

**THE UNIVERSITY OF MELBOURNE  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
MEETING 02/2021 MINUTES**

A meeting of this committee was held on Tuesday 14<sup>th</sup> September 2021 at 10.05am, via Zoom.

**A Formal Matters**

**A01 Welcome, Apologies & Delegates**

Dr Sally Eastoe (chair) started the meeting with the Acknowledgement of Country.

Apologies:

Mark Rizzacasa was an apology

**A02 Membership Changes**

Harpreet Bhatia has left her DWG and is no longer an HSR.

**A03 Minutes of the Previous Meeting**

OHSC 1 2021 draft minute was accepted.

**A04 Action Sheet from Previous Meeting**

REF	ACTION	RESPONSIBILITY	STATUS
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	<b>ITEM COMPLETE:</b> guidance has been published in the Health and Safety's website

**B Items for Consultation/Discussion**

**B01 Health & Safety Representatives (HSRs) Items for Discussion**

**Update of HSRs and Alternates on OHSC (Verbal Update)**

**i. HSR Consultation**

a. Consultation Process

Deanne Catmull

Deanne Catmull provided feedback about the consultation process for the University's Safety Management Plan. Stefan Delaney confirm the plan was still in draft as published on the safety website and will remain in draft until the consultation and approval process is finalized.

**ii. Mental Health First Aid Training course**

Paula Mitchell

Paula Mitchell is concern on the support that could be given to the affected staff member due to the pandemic and restructure and pointed out on the mental health first aid training course. Paula noted the University current offer mental health first aid training focusses on staff support for student mental health. Paula asked if the University is looking into providing a similar course for staff.

Stefan Delaney commented that there is already a program that is available for staff which provided

similar training for HR Business Partners, HR managers, and people leaders. Stefan mentioned the course "Managing Mental Health in the Workplace" was developed for the last four years.

Stefan advised the University can explore offering a program such as mental health first aid to wider cohort of staff.

Sally Eastoe also added that there is a new team being formed within HR will be reviewing training and development for staff and better at access online virtual solutions.

iii. **DWG re-negotiations and UoM policy** Deanne Catmull and Heather Daykin

a. Process

Deanne Catmull pointed out on the changes of OHS Business partner's contact. Deanne noted difficulty in finding the correct contact of the Business partner on the Health and Safety's website. Stefan Delaney accepted the feedback and confirmed he will engage with Deanne and others to identify how future communications can be improved.

Heather Daykin noted the Designated Work Group (DWG) and the Health and Safety Representatives (HSR) lists on the Health and Safety's website do not provide sufficient detail to clearly identify the scope of the DWG. Heather proposed to add more details to the list on the website.

Deanne Catmull also note that some areas did not use the appropriate method to call out for the HSR election due to the lack of awareness in different areas of membership of the DWG.

Stefan Delaney advised he would arrange for further details describing the scope of each DWG would be added to the list of DWGs.

**B02 Management Representatives Update**

i. **Director Campus Services (Verbal Update)** Colin Reiter

**(a) Accessibility Assessment**

A Disability Discrimination Act (DDA) Compliance Program has commenced with an allocation of \$1.5M in 2021. The funding has been fully allocated with 55% of the projects approved and in progress. The DDA audits of the non-Parkville campuses has been awarded to Equal Access and are planned to commence in October 2021.

Improved toilet and access facilities at the Zoology Breezeway have been awarded and are planned to commence in August 2021, and similarly improvements at David Caro and Chemistry are currently being designed by architects. Remedial works to the spoon drain outside MSD have been completed and remedial works to the south end of Professors Walk are currently in progress. Building entry access improvements are currently being designed by heritage architects for the Chemistry East and BioSciences 2 (Botany) buildings.

The preferred design for the ramped pathway between the Beaurepaire and Nona Lee Sports Centres has been agreed with stakeholders and the design is being finalised for tendering in August. Funding has also been allocated access improvements at Dookie to the Dorm D and Molecular Lab buildings, aligned to the State Government funded works. A request for capital funding in 2022 has been submitted, supported by a draft program of works.

