

**The University of Melbourne**  
**Occupational Health & Safety Committee**  
**Meeting 01/2016**

Meeting 1/2016 of the Occupational Health & Safety Committee was held on Thursday 21 April 2016 at 10.00am, in The Boardroom, Room 108, Level 1, 11 Barry Street, Carlton.

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

**A Formal Matters**

**A01 Apologies**

Dr Marija Maher, Prof Mark Rizzacasa, Mr Colin Reiter, Mr Daniel Persaud, Mr Steve Adams, Mr Alan Thomas, Mr Shardul Jain.

**A02 Welcome**

Dr Eastoe requested that the principal function of this meeting be to further define the role and purpose of the OHSC, with particular attention to the committee's functions, references and purpose in 2016.

**A03 Membership Changes**

Dr Marija Maher is replacing Ms Jane Prior as Acting Executive Director, Finance and Employee Services. Mr Kelvin Doyle (Health & Safety Consultant, Infrastructure Services) is delegate for Mr Colin Reiter. Mr Laurence Deam (Laboratory Officer, School of Physics, Science) is delegate for Mr Steve Adams.

**A04 Minutes of the Last Meeting**

The minutes were approved as distributed.

**A05 Action sheet from Previous Meeting**

Items, Actions and Status as stated. Mr Delaney advised no further comments.

**B Items for Consultation/Discussion**

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

- i. Terms of Reference update

Dr Eastoe and Mr Delaney confirmed that the Terms of Reference have been finalised. Ms Catmull noted that this had not been minuted.

The committee was advised that the Risk Management Advisory Group (RMAG) is not appropriate as the reporting body for the OHSC. The reporting mechanism for the OHSC is through the Chair to Mr Alan Tait (CFO and VP Finance Administration).

- ii. HRS initiative regarding dissemination of information

Dr Eastoe advised the Committee of the outcome of a meeting at the management representatives on the OHSC. To specific functions of infrastructure and wellbeing are represented on the OHSC and the OHSC provides a forum to advise and inform the OHSC.

Mr Delaney spoke with regard to the HSR's ability to promote activities, and mentioned that the Yammer Group works as a driver to promote the sharing of information to HSR's.

iii. Bullying Advisors – Dates for advisor training and contact lists

A significant review is in progress regarding policy, procedure and processes which is led by senior leadership. It is anticipated that the revised policy and process will be published for consultation in the near future.

**B02 Health & Safety Managers Items for Discussion**

Bicycles on Monash Road (No comment provided)

**C New Initiatives and Actions**

**C01 Office Ergonomic videos**

Mr Delaney advised the committee of the new office ergonomic videos which support good practice to control office safety risks. Mr Delaney asked all committee members to promote the use of these videos amongst their stakeholders. There have been 130 completions to 15 April 2016.

**C02 Chemical Inventory Project**

Mr Delaney provided a progress report on the chemical inventory project. There are currently approximately 80,000 individual entries from Parkville, Burnley, Werribee and Dookie. It is anticipated there will be approximately 100,000 at the conclusion of the project. A new instance of Chemwatch with the updated inventories will be launched in the near future.

**C03 Electrical Safety**

Mr Delaney provided a status report on the installation of Residual Current Devices (RCD) to electrical power circuits at the Parkville Campus.

Approximately 40% of all Parkville buildings have 100% RCD protection on all electrical power circuits. Portable electrical appliance testing frequency for these buildings will be reviewed to align with the national model code of practice for managing Electrical Safety in Workplaces.

**C04 Managing working in isolation risk**

Draft process provided. No comments made.

**C05 Yammer – Health and Safety Group**

Mr Delaney has expanded and created a new Yammer Group and invited local HSR's and other Health and Safety Professionals to engage in this forum.

This provides the ability to –

- Share documents, information and agendas to drive information
- Encourages the sharing of best practice
- Provides material to populate from both a wellbeing and an infrastructure perspective

**C06 Health and Safety website update and relaunch**

Mr Delaney advised the committee on the launch of the new Health & Safety Website. Mr Andrew Everett (FES Health & Safety) will give demonstrations of the new website to interested parties.

**C07 2016 Influenza Vaccination Program**

The Influenza Program for staff is free for staff. Engineering also funded Engineering RDH students. Present registrations is 2,100 (2015 registrations totalled 3,500).

**D Reports**

**D01 OHS Management Systems Review**

Mr Delaney spoke to the OHS Management Systems review for 2015.

It was noted that the trends and statistics were poor in comparison with previous years, however the numbers are still lower than 5 years ago. Ergonomic issues show an upward trend in responsiveness from Staff. Analysis shows Slips, trips and falls numbers continuing to rise, with lost time injury rates a matter for concern.

Key Performance Indicators have not been achieved, with proposed actions being –

- 1) Standard quarterly reporting
- 2) Manifests and inventories Projects
- 3) Hazard specific Projects

**D02 Internal Audit Report**

Included in OHS Management Systems Review.

**D03 Review of Serious Incident Reports & Investigations**

The committee noted the report.

**D04 Legislative Report**

No significant legislative changes to report

**D05 Reports Received from Other Committees**

No reports received

**D06 External OHS Feedback Received**

None received

**Items for Action**

Nil