

The University of Melbourne
Occupational Health & Safety Committee

Meeting 01/2015

Meeting 1/2015 of the Occupational Health & Safety Committee was held on Wednesday
5 August at 2.00 pm, in Dean's Den, First Floor, Old Geology Building.

Membership	In Attendance	Apologies	To Expiry
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Associate Director, Property & Campus Services or nominee Dean of a Faculty or Graduate School or nominee Provost or nominee Associate Director, Health & Safety Provost or nominee	Ms Su Butler	Ms Sally Eastoe Mr Colin Reiter Prof Mark Rizzacasa Mr Daniel Persaud	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Ms Deanne Catmull Ms Leanne Fisher Ms Jennifer Scott Mr Steve Adams Ms Paula Mitchell Mr Darren Tucker		1 May 2016 7 May 2017 26 November 2017 6 November 2016 12 February 2017 7 August 2016
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas (UMSU nominee) Miss Emma Dook (GSA nominee)		
Occasional Observers Other observers as determined by the Committee and invited by the Chair.			
Standing Observers Manager, Injury Management	Mr Peter Robertson		
In Attendance	Ms Georgie Burg (Minutes Secretary)		

A Formal Matters

A01 Apologies

Ms Sally Eastoe, Mr Stefan Delaney, Ms Julie Davies, Mr Dan Persaud, Mr Mark Rizzacasa and Mr Colin Reiter.

A02 Welcome

Welcome to Ms Butler, nominee in Mr Delaney's absence. Ms Butler noted that according to the Terms of Reference, there was a quorum.

A03 Membership Changes

Ms Sally Eastoe replaces Ms Julia McQuillan as the Chair.

A04 Minutes of the Last Meeting

The minutes were approved as distributed.

- i. One Action from previous minutes remains unaddressed, being REF 02/2014 CO2 ii (Safety of walking and using mobile phones. Mr Delaney to provide paper to committee. As yet incomplete).

B Items for Consultation

Reviewed the 2015 Targets and Objectives (refer to D07ii 2015 Targets and Objectives).

Point 5 - Options for establishing revision of the University Objectives and Targets. Committee agreed on option B that a LTIFR target of zero would be complemented with a threshold target of 1.55 (LTIFR).

C Items for Discussion

C01 Health & Safety Representatives Items for Discussion

i. Lecture Theatre safety information

As raised in email from Ms Catmull, meeting to finalise investigation and outcomes from LT safety group is yet to be scheduled. The required list has been commenced and will be passed on in due course. Ms Catmull noted that she received feedback indicating that the posters were printed before receiving feedback, which was undesirable. Ms Butler identified that the distribution of posters in lecture theatres had commenced.

ii. Designated Work Groups

Due to changes to the Professional Staffing structure across the University, there is confusion between OHS advisors and HSRs in some areas. A query was raised as to who the OHS coordinator is in Chancellery. Ms Catmull and Mr Delaney agreed prior to the OHSC Meeting that Mr Delaney would seek assistance and input from HSR cohort and working parties to clarify the issues.

iii. **Bullying and Psychosocial hazards**

Lists of current bullying advisors are not currently up to date. Ms Butler identified that an article in Staff News (June Publication) has been published to invite expressions of interest.

iv. **Update on Working Alone Policy**

There has been no progress as yet. This will be part of the project to move procedures into the new Process system.

v. **OHSC review of DWGs with BIP changes**

Process and identification of DWGs and associated procedures to be clarified and actioned by Ms Butler, who indicated that the process has started and is favourable in directional terms, but is a slow process. In the interim, these groups are available for representation by existing HSRs.

vi. **Reporting experiences and best practice in OHS across the University**

Endorsed by Mr Adams, along with suggestion that invitations and participation from other areas be encouraged. Rolled over from 2014.

Ms Catmull noted that OHS 'near misses' be included in discussions regarding obligations of reporting incidents. Mr Adams endorsed this and added that as far as OHS is concerned, if the incident isn't reported, then OHS is unable to act in retrospect. A perception of an incident being of a trivial nature provides a negative feedback loop whereas the reporting of this incident then builds a referrable pattern over time.

