

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 04/2018 - Confirmed**

A meeting of this committee was held on Wednesday 14 November, at 10.00am, Room 331, Level 3, Raymond Priestly Building

A Formal Matters

A01 Apologies & Delegates

Colin Reiter is an apology
Dan Persuad is an apology

A02 Welcome

A03 Membership Changes

A04 Minutes of the Previous Meeting

Draft minutes 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	Suspended

B Items for Consultation/Discussion

B01 Health & Safety Representatives Items for Discussion

No items from HSRs provided to date

B02 Management Representatives Update

i. Campus Services (Verbal Update) Stefan Delaney

Traffic management work being done around campus around construction sites.
Minor works to prevent slips trips and falls is currently being undertaken across campus.

ii. Wellbeing Services (Verbal Update) Stefan Delaney

RU OKAY Day was held with a variety of events held across the campus. There is an expected increase in demand for counselling services during exam time.

C New Initiatives and Actions (Verbal Report)

Stefan Delaney

C01 Student Access to TrainME for Safety Training

Student access for safety training is now complete for all divisions. Completed transition of all student training records from last three years into TrainME.

Martin Vu noted that graduate students have had positive feedback about TrainME.

C02 Enterprise Risk Management System (ERMS)

i. Field Work Risk Management

Zoology and biology are currently testing the module

ii. Health and Safety Risk Management Module

Now that software change for residual risk has been delivered, plans are underway to begin the migration of risk assessments into ERMS.

C03 Remote Area First Aid

New remote first aid training is being offered with enrollment via TrainME. Three two-day sessions are being run in the final quarter of 2018. Sessions are designed for staff and students who undertake remote field work with limited access to support services.

D Reports for Noting

The reports are noted by the committee

D01 Audit Report

i. Q3 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 Q3 2018

D04 Legislative Report

i. No significant legislative changes impacting the University

D05 Elected Employee Health & Safety Representatives

i. Expiring Terms of Office

D06 Reports Received from Other Committees

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

D07 External OHS Feedback Received – Nil Received

E Other Business

The chair acknowledged that this meeting will be Deanne Catmull's last meeting of the OSHC. It was moved that she be thanked for her dedication and commitment to representing the HSRs on this committee and for organizing the HSR forum meetings.

The chair also acknowledged that this meeting will also be the last for both Martin Vu and Allan Thomas and thanked them for their time representing students on this committee.

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>02 Nov 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	02 Nov 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												

Action Items

REF	ACTION	RESPONSIBILITY	STATUS
nil			