representatives elected as Alternates</td>
<td>Meredith Potter 06 June 2025</td>
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<td></td>
<td>David Chan 23 May 2025</td>
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<td></td>
<td>Lynn Tran 25 Nov 2023</td>
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<td>Jinghan Lu 04 Mar 2024</td>
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<tr>
<th>Student Observers</th>
<th>Committee Terms of Office (ToO) Expiry:</th>
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<tr>
<td>One student nominated by UMSU Inc.</td>
<td>Nitika Rai 06 June 2025</td>
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<tr>
<td>One nominee of the President, GSA Inc.</td>
<td>Lakvin Fernando 23 May 2025</td>
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<tr>
<th>Minutes Secretary</th>
<th>Committee Terms of Office (ToO) Expiry:</th>
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<tr>
<td>Health and Safety Services, Business Services</td>
<td>Kira Goodman 06 June 2025</td>
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<td>Richie Ov 23 May 2025</td>
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<tr>
<th>Chief Operating Officer &amp; VP Admin</th>
<th>Committee Terms of Office (ToO) Expiry:</th>
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<td>Paul Axup 06 June 2025</td>
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