

**THE UNIVERSITY OF MELBOURNE  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
MEETING 02/2020 final MINUTES**

A meeting of this committee was held on Wednesday 7<sup>th</sup> October 2020 at 2:00pm, via Zoom.

**A Formal Matters**

**A01 Apologies, Delegates & Observers**

Colin Reiter was an apology  
Dani Norman was a delegate for Colin Reiter  
Theresa Walsh was an Observer

**A02 Welcome**

Welcome to Kim Burke – new Health Safety & Emergency Officer for Business Services  
Welcome to all committee members to the meeting.  
Welcome to Theresa Walsh – observer from The Melbourne School of Engineering  
Welcome Ms Phoebe Nadenbousch - student observer from UMSU.  
Welcome Ms Alice Kim – student observer from GSA.

**A03 Membership Changes**

There are a couple of Employer Representative Vacancies  
The Registrar or nominee vacancy - Stefan to approach Jo Ligouris, Academic Registrar to seek a nominee

Nominee from FES/Business Services – Stefan to approach Byron Collins, Executive Director Business Services to seek a nominee

Kate Hayes will be maternity leave next year and advised one of the alternates will step into her role (her term ends in September next year).

**A04 Minutes of the Previous Meeting**

OHSC 1 2020 Draft minutes were accepted as presented

**A05 Action Sheet from Previous Meeting**

2/2019 D06 ii - Animals on Campus Guidance – given the current ongoing situation, this action continues to stay on hold until 2021

**B Items for Consultation/Discussion**

**B01 Health & Safety Representatives Items for Discussion**

- i. Update of HSR's and Alternates on the OHSC (Verbal Update)  
**Deanne Catmull**

Deanne reported the HSR would to have the HSR alternates added to the OHSC Meeting Agenda communications (under Membership)

Stefan advised HSR alternates OHSC can be included in the Agenda however the email distribution list and calendar invitation for the OHSC meetings should only be sent to the required HSR's. The normal custom practice with meetings if a member is unable attend, it is their responsibility to find an alternate person to attend in their absence.

Action Item 1	Kim	Add in an Agenda item for the next meeting regarding who the alternate HSR's are
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Deanne restated that Heather Daykin is on Maternity Leave and has 2 alternates as replacements for her. Meredith Potter is in this meeting and the next meeting is Harpreet Bhatia for the last OHSC meeting for 2020 and requested Harpreet receive the calendar invitation for the next meeting.

Deanne reported that local areas are experiencing problems with students needing access to the SOP's and RA's – some are located in ERMS, enabling student access, but some are not. The recent transition from local share drives to managed SharePoint has limited students' access to the SOPs and risk assessment stored in SharePoint

Stefan advised that ERMS is the repository for the RA's and SOP's and that is accessible by both staff and students. He also advised he would seek clarification with IT regarding student access to individual documents by providing permission to individual documents or groups of documents.

Action Item 2	Stefan	Communicate back to broader H&S community about how students can access the OHS induction documentation (RA's and SOP's)
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## **B02 Management Representatives Update**

### **i. Director Campus Services (Verbal Update)**

**Dani Norman**

#### **(a) Accessibility Assessment**

A Capital Funding Request (for CAG) to commence a DDA Compliance Program has been submitted and awaiting outcome of meeting.

Stage 2 of the Parkville Campus Disability Discrimination Act building audit has been completed. Campus Services has now completed the capture of the findings of this project into a database. Campus Services has prepared a noting paper summarizing the findings of these assessments (refer attached).

#### **(b) Non-compliant Cladding Review**

We have completed the cladding replacement works at the IQ Apartments, Chemical Engineering 1, Peter Doherty Institute, Electrical & Electronics Engineering and The SPOT building, works are due to be completed for Sydney Myer Asia Centre by the end of October 2020.

#### **(c) Building Façade Inspections**

Annual 'Inspection & Make Safe' works have been completed for most of the ~20 buildings approved. The outstanding buildings planned for inspection are subject to site access becoming available.

#### **(d) Building 164 Demolition**

Site remediation (contaminated soil removal) has been completed at Building 164. However, Campus Services is waiting on final report recommendations and negotiating with New Student Precinct (NSP) regarding handover of site. It is unlikely that we will backfill the site now. More likely that the NSP project team will be responsible for final reinstatement of the site upon completion of the NSP.

#### **(e) Other works**

- Roof works at University House are complete, with a few minor building works still to be completed in October.
- Leak mitigation at 11 Barry St has been completed.

