

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 02/2022 MINUTES**

A meeting of this committee was held on Thursday 23rd June at 10.03am, via Zoom.

A Formal Matters

A01 Welcome, Apologies & Delegates

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

Apologies:

- George Habib was an apology
- Colin Reiter was an apology
- Mark Rizzacasa was an apology
- Dinidu Wijesurendra was an apology
- David Chan was an apology
- Lynn Tran was an apology

Delegates and Observers:

- Meredith Potter – HSR Alternate, Delegate for Dinidu Wijesurendra
- Haydn Bishop - Safety Consultant, Delegate for Colin Reiter
- Sam Montalto - OHS Business Partner for Science

A02 Membership Changes

Nil

A03 Minutes of the Previous Meeting

No further endorsement was made to the draft minutes of OHSC 1 2022. The draft minutes have then been finalised.

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 by Q3 2022; Some areas need review due to expired HSR terms.
3/2021 Action 1	Review University First Aid Arrangements in light of new First Aid Compliance Code	Stefan Delaney	In progress Gap analysis completed. Process on PromApp is currently being updated. Revised first aid risk assessment tool will commence and the OHS committee members will be published for consultation before finalizing.
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			upgraded their platform and confirmation will be required from their end.
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 Katherine Gedess (CYP representative) to review the pathway of the entry and exit points. Recommendation has been made to CYP including improved signages, greater education and enforcement, CYP has provided a proposal and currently seeking some internal feedbacks.
1/2022 Action 2	Call out for elections of the DWG by divisions	Stefan Delaney	In progress Stefan to put a call out for other elections of any group that doesn't have any HSR by divisions
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 Multiple faculties meeting has been held to discuss ventilation; web contents have been provided including COVIDSafe hub.

B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

i. First aid kits – adding extra items such asthma inhalers (and spacer) and EpiPens

Heather Daykin spoke up on behalf of Dinidu Wijesurendra whether the University can include inhalers, spacers and EpiPens in the first aid kit across the University especially in the higher risk areas such as for the use of undergraduate students and if there are restrictions for those under 18.

Stefan Delaney clarified that there were some additional references in the current first aid compliance code and explained that the University already have access to EpiPens in the Childcare Centre as part of their first aid risk assessment. Stefan added that there are other medications and antidote for specific first aid kits in specific areas with specific risks such as areas that use hydrofluoric acid, cyanide, in childcare, etc. Stefan agreed to Heather on the administration of the medications to those that are under 18 or other risks. Stefan confirmed that the items are being worked through as part of the review and would expect that the references will be included.

Helen Billman-Jacobe commented that it would be good if the University can transfer specific guidance materials regarding first aid management to the human ethic areas to provide further support to the staff in order to reduce risks such as offering food and beverages. Stefan stated that the staff can use the checklist to identify people who may have allergies and is happy to provide some advice to the human ethics committees for better support. Stefan also confirmed the new ProMapp will be included including a guidance document where staff can search of aspirin inhaler in their local area, and it will be included in the risk assessment in addition to the standard University contents. Stefan also added that the University has an external contractor in place who is able to replenish the first aid kits now across the University.

Sally Eastoe asked if there is a time frame for this process. Stefan confirmed that the first aid Promapp will be completed by the end of July including other previously mentioned items.

ii. E-scooters – communication to users on campus

Heather Daykin brought back the topic of E-scooters where they were found left on the University walkways and reported that it was time consuming to find the information on how to report it. Heather asked who will be assigned with the report in Snap Send Solve and ERMS. Stefan Delaney clarified that Snap Send Solve is a maintenance request that goes directly to the facilities team in Service Centre. Heather was hoping that the University has a clear guidance material for the use of bikes and E-scooters on campus and to include ways to report it in times of incident in Snap Send Solve (SSS) or ERMS. Heather added that this will help to reduce time consuming while finding information to report the incident. Maybe also guidance on where to park them. Stefan is happy to explore the content for bikes and e-scooters.

Stefan Delaney explained that it is the company's responsibility to hold accountable for those who left in an inappropriate space. Stefan added that it is important for the feedback to go back directly to the mechanism that has been established by the company. Stefan discussed on the cons of some e-scooter companies that did not have a geo fencing around the traditional campus and operate through an app, hence, caused an issue to lodge complain at an organizational level.

