

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 01/2022 MINUTES

A meeting of this committee was held on Thursday 24th March at 3.34pm, via Zoom.

A Formal Matters

A01 Welcome, Apologies & Delegates

Heather Daykin (acting chair) started the meeting with the Acknowledgement of Country.

Apologies:

Dr Sally Eastoe was an apology
 Mark Rizzacasa was an apology
 George Habib was an apology
 Cathy Alizzi was an apology
 Meredith Potter was an apology
 Lyn Tran was an apology
 Sunnia Rajput was an apology

Delegates and Observers:

Haydn Bishop - Contract and Safety Management Specialist. Business Services
 Ned Halliday – Contracts Manager, Business Services
 David Chan – Health and Safety Representative Alternate
 Kate Gascoigne - Director, Operational Planning & Student information, SASS
 Theresa Walsh - HSW Manager, Faculty of Engineering and Information Technology

A02 Membership Changes

Cathy Alizzi has been elected as the new HSR member.
 Lynda Boldt has been elected as the new HSR member.
 Helen Billman-Jacobe has been elected as the new HSR member.
 Dinidu Wijesurenda has been elected as the new HSR member.

A03 Minutes of the Previous Meeting

Draft minutes of OHSC 4 2021 have been accepted and finalised (herewith)

A04 Action Items from the Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2021 Action 3	Review list of DWGs to include description of scope of DWG	Stefan Delaney	In progress Expected completion of review Q2 2022
3/2021 Action 1	Review University First Aid Arrangements in light of new First Aid	Stefan Delaney	In progress Q2 2022

	Compliance Code		
1/2022 Action 1	To engage with UoM Metro Tunnel Project liaison team to raise with the contractor responsible for the site (CYP) and Rail Projects Victoria the ongoing concerns about pedestrian safety in gantries and paths along Grattan St	Stefan Delaney	In progress
1/2022 Action 2	Call out for elections of the DWG by faculty or divisions.	Stefan Delaney	
1/2022 Action 3	Reengage with the previous suggestion of having a coffee-catchup with the HSRs and re-establish the framework of the program if a nomination have been made.	Heather Daykin & Paula Mitchell	
1/2022 Action 4	Explore opportunities to better communicate the University's actions to improve and monitor effectiveness of ventilation in buildings	Stefan Delaney	In progress

B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

i. Pedestrian-only walkways next to Metro rail project on Grattan street

Heather Daykin raised the ongoing issue of the cyclist riding through pedestrian-only walkways along Grattan Street adjacent to Alan Gilbert building, Peter Doherty Institute, Engineering building and the Medical building.

Stefan Delaney advised these areas are not under the control of the University and that these areas are under the control contractor for the Metro Tunnel Project and Rail Projects Victoria. Stefan added that different actions including the traffic controllers and customer service had been engaged by the Metro Tunnel Project contractor to address this hazard previously. Stefan confirmed Katherine Geddes (UoM liaison the Metro Tunnel Project) has frequently raised the University's concerns about pedestrian safety in and around these areas outside the University's control.

Paula Mitchell suggested adding more of the signages at these areas. Heather Daykin also suggested to put more signage around the areas from alerting those exiting the buildings.

Stefan confirmed the University will request the Metro Tunnel Project team to review their risk controls including signage and customer service contractors. Stefan also confirmed the University will review opportunities to improve signage altering pedestrians exiting University buildings in this area.

ii. E-scooters on campus

Heather Daykin raised the concern of potential trip hazard with the introduction of the e-scooter in the University's campus. Heather suggested that e-scooters should be treated like bikes where the rider is prohibited to ride on 'no-bike' area.

Stefan Delaney advised that the e-scooter hire companies have a reporting mechanism where when an observer witness a scooter being parked in an inappropriate location, they can report this issue to the relevant e-scooter company. Stefan added that campus users also have a responsibility to engage with the systems and process that are available to report the inappropriate parking locations and that will help to reduce the inappropriate parking of the e-scooter in the future.

iii. The decline in the number of HSRs in many areas at the University

Paula Mitchell raised concerns that some areas have no elected employee Health and Safety Representatives (HSR)s and asked if Health and Safety Business Partners can arrange for a call for nominations for the vacant positions.

Stefan Delaney advised of a number of contributing factors, including the extended absence from campus and structural changes within designated work groups (DWGs). Stefan confirmed there are a number of DWGs which are in the process of renegotiation and some proposals that are being prepared to better align with the current organisational structures. Following the conclusion of these renegotiations, calls for nominations are anticipated. Stefan also confirmed he would arrange for the health and safety business partners to call for nominations by faculty or division.

Helen Billman-Jacobe added that it may be helpful to for a description of the role of a HSR be included in the call for nominations. Stefan confirmed this description is already provided on the Health and Safety's website and the WorkSafe material and guidance have been linked as well.