Ms Butler noted that the capturing of data via a number of avenues (including maintenance or HR) are also mechanisms for reporting.

vii. **Promotion and recruitment of HSRs**

This remains an active topic and has been discussed with Mr Delaney.

viii. **Terms of reference**

The templates are not completed however a draft will be presented before the next meeting.

D Items for Noting

D01 Internal Audit Report

Overall NC Audit findings have been trending down whilst RC Audit findings are trending up.

D02 External Certification Audit Report

Ms Butler noted that the set date to close out non conformances is 18 August 2015.

D03 Review of Serious Incident Reports & Investigations

- i. Mr Robertson discussed the fact that the majority of recent incidents were due to uneven surfaces resulting in injuries to ankles and knees from falls. No claims could be directly attributable to BIP.
- ii. Mr Adam mentioned three incidents of items falling from ceilings relating to maintenance. In particular, there is current maintenance regime for the lighting and ceiling architecture in the Law building.

D04 Legislative Report

Ms Butler reported on one legislative change:-There have been additional changes to the Dangerous Goods Regulations Laws. These were gazetted on 28 July 2015.

D05 Minutes and Reports received from other Committees

The Electromagnetic Radiation Safety Committee reported on renewal of radiation management licence for three years.

Mr Adams questioned the presence of the Traffic Management Groups, with a focus on updates regarding footpaths and any invitees of note.

D06 Policy Procedures and Process Review

The following process documents have be reformatted and republished:

- i. Provide Health and Safety Training
- ii. Responding to an emergency
- iii. First Aid - Health and Safety Requirements
- iv. Workplace Inspection - Health and Safety Requirements
- v. Reporting Health and Safety Injuries and Illnesses
- vi. Notifying safety regulators of significant incidents
- vii. Undertake Health and Safety Management System Review and Audit

D07 OHS Management Systems

- i. 2014 OHS Management Systems Review highlighted the continuing trends of LTIFR. Reviewed the achievements of safety objectives and targets in 2014.
- ii. 2015 Objectives & Targets (refer to item B)

D08 External OHS Feedback Received

None received.

E Other Business

- i. Mr Thomas informed the Committee that there are concerns that staff are well represented with Mental Health support whereas students may not be. The Psychological and counselling services provided by the University are booked out by significant amounts in advance and there is a lack of awareness in the student body about the facilities available. Mr Thomas questioned the University's response to student mental health and asked for a management process to address this issue.

A discussion followed where the requirement for a possible review, committee responses and possible avenues to raise student awareness (for instance, advertisements) and the perception versus the reality of demand for DS services were all flagged for ongoing future discussion.

- ii. Jennifer Scott at the HSR meeting held on 13th of November 2014 was elected to sit as a HSR on the OHSC.

E01 Proposed Meeting Dates for Semester 2 - 2015

03/15 30 September venue TBA
04/15 25 November venue TBA

Occupational Health and Safety Committee

Meeting 2/2015, 5 August 2015

ACTION SHEET

REF	ACTION	RESPONSIBILITY	STATUS
02/2014 C02 ii	Mr Delaney to explore how to engage students and staff on the safety of walking and using mobile phones.	Stefan Delaney	SD to provide paper to Committee
01/2015 C01 viii	Mr Delaney to review and draft terms of reference.	Stefan Delaney	Table for consultation at next committee
03/2014 Ei	Committee members to promote the Managing Myself Through Change courses	All	
03/2014 Eiii	Mr Delaney, Mr Adam and Ms Catmull to meet to discuss more effective reporting between Faculty OHSCs and the University OHSC.	Stefan Delaney, Steve Adams and Deanne Catmull	
02/2014 C02iii	Mr Delaney to print Emergency Contacts posters for display in Lecture Theatres	Stefan Delaney	Poster distribution in lecture theatres has commenced