- Shade sail incident at Union House – replacement marquee structure has been installed in North Court.
- Slips/Trips audits are being undertaken on a monthly basis

#### **(f) Incidents**

Serious Incidents including:

- Glyn Davis Building (formerly MSD Building) Façade panel fell from the building after strong winds in September – Campus Services are currently working closely with Multiplex and FabMetal to determine root cause and rectification works. Rectification works are commencing early October.
- Section of ceiling collapsed in one of the terrace houses in Barry street
- Flooding to a couple of buildings including The SPOT and Law in the plant rooms

#### **(g) Contractor Management**

Significant work has gone into the review of the contractor management system, including re-defining the framework, in collaboration with the Commercial Services team. The implementation of the new framework has started and will hopefully make managing contractors for Campus Service easier.

#### **(h) Division 5 HazMat Re-Assessments**

The 5-yearly re-assessment of hazardous materials and updating of the University's asbestos register database (for all campuses) has commenced with Greencap. Inspections commenced at the Parkville Campus, however due to stage 4 COVID restrictions the site assessment works have been suspended. It is hoped that these will recommence as restrictions are further eased later in October.

#### **(i) Campus Management Monthly Asset Report**

Campus Services has a monthly 'State of the Assets' report which includes various health and safety metrics. Attached is the last months (August) report presented to Byron Collins.

#### **(j) Reactivation of Campus**

Campus Services has been working very closely with faculties and departments to ensure the re-activation of their areas is completed in a timely manner. This includes the installation of decals, hand sanitizing units, signage and that the building is operating in those areas under normally conditions including cleaning, air conditioning etc.

### **B03 Student Observers Report**

Alice Kim, as Student Observer for Graduate Student Association (GSA) briefly discussed the GSA report that was conducted earlier this year on parents on campus and the results were collected pre COVID.

The aim of the report was to understand and improve the accessibility on campus for parents with prams. With the timeline of returning to campus and the results from the report indicated that parents found limited accessibility around campus with prams, the OHSC seemed the correct forum to raise the issues with.

It was noted that the work being done within Campus Services regarding external access to buildings, would tie in with this GSA Parents on Campus report and it was concluded that the report should be sent on to the Diversity and Inclusion Committee to assist with. It was also commented that the GSA Report is relevant to staff members who are parents and require access to the same sort of facilities (expressing / parents rooms on campus).

The GSA Report is available to be circulated within the University and the Policy Coordinator can be emailed to request to circulate it externally.

[https://gsa.unimelb.edu.au/wp-content/uploads/2020/08/parents\\_on\\_campus-FINAL.pdf](https://gsa.unimelb.edu.au/wp-content/uploads/2020/08/parents_on_campus-FINAL.pdf)

- ii. GSA – ongoing mental health concern of graduate students in isolation

## **C New Initiatives and Actions (Verbal Report)**

### **C01 Health & Safety Training Update COVID Safe Campus Training**

Stefan Delaney

Revised COVIDSafe campus training has been launched. The training now includes an actor navigating the learner through the campus. Further changes are expected as the training will be adapted to reflect new and changing requirements. There have been 11,545 enrolments to date.

There are a small number of final year students that are returning later this month (one requirement for them is to complete the TrainME training)

There is also training being developed on temperature screening to support the safe and effective implementation of temperature screening where risk benefit analysis identifies greater benefit in doing temperature screenings than not doing them.

The Training needs analysis is being revised to reflect the new COVIDSafe training courses and there will be consultation on this in the next week or so.

A question posed from the above report was related to potential use of TrainMe to record completion of ergonomics self assessments. Stefan responded by advising there is substantial work being done on the working from home and workstations assessment. t Service Now is the platform that is planned to be used for recording workstation assessment completions and subsequent workflows. The importance of linking not just the training and assessments completed but connecting when the need would arise to undertake a review of the assessment (critical point, change location at campus, start a new position).

## **D Reports for Noting**

The reports were noted by the committee. It was noted that incident reporting had decreased and there were little incidents being reported from home. This could be for two reasons; people may be less inclined to report things from home to whether they are within a safer work environment. The boundary between work and home is very blurred.

### **D01 Audit Report**

- i. Audit Report

### **D02 Serious Incident Reports & Investigations Report**

### **D03 Health & Safety Management Systems**

- i. H & S Performance Summary Q2 2020

### **D04 Legislative Change Report**

### **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 2020

**D07 External Health and Safety Feedback Received**

Nil Received

**E Other Business**

**E01 COVID-19 UoM Roadmap**

**Stefan Delaney**

Latest version of Roadmap is included in the paper and it aligns with the Victorian Roadmap and is amended/adapted when Victoria is revised.