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

Capital Funding has been approved to address the highest priority issues at the Howard Florey building with an allocation of \$0.3M in 2021, together with the outstanding works at the Sydney Myer Asia Centre building where it adjoins the New Student Precinct Project. The scope of proposed works and operational

changes at the Howard Florey have been tendered and awarded, are planned to commence in August with completion in 2021, and will address only the highest risk issues in order to reduce the overall fire risk for the building.

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

The 18-monthly visual structural inspections at all campuses and buildings have been awarded and are planned to commence in August, with completion expected by the end of October 2021. The 2021 'Inspection & Make Safe' works for the ~20 buildings that are inspected annually will be undertaken in the second half of 2021 and are currently being scoped for pricing.

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

- Slips/Trips audits are being undertaken on a monthly basis
- Balcony remediation works at 213 Barry Street have been awarded and have commenced with completion expected by the end of 2021.
- Rendered façade remediation works at 66 Dawson Street have been awarded with works planned to commence in August with completion by the end of September.
- Remediation works to the Old Sports Grandstand have been awarded and are pending City of Melbourne approval to proceed.

### **(f) Incidents**

Serious Incidents including:

Facilities:

- Metal panel covering auto door mechanicals fell hitting a student on the head at the Glyn Davis building. Mechanical fixing of panel completed.
- Near Miss – light fittings in the Dulux Gallery space within Glyn Davis building identified as coming loose / detaching – potential fall from heights issue. Make good works completed.
- Chem Spill at MDU, 1 September
- Electric Shock at Bio 21, 11 August

Projects:

- Hazard - Diesel fumes associated with plant working on the New student precinct project entering laboratory spaces in the Chemical engineering building. Temporary modification has been made to the buildings fresh air intake system
- Hazard - Water was inadvertently turned off to the engineering building emergency showers – Hazard was due to inaccurate as built documentation. Site processes have been modified to isolate on day one & work on the system on day two
- New Student Precinct – Crane operator was in the process of prestart checks, an incident has occurred causing the luffing jib to drop and come into contact with the mast of the crane. One worker was taken to hospital with an injured leg. – Principal Contractor & WorkSafe are currently conducting investigations.
- Near Miss – Falling Object at New Student Precinct, 11 August

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

The cyclic re-assessment of hazardous materials and updating of the University's asbestos register database (for all campuses) is in progress with Greencap. All site assessment works have been completed with final reporting and updating of the hazardous materials database expected to be completed by the end of July.

### **(i) Reactivation of Campus**

Campus Management continues to work 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. More recently, the roll out of new Victorian State Government QR Codes has occurred across the University's buildings.

**ii. Associate Director Wellbeing Services**

George Habib

**(a) Completing the SASS OHS Strategic Plan – Cyclic Tasks**

Following the endorsement of the SASS Risk Profiles at the last OHS Committee meeting and their further endorsement by the SASS Leadership team to reflect the new SASS organisation model to apply from 30 August, the Committee endorsed the approach to cluster SASS teams into 4 risk profile categories:

1. Office based work
2. Office based work with contact with the public
3. Office based work with contact with the public including travel and events
4. Special risk cases

This action completes the SASS OHS Strategic Planning framework which is now ready for publication and launch to staff.

**(b) Comms plan for OHS Plan launch**

The Committee agreed to launch/publish the 2021-23 OHS Strategic Plan.

**B03 Health and Safety Management Plan 2021-2025**

Stefan Delaney presented the draft 5-year UoM Health and Safety Management Plan that builds from previous. There are two phased approach; The UoM Health and Safety Management Plan, and The Local Area Action Plans. The UoM Health and Safety Management Plan which sets the overall direction, incorporates university goals, legislative requirements and priority areas for focus during the plan period whereas the local action plans reflect UoM Health and Safety Management Plan priorities and provide details of planned actions in the local faculty or area.

