

**THE UNIVERSITY OF MELBOURNE  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
MEETING 01/2019 – Confirmed Minute**

A meeting of this committee was held on Wednesday 06 March, at 10.00am, Room 2016, Level 2, The Spot Building

**A Formal Matters**

**A01 Apologies & Delegates**

Nadine Goldsmith is an apology  
Colin Reiter is an apology and Brian Cullen and Verity Fisher are acting as delegates  
Brock Manson is an apology

**A02 Welcome**

Welcome Ying, Graduate Student Association representative and Verity Fisher

**A03 Membership Changes**

Martin Vu, Allan Thomas and Deanne Catmull are no longer on the committee.

**A04 Minutes of the Previous Meeting**

Draft minutes confirmed

**A05 Action Sheet from Previous Meeting**

REF	ACTION	RESPONSIBILITY	STATUS
nil			

**B Items for Consultation/Discussion**

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

Paula Mitchell noted that the faculty of Medicine, Dentistry and Health Sciences are trying to focus on driving safety as there are concerns over the risk when students and staff travel using their own private cars.

Stefan Delaney reported that risk assessment documentation has been updated to include use of private vehicles and insurance information. The university has high level procedures and guidance for such circumstances and it needs to remain high level due to diverse use of vehicles of transport. Local areas need to look at applying the high-level procedures to local contexts.

Sally Eastoe agreed that the high-level organizational procedures are sound and that local areas should work to apply the principles

**B02 Management Representatives Update**

- i. Director Campus Services (Verbal Update) Brian Cullen

Stage 2 of DDA building audit is currently underway across Parkville and will continue through to the beginning of the third quarter.

Cladding risk assessments have been completed on all buildings with four buildings classified as medium risk, with the rest low risk. Approval has been given for design costs

to reduce the risk to low on these four buildings.

Three new buildings have come online, The Western Edge Biosciences, The Ian Potter Southbank centre and a new teaching and learning building in Werribee.

Slips and trips inspection process is currently underway, which is reviewing pavement, lighting and rumble strips.

A security upgrade project is well underway to update to the new Gallagher system. 40% of all buildings are upgraded with completion due by the end of the year. New system has more functionality and more integration into other systems.

Site soil remediation works are underway for building 160.

Traffic management work continues around campus to attempt to reduce traffic movements on site, manage cyclist flow and planning for deliveries.

Façade works on Babel building and Chemistry building are being conducted to replace windows. Façade inspections identified windows as potential risk.

Melbourne Metro Tunnel deck is going on Grattan street which will allow emergency building access via gate 10 once deck completed.

ii. Director Wellbeing Services (Verbal Update)

Daniel Persaud

Student Carnival ran on the 26 February which held many activities for approximately 600 students. Pre-departure, inbound wellbeing briefings for international students are being delivered on the 8<sup>th</sup> of April with very strong demand.

Wellbeing is a focus for Academic Services this year, with the customer experiences team meeting with 150 students to understand issues and specific needs of students in a human centre design approach. The biggest finding was a lack of real connectivity, which has helped provide substantive evidence to a phenomenon we already knew existed. Academic Services is now focusing on this and is implementing programs to improve this. Faculty of Business and Economics is trialing a new early identification program to identify students at risk who are not accessing services, checking LMS or attending lectures.

Paula Mitchell asked what work is being done on student behavior training.

Sally Eastoe responded that the respect now always working group is working on the student experience around sexual assault and sexual harassment. This student behavior change will continue to come out of the Provosts office and not the occupational health and safety committee. Sally has committed to bringing updates to this group.

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

Stefan Delaney

### **C01 Health and Safety Training**

Training completion rates continue to substantially rise. In part due to student access to TrainME. We expect that casual completion rates to rise due to changes to management of casual contracts. Inactive casuals to be removed after one month between casual contracts.

Will cautiously look at the numbers before turning on automated email reminders. Casual compliance is compulsory for all casuals, even if they are also a student. They get one notification email about initial enrolment.

## **D Reports for Noting**

The reports are note by the committee.

### **D01 Audit Report**

- i. Audit Report

### **D02 Review of Serious Incident Reports & Investigations**

- i. Incidents Requiring Notification & Regulatory Activity

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

- i. H & S Performance Summary Q4 2018
- ii. H & S Management Systems Changes

### **D04 Legislative Report**

- i. No significant legislative changes impacting the University

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

- i. Expiring Terms

### **D06 Reports Received from Other Committees**

- i. Faculty Committee Meetings Schedule
- ii. Faculty Committees items for reporting – Nil Received

### **D07 External Health and Safety Feedback Received – Nil Received**

## **E Other Business**

## Distribution

<b>Membership</b>													
<b>Employer Representatives</b> Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Infrastructure Services or nominee Executive Director, Finance and Employee 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 Ms Nadine Goldsmith  Prof Mark Rizzacasa Mr Daniel Persaud 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>Ms Heather Daykin</td> <td>26 May 2019</td> </tr> <tr> <td>Dr Andres Diaz</td> <td>16 Feb 2020</td> </tr> <tr> <td>Ms Paula Mitchell</td> <td>16 Feb 2020</td> </tr> <tr> <td>Ms Sioe See Volaric</td> <td>12 May 2020</td> </tr> <tr> <td>Vacant</td> <td></td> </tr> <tr> <td>Vacant</td> <td></td> </tr> </table>	Ms Heather Daykin	26 May 2019	Dr Andres Diaz	16 Feb 2020	Ms Paula Mitchell	16 Feb 2020	Ms Sioe See Volaric	12 May 2020	Vacant		Vacant	
Ms Heather Daykin	26 May 2019												
Dr Andres Diaz	16 Feb 2020												
Ms Paula Mitchell	16 Feb 2020												
Ms Sioe See Volaric	12 May 2020												
Vacant													
Vacant													
<b>Student Observers</b> One student nominated by UMSU Inc. One nominee of the President, University of Melbourne Graduate Student Association	Mr Brock Manson Mr Ying Hu												
<b>Standing Observers</b> Manager, Injury Management	Mr Peter Robertson												
<b>Minutes Secretary</b> Finance and Employee Services, Health & Safety	Mr Andrew Everett												
<b>Vice Principal, Administration &amp; Finance and CFO</b>	Mr Allan Tait												