Key points include:

- it allows essential research to continue, for permitted works including for graduate researchers, clinical and biomedical placements and for teaching and learning (VET science and medicine).
- As of the 5<sup>th</sup> October 2020, programs can be run for final year students doing course work and for graduate researchers in their final year who need access to campus (as priority) and those who would finish before 31 January next year.
- Fine Arts, Music and Science students with course work from October 12, Masters and PhD students in their final year may also be eligible.
- Individual circumstances are dependent on the Faculty having the resources for the students to attend safely and whether the buildings are available. \
- The plan until the end of the current stage and foreshadowed until the end of this year will be similar to this and moving into the 3<sup>rd</sup> step; it is anticipated adult education industry will no longer be classified as heavily restricted and be able to remove the need for worker permits that are currently required.
- Students in Chemistry and Lab based/science schools who need to do lab work require working with permits, as well a final year and master students, given they cannot do experiments or such at their homes.
- Recent relaxation around final year students will impact in HASS faculty – prior to the 5<sup>th</sup> October this was not permitted.

Professor Rizzacasa advised that third year students who are listed as essential on campus in order to complete their degrees, there is a delay in bringing them back on masse until November 2020 and to bring all students back to complete their final lab work by the end of the year.

**E02 Other Business**

1. Question regarding the safe gate system was raised, on staff alternative work space and where that will be at the next stage of relaxed restrictions. Stefan advised the location couldn't be confirmed at this stage as it would depend on which buildings are open at the time.
2. Theresa Walsh requested to return to the next OHSC meeting as an observer and thanked the committee for allowing her to be present.
3. Alice sought clarification on what is the Committee's expectation of student observers going forward and it was advised that the Committee was in place to feed up to management any issues that have presented, so the student observer being present in the meetings allows the opportunity to bring forward anything the Committee needs to know about and to take information back about programs, policies or activities that are brought to this forum.
4. A link was provided in the chat regarding October Safe Work Month and the list of different activities over the whole month brought to the University by the Health and Safety team.

This committee meeting finished at 2:59pm.

## Distribution

Membership													
<b>Employer Representatives</b> 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 Associate Director, Health & Safety	Dr Sally Eastoe Mr Colin Reiter Vacant Prof Mark Rizzacasa Vacant Mr Stefan Delaney												
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	<table border="1"> <tr> <td>Mr Colin James</td> <td>10 Jun 2023</td> </tr> <tr> <td>Ms Paula Mitchell</td> <td>10 Jun 2023</td> </tr> <tr> <td>Ms Deanne Catmull</td> <td>09 Sep 2022</td> </tr> <tr> <td>Ms Heather Daykin</td> <td>09 Sep 2022</td> </tr> <tr> <td>Ms Kate Hayes</td> <td>09 Sep 2022</td> </tr> <tr> <td>Dr Paulo Vaz-Serra</td> <td>16 Aug 2022</td> </tr> </table>	Mr Colin James	10 Jun 2023	Ms Paula Mitchell	10 Jun 2023	Ms Deanne Catmull	09 Sep 2022	Ms Heather Daykin	09 Sep 2022	Ms Kate Hayes	09 Sep 2022	Dr Paulo Vaz-Serra	16 Aug 2022
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<b>Employee Health and Safety Representatives Alternates</b> Three Health and Safety Representatives elected as Alternates	<table border="1"> <tr> <td>Ms Meredith Potter</td> <td>10 Jun 2023</td> </tr> <tr> <td>Mr Ben Michael</td> <td>10 Jun 2023</td> </tr> <tr> <td>Ms Harpreet Bhatia</td> <td>09 Sep 2022</td> </tr> </table>	Ms Meredith Potter	10 Jun 2023	Mr Ben Michael	10 Jun 2023	Ms Harpreet Bhatia	09 Sep 2022						
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<b>Student Observers</b> One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Ms Phoebe Nadenbousch Ms Alice Kim												
<b>Standing Observers</b> Vacant	Vacant												
<b>Minutes Secretary</b> Health and Safety Services, Business Services	Ms Kim Burke												
<b>Chief Operating Officer &amp; VP Admin</b>	Mr Allan Tait												

## Action Items

REF	ACTION	RESPONSIBILITY	STATUS
2/2020 B01 i	Add in an Agenda item for the next meeting regarding who the alternate HSR's	Kim Burke	In Progress
2/2020 B01 i	Communicate back to broader H&S community about how students can access the OHS induction documentation (RA's and SOP's	Stefan Delaney	In Progress
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	On hold