Stefan added that he is happy to reengage with the previous suggestion of having a coffee-catchup with the HSRs and re-establish the framework of the program if a nomination have been made.

B02 Management Representative Items

i. Director Campus Services

Ventilation in University buildings & COVID-19

Ned Halliday provided an update on the actions taken by the University to improve and undertake ongoing monitoring of the ventilation in the University's building as one component of COVID-19 risk mitigation. Ned provided details of adjustment to fresh air intakes, deployment of CO2 sensors and air filtration units to teaching spaces and other areas.

Paula Mitchell suggested that the HSRs should be made aware of these actions and processes. Paula advised there have been reports of some staff removing window fixings preventing a window from opening fully.

Stefan Delaney advised that there have been multiple information sessions about ventilation and the Service Centre has been fully equipped with the Knowledge based articles (KBA)s to support and assist with those concerns. Stefan explained the reason some windows have limited opening range is due to physical hazards of the open windows. The university will arrange for windows that are required to provide natural ventilation are made to be operable.

Paula suggested if a signage can be used to inform occupants of the ventilation monitoring on these areas. Stefan agreed to explore how the University may be improve communication about

actions taken on ventilation.

Colin Reiter provided an update on the ongoing assessment and management of trees across Parkville, Parkville, Southbank, Werribee, Burnley & Creswick campuses the McGeorge Estate. Further assessments are scheduled for Dookie and Shepparton in March and April 2022. Colin advised no Extreme-Risk or High-Risk trees have been identified during these assessments.

Building Cladding Review

Colin Reiter provided an update on the non-compliant building cladding review. As previously reported the University has identified and developed a program of works to mitigate risk associated with non-compliant cladding across the University's building portfolio. Further mitigation works have been completed at the Howard Florey Building. Mitigation works at the Sydney Myer Asia Centre building have been completed on all façades except the east façade which will be completed when accessible.

Environmental Compliance

Colin Reiter provided an update on the environmental audit of campus management activities across 6 campuses in 2021. The audit found no major breaches of environmental compliance. Colin advised the University progressing the implementation of an Environmental Management System designed to meet the requirements of ISO 14001:2015.

Significant Incidents

Haydn Bishop provided an update on significant incidents requiring a facilities response or involving Campus Management Projects.

1. Metal ceiling panel fell and made impact with an employee in the Bioscience 4 Building. The incident required notification to Worksafe. A Worksafe inspector attended and was satisfied with the investigation & corrective actions
2. On 5 & 6 January 2022, the Creswick campus experienced extreme storm events resulting in substantial rainfall causing flooding to some buildings and external building damage. Emergency works were undertaken to make safe and cordon off areas deemed unsafe. No staff or students on site were injured.
3. A fire occurred in a theatre of the Elizabeth Blackburn building on 15 March 2022 causing extensive damage to the theatre. University of Melbourne staff and students do not occupy this building. The building is University owned and leased to and occupied by University High School. The building was largely unoccupied at the time of the fire and no injuries occurred.

ii. Associate Director Wellbeing Services

None

B03 Other items for discussion & consultation

None

C New Initiatives and Actions

C01 COVID-19 Report

C02 COVID-19 Safe Plans (herewith)

C03 Faculty of Engineering and Information Technology – Student Induction

Theresa Walsh presented the to the committee the Faculty of Engineering and Information Technology (FEIT) Health, Safety and Wellbeing roadmap, focusing on the FEIT Student Health Safety & Wellbeing Induction program development and implementation.

The presentation will be circulated with the minutes.

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. 2021 Annual Report H&S Section

D04 Legislative Change Report

- i. Health and Wellbeing Act 2008 Amendments
- ii. Draft Psychological Health Regulations

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

E Other business

E01 Other Business

Nil

F 2022 Meeting Schedule

F01

Meeting 2/2022

The next meeting will be held on Thursday, 23rd June at 10.00 am to 11.30 am.

Meeting 3/2022

Meeting 3 will be held on Thursday, 22nd September at 9.30 am to 11.00 am.

Meeting 4/2022

Meeting 4 will be held on Monday, 12th December at 10.00 am to 11.30 am.

The meeting concluded at 4.59 pm. The Chair has agreed that items from C01 onwards will be carried forward to the next meeting.

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 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 Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Paula Mitchell Heather Daykin Cathy Alizzi Lynda Boldt Helen Billman-Jacobe Dinidu Wijesurenda	10 Jun 2023 09 Sep 2022 25 Nov 2023 25 Nov 2023 04 Mar 2024 09 Mar 2024
Employee Health and Safety Representatives Alternates Four Health and Safety Representatives elected as Alternates	Meredith Potter David Chan Sunnia Rajput Lynn Tran	
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	