Helen Billman-Jacobe further added if it is possible to include a comment of the appropriate use of e-scooters inside the buildings. Stefan Delaney is happy to take this onboard for the guidance material and share that with the wider University community.

iii. Reporting on campus hazards/incidents (not inside buildings)

Heather Daykin was unsure who will be assigned to with the incident/hazard report in the case of a student. Stefan Delaney explained on the design of ERMS around the employee-supervisor relationship where the information was directly populated from Themis. Stefan further explained that the report will be assigned to the primary supervisor if the employee has multiple roles within the University. Stefan added that the incident/hazard report of a student who does not have any roles with the University will be assigned in default to the Health and Safety Business Partner for the faculty with the course they are enrolled in.

iv. Incident on campus – suicide

Heather Daykin brought up an incident that happened on campus that involved suicidal attempt and wanted to know if counselling services are available for these staff/students, including the management of incident control and the follow up services. Stefan Delaney would need to get more information from Heather and stated that there are currently available counselling services offered (EAP) which is available to both staff and students. Stefan is happy to take the feedback onboard regarding site incident control and stated that there were some separate reviews that had been worked through around traumatic incident that George Habib and Stefan Delaney are looking at on how to better coordinate some of these consequential issues that derive during traumatic incidents.

B02 Management Representative Items

i. Director Campus Services

Ventilation in University buildings & COVID 19

Campus Management continues to support staff and students by assessing spaces and providing portable air purifiers.

The rollout of centrally managed CO2 sensors is now over 1,250 units, with a delivery of 900 sensors expected in June. Spaces are performing well, although winter is challenging some of the naturally ventilated spaces.

Teaching spaces included in the semester 2 timetable that were not used in semester 1 are being assessed by air balance contractors.

Façade remediation works

1888- Building 198. & David Caro Building

Work is well underway on both projects with completion expected to be reached early 2023

Scaffold erection complete to the south and encapsulated in heavy duty shade cloth. Contractor using Risc form process efficiently and site presentation is very good. Paint removal, rendering is ongoing. Upcoming works include lintel replacement (awaiting temp works design) and replacement of 'griffin' statues on parapet.

Non-compliant Cladding Review

Works to mitigate risk associated with flammable cladding at the SMAC building are now complete.

Accessibility assessment

DDA audit reports have been received for all campuses and works have commenced to review and establish a prioritized works program for 2023.

Building Essential Safety Measures Assessments

Annual testing, verification and sign off of Essential Safety Measures associate building safety systems continues. Verification includes mechanical fire mode testing, fire detection and EWIS testing, exit and emergency lighting operation and fire door and paths of egress checks.

Over 200 buildings are assessed annually. For the year to date, all 112 scheduled buildings have been successfully signed off as compliant

Tree Management

Progress of Tree Assessment

Enspec have completed tree assessments for all campus's except Shepparton & Hawthorn.

Shepparton is due to be completed before the end of this financial year & Hawthorne will commence in a month & be completed prior to sale.

Only 1 extreme risk has been identified across all campus's that is not related to the safety of the public, -Root damage on the Dookie campus, monitoring program is in place.

Safe Zone Emergency Response Management Platform Pilot

UoM's Emergency manager, Nicky Haslinghouse, has been working closely with the security team & target user groups on the testing of the Safe Zone application. With the testing phase successfully completed, we can expect to see the application launch rolled out over the next few days with the system available to all staff & students on campus.

Health & Safety Surveillance Audit

During March/April 2022 an external health and safety surveillance audit of Campus Management was conducted. The audit measured the implementation of the health and safety management system across Campus Management against 82 criteria with no (0) non-conformances identified.

New Student Precinct/Monash Road interface

The New Student Precincts, Arts & Culture building has reached completion phase this week. This will open up the buildings Monash Road facing elevation & reduce the construction impacts on Monash Road.

Significant Incidents

Facilities:

Mag lock strike plate fell landing on staff member's arm:

- No serious injuries
- WorkSafe notified
- Contractor has been engaged to conduct cyclic servicing & reporting of all similar locks on all campuses

Significant Incidents

Projects:

Unauthorised site entry onto a contractor's site at 1888- Building 198.

