

**THE UNIVERSITY OF MELBOURNE  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
MEETING 02/2019 FINAL MINUTE**

A meeting of this committee was held on Wednesday 5 June, at 2:15pm, Room 123, Alan Gilbert Building.

**A Formal Matters**

**A01 Apologies & Delegates**

Nadine Goldsmith is an apology  
Oshini Senanayake is an apology  
Sally Eastoe is an apology  
Daniel Persuad is an apology  
Andres Diaz is an apology  
Sioe See Volaric is an apology

Sally Eastoe asked for Stefan Delaney to chair in her absence as there is currently no Deputy Chair.

**A02 Welcome**

Welcome minutes secretary Hexing Yang and representor from Graduate Student Association Kritika Gehani to the committee

**A03 Membership Changes**

Mr Ying Hu is no longer on the committee.  
Mr Brock Manson is no longer on the committee.

**A04 Minutes of the Previous Meeting**

Draft minutes accepted as presented

**A05 Action Sheet from Previous Meeting**

REF	ACTION	RESPONSIBILITY	STATUS
nil			

**B Items for Consultation/Discussion**

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

No items from HSRs

**B02 Management Representatives Update**

- i. Director Campus Services (Verbal Update) Colin Reiter  
(a) Accessibility assessment

Consultants are completing a stage 2 of Disability Discrimination Act building audit. Inspections are focusing on ramps and handrails of 80 buildings in Parkville. Reports are expected to complete by the end of June.

- (b) Non-complaint cladding review

Detailed design for building façade cladding component is finished and prepared

to be submitted to Capital Advisory Group, for program funding.

(c) Access Control System

Gallagher security system continues to be rolled out and is due to finish in October. Final building to be upgraded is Peter Doherty Institute.

(d) Building façade repairs

Façade inspections and façade works are in progress, with Chemistry West completed, Chemistry South commencing and Babel underway.

(e) Paving

Paving works have started for uneven surfaces and drainage in Union Road, Tin Alley, Concrete Lawn.

(f) Building 164 Demolition

Site remediation continues at Building 164 with only soil to be processed and removed.

ii. Director Wellbeing Services report

Daniel Persaud

Director was unable to deliver the report

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

**C01 Health and Safety Training**

Stefan Delaney

Redevelopment and redesign of the Health and Safety Roles and Responsibility training currently underway, it is intended to be published in Q3.

**D Reports for Noting**

The reports were noted 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 Q1 2019  
ii. H & S Management Systems Changes

**D04 Legislative Report**

No report. 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

(a) Animals on Campus – Faculty of Science

Discussion was held on bringing pets and assistant animals on campus, associated risk and impact, and the potential management options.

Mark Rizzacasa advised the committee that he was asked by the Faculty of Science Health & Safety Committee about bringing animals into labs and office areas. The request was denied due to potential chemical exposure and other biosecurity risks. The Faculty of Science Health & Safety Committee has requested a university wide approach.

Stefan Delaney advised that decisions to allow pets and other animals is a manager's decision, that should be considered in consultation with effected employees. Assistant animal access is subject to specific legislation that provides for access.

Due to the complexity of various scenarios in labs and buildings, it is unlikely to generate a one-for-all policy. Stefan has agreed to draft a guidance document for bringing animals on campus which will assist managers and local areas to make local decisions.

**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	
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<b>Student Observers</b> One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Ms Oshini Senanayake Ms Kritika Gehani												
<b>Standing Observers</b> Vacant	Vacant												
<b>Minutes Secretary</b> Finance and Employee Services, Health & Safety	Mr Andrew Everett Ms Hexing Yang												
<b>Chief Operating Officer &amp; VP Admin</b>	Mr Allan Tait												

## Action Items

REF	ACTION	RESPONSIBILITY	STATUS
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	New