There are three primary goals which include; safety systems improvement, safety leadership and engagement and injury reduction.

Post meeting note: Two consultation meetings with HSR members of OHSC were held on 17 and 20 September where HSR feedback on draft plan was provided.

The meeting concluded at point B02(ii) at 11:09am whereas B03 on 17 and 20<sup>th</sup> September. The Chair has advised that items from B05 onwards will be carried forward to the next meeting.

**B05 Occupational Health and Safety Committee Term of Reference**

**i. Draft update to OHSC Terms of Reference (herewith)**

Stefan Delaney

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

**C02 Vaccination Programs**

Stefan Delaney

- i. COVID-19 Vaccination Hub
- ii. 2021 Influenza Vaccination Program

**D Reports**

**D01 Health and Safety Audit Programs Report (herewith)**

Stefan Delaney

**D02 Serious Incident Reports & Investigations**

- i. Significant Incidents (herewith)

**D03 Health & Safety Management Systems**

- i. Q2 performance report (herewith)

**D04 Legislative Change Report (Verbal)**

Stefan Delaney

- i. COVID incident notification regulation
- ii. Infringement notices
- iii. Dangerous goods
- iv. Environment protection
- v. Provisional payments (WIRC Act)

**D05 Elected Employee Health & Safety Representatives Terms of Office**

- i. Expiring Terms (herewith)

**D06 Reports Received from Other Committees**

- i. Divisional H & S Committee Meeting Dates 2021 (herewith)

**D07 External Health and Safety Feedback Received**

Nil

**E Other Business**

**E01 COVID-19 UoM Update (Verbal Update)**

Stefan Delaney

**E02 Other Business**

Nil

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**Distribution**

<b>Membership</b>													
<p><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 &amp; Safety</p>	<p>Dr Sally Eastoe            Colin Reiter            Vacant            Prof Mark Rizzacasa            George Habib            Stefan Delaney</p>												
<p><b>Employee Health and Safety Representatives</b>            Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives</p>	<table border="1"> <tr> <td>Colin James</td> <td>10 Jun 2023</td> </tr> <tr> <td>Paula Mitchell</td> <td>10 Jun 2023</td> </tr> <tr> <td>Deanne Catmull</td> <td>09 Sep 2022</td> </tr> <tr> <td>Heather Daykin</td> <td>09 Sep 2022</td> </tr> <tr> <td>Kate Hayes</td> <td>09 Sep 2022</td> </tr> <tr> <td>Dr Paulo Vaz-Serra</td> <td>16 Aug 2022</td> </tr> </table>	Colin James	10 Jun 2023	Paula Mitchell	10 Jun 2023	Deanne Catmull	09 Sep 2022	Heather Daykin	09 Sep 2022	Kate Hayes	09 Sep 2022	Dr Paulo Vaz-Serra	16 Aug 2022
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<p><b>Employee Health and Safety Representatives Alternates</b>            Three Health and Safety Representatives elected as Alternates</p>	<table border="1"> <tr> <td>Amy Hampson</td> <td>May 2018</td> </tr> <tr> <td>Anton Cozijnsen</td> <td>Nov 2017</td> </tr> <tr> <td>Lynn Tran</td> <td>Nov 2017</td> </tr> <tr> <td>Harpreet Bhatia</td> <td>Nov 2019</td> </tr> </table>	Amy Hampson	May 2018	Anton Cozijnsen	Nov 2017	Lynn Tran	Nov 2017	Harpreet Bhatia	Nov 2019				
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<p><b>Student Observers</b>            One student nominated by UMSU Inc.            One nominee of the President, Graduate Student Association Inc.</p>	<p>Planning Jay Vynn Saw            Seungyoul (Sean) Oh</p>												
<p><b>Minutes Secretary</b>            Health and Safety Services, Business Services</p>	<p>Wei Ni Lim</p>												
<p><b>Chief Operating Officer &amp; VP Admin</b></p>	<p>Allan Tait</p>												