- Member of the public scaled the site hoarding, jumped off scaffold
- sustained critical injuries
- Authorities involved
- WorkSafe notified & inspected the contractor's site
- No notices issues involving the incident
- Focus on site security & scaffold climb-ability

Contractor working on the ceiling in the Peter Hall building

- Ceiling fell in after the contractor cut a manhole
- No injuries sustained
- Ceiling wall loaded with old slate from a re-roof, potentially done years ago
- Full survey has been conducted on the state of the buildings ceiling
- Contractors to be engaged to remove stored items in ceiling cavity

Contractor working on the KANE NSP site fell from ladder

- Plaster fell from a 1.8m platform ladder
- Injures his hip
- Hospitalized & has undergone surgery
- WorkSafe have been notified by the principal contractor
- Incident investigation expected to be received this week

ii. Associate Director Wellbeing Services

None

B03 Other items for discussion & consultation

Sam Montalto presented the to the committee the Faculty of Science Health, Safety and Wellbeing roadmap, focusing on the three different topics: the fieldwork safety, laboratory safety management and ERMS incident data quality checks.

The presentation will be circulated with the minutes.

C New Initiatives and Actions

C01 COVID-19 Report

Stefan Delaney stated that the COVIDSafe Plan has been updated and resolved significant changes that took place back in April 2022. Stefan added that there have been further changes announced in the State Government in relation to vaccination. Stefan stated that the University does has its own policy that sits separately to what the direction says, and the policy has not been changed. Stefan stated that the University needs to review the new State Government orders and directions before they can better understand what actions the University may be proposing with respect to the vaccination policy and any other changes that might be prompted as a result of the update of health orders.

Stefan stated that the University continue to have some mandates with respect to the vaccination for the healthcare workers, and students undertaking placements in the healthcare settings, aged care, custodial services, and policing. Stefan added that the cases and exposures on campus continued to be published on the University website including potential outbreak in some work environment such as student accommodation. Stefan explained that the University must report to the health authority when the number of cases hit a trigger point within a week and the authority will make an assessment if any actions are required. Finally, Stefan stated that the broader covid arrangement are continuing to focus on ventilation and the University continue to provide P2 masks, rapid antigen test in significant volumes for its staff and students. The University continue to encourage staff and student to not attend campus if they are unwell or any symptoms of respiratory illness.

D Reports for noting

The following reports were noted by the committee.

- D01 Health and Safety Audit Report** (herewith)
- D02 Serious Incident Reports & Investigations**
 - i. Significant Notifiable Incidents and regulatory activity report (herewith)
- D03 Health & Safety Management Systems**
 - i. Q1 2022 Performance Report (herewith)
- D04 Legislative Change Report (verbal)**
 - i. Dangerous Goods (Explosives) Regulation
- 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 2022 (herewith)
- D07 External Health and Safety Feedback Received**
Nil

E Other business

E01 Other Business

Request to change meeting 4 date to another day (except Monday)

F 2022 Meeting Schedule

F01

Meeting 3/2022

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

Meeting 4/2022

Meeting 4 will be held on *Monday, 12th December at 10:00am to 11:30am.*

The meeting concluded at 11:33 am.

Action Items

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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 Multiple faculties meeting has been held to discuss ventilation; web contents have been provided including COVIDSafe hub.
2/2022 Action 1	Explore the guidance material contents (including ways to report) for bikes and e-scooters.	Stefan Delaney	In progress
2/2022 Action 2	Explore management of the site incident control during traumatic incidents.	Stefan Delaney	In progress

Distribution

Membership		
<p>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</p>	<p>Dr Sally Eastoe Colin Reiter Vacant Prof Mark Rizzacasa George Habib Stefan Delaney</p>	
		<p>Committee Terms of Office (ToO) Expiry:</p>
<p>Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives</p>	<p>Paula Mitchell Heather Daykin Cathy Alizzi Lynda Boldt Helen Billman-Jacobe Dinidu Wijesurenda</p>	<p>10 Jun 2023 09 Sep 2022 25 Nov 2023 25 Nov 2023 04 Mar 2024 09 Mar 2024</p>
<p>Employee Health and Safety Representatives Alternates Four Health and Safety Representatives elected as Alternates</p>	<p>Meredith Potter David Chan Sunnia Rajput Lynn Tran</p>	
<p>Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.</p>	<p>Jordan Hutchins</p>	
<p>Minutes Secretary Health and Safety Services, Business Services</p>	<p>Wei Ni Lim</p>	
<p>Chief Operating Officer & VP Admin</p>	<p>Allan Tait</p>	