

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 03/2021 MINUTES

A meeting of this committee was held on Wednesday 10th November at 11am, via Zoom.

A Formal Matters

A01 Welcome, Apologies & Delegates

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

Apologies:

Deanne Catmull was an apology
Paulo Vaz-Serra was an apology
Colin Reiter was an apology

Delegates and Observers:

Meredith Potter - Health and Safety Representative Alternate
Danielle Rostan-Herbert – Operations Manager, Campus Management, observer
Haydn Bishop - Safety Consultant, Campus Management, Project Delivery, observer

A02 Membership Changes

Paulo Vaz-Serra has left his DWG and is no longer an HSR.
Colin James has left his DWG and is no longer an HSR.

A03 Minutes of the Previous Meeting

Draft minutes of OHSC 2 2021 draft minute was accepted.

A04 Action Items from the Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2021 Action 1	Explore mental health first aid training for UoM staff.	Stefan Delaney	UPDATED: Quotes received from the training provider, Real Response. Aim to trial the session in Q4 2021 or Q1 2022
2/2021 Action 2	Review communications for changes in contacts for Health and Safety Business Partners	Stefan Delaney	UPDATED: Incorporated into health and safety services operating model including health & safety assist and service catalogue. IN PROGRESS: Health and Safety Assist positions are still pending. Aim to finalise by the end of this year 2021.
2/2021 Action 3	Review list of DWGs to include description of scope of DWG	Stefan Delaney	IN PROGRESS: Project plan (Refer C06)
2/2021 Action 4	Finalise OHSC Terms of Reference	Stefan Delaney	UPDATED: Proposed final has been approved by the committees (Refer item B03 ii)
3/2021	Publish OHS and Other Legislation Amendment Act 2021 and First Aid Compliance Code	Stefan Delaney	UPDATED: Refer item D04 i and ii

B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

i. HSR Alternates for OHSC

Deanne Catmull

Stefan Delaney confirmed the list of the Health and Safety Representative (HSR) alternates and will include them in the distribution.

The following HSRs have been nominated as HSR alternates for the OHSC:

- Dinidu Wijesurendra
- David Chan
- Sunnia Rajput
- Lynn Tran

ii. OHSC Terms of Reference (Item B03 ii)

Deanne Catmull

Heather Daykin provided feedback on the Health and Safety Management Plan 2021-2025 regarding a few spelling mistakes in the plan and to clearly specify the percentage increase in the injury reduction of item 3(a) and on the word tolerance of point 2(b). Stefan Delaney has updated the items following the consultation meeting with the HSR on the 17th and 20th of September.

iii. Designated Work Group changes - progress update

Deanne Catmull

Stefan Delaney included there is a project planning which outlines the process of the Designated Work Group changes.

B02 Management Representative Items

i. Director Campus Services (verbal)

Colin Reiter

(a) Accessibility Assessment

A Disability Discrimination Act (DDA) Compliance Program has commenced with an allocation of \$1.5M in 2021. The funding has been fully allocated and approved, with the majority of projects currently in progress. The draft Program of Works for 2021 was presented to the Diversity and Inclusion Steering Committee and was well received. The DDA audits of the non-Parkville campuses has been awarded to Equal Access and the audits are currently in progress. Improved toilet and access facilities at the Zoology Breezeway, David Caro and Chemistry have all been awarded. Remedial works to the spoon drain outside MSD and to the south end of Professors Walk have been completed. Building entry access improvements are currently being designed by heritage architects for the Chemistry East and BioSciences 2 (Botany) buildings. Contract award is pending remedial works to the ramped pathway between the Beaurepaire and Nona Lee Sports Centres. Funding has been allocated for accessibility improvements at Dookie to the Dorm D and Molecular Lab buildings, aligned to the State Government funded works, and these works are also currently in progress. A request for capital funding in 2022 has been submitted, supported by a draft program of works.

(b) Non-compliant Cladding Review

Capital Funding has been approved to address the highest priority issues at the Howard Florey building with an allocation of \$0.3M in 2021, together with the outstanding works at the Sidney Myer Asia Centre (SMAC) building where it adjoins the New Student Precinct Project. The scope of proposed works and operational changes at the Howard Florey have been awarded with commencement waiting on the issue of a building permit and will address only the highest risk issues in order to reduce the overall fire risk for the building.

(c) Building Façade Inspections

The 18-monthly visual structural inspections at all campuses and buildings have been awarded and most have been completed. These structures were re-inspected following the recent earthquake tremors experienced in Victoria with no significant new defects identified. The 2021 'Inspection & Make Safe' works for the approximately 20 buildings that are inspected annually have been awarded and are currently being undertaken. Where practicable, some 'opportunistic remediation' works are being undertaken to address known defects and remove or reduce the assessed risk of further degradation and failure. A significant new façade defect was identified at the David Caro and urgent remedial works have been tendered, with award imminent. A significant façade defect was also identified at the Burnley Main Administration building and remedial make safe works have been awarded to Ivy Constructions.

(d) Ventilation in University buildings & COVID 19

Managing risks in University buildings for the COVID-19 pandemic has changed significantly over the past 18 months, with more information about how transmission of this respiratory pathogen occurs. At the outset of the pandemic, it was thought that COVID-19 spread between people through large droplets produced in coughs and through contact with contaminated surfaces (fomites). Response to this risk focused on hand hygiene and decontamination of surfaces through enhanced cleaning. It has since been determined that COVID-19 spreads through small respiratory aerosols, which can float and travel in air flows, infecting people who inhale them at short and long distances. Mitigation measures to address this risk in the University context are now focusing on ventilation in University buildings.

Campus Management Ventilation Working Group has been undertaking assessments of the University's building portfolio, noting that 83% of the University building portfolio at the Parkville campus are served by ventilation systems. Actions being undertaken include:

- Assessing ventilation through occupied spaces:
 - Outside air rate measurements completed for 89 teaching spaces*
 - Assessment options being prepared for 768 spaces from timetable database*
- Potentially increasing ventilation either via mechanical or natural means:
 - systems with capability to adjust outside air rates have been changed to maximise fresh air*

*intake
buildings with systems that lack capability are being investigated for infrastructure upgrades*

- Implementing filtration:
standard air conditioning filter is typically G4 (MERV 6) filter, the University is moving toward changing filters to the recommended filtration for COVID-19 of a F7 (MERV 13) filter or better.
- The use of tools such as carbon dioxide (CO₂) monitoring for determining the adequacy of fresh air intake:
*28 CO₂ deployed sensors on LoRaWAN as a proxy for ventilation (300 units ordered)
60+ CO₂ existing sensors on the BMS (being integrated into Smart Campus platform, calibration and testing underway)
New CO₂ sensors deployed at (FFAM performance rooms; teaching spaces)
Trialing other products with parameters such as Particulate Matter (PM₁ and PM_{2.5})*

University researchers have determined that where existing systems and filtration do not match the planned activity in a space, the use of portable in-room units has been demonstrated to have benefit. Campus Management is currently ordered 15 recommended units and negotiations on order of ~100 units are underway.

(e) Other works

- Balcony remediation works at 213 Barry Street have been awarded and are close to completion.
- Rendered façade remediation works at 66 Dawson Street have been awarded and completed.
- Remediation works to the Old Sports Grandstand have been awarded and are close to completion.

(f) Incidents

Serious incidents including:

Facilities:

- Incident – First aid injury - Contractor was injured when they caught their finger while moving scaffolding during works on the roof of BN757, crushing the side of the little (pinky) finger. Individual was taken for medical treatment then returned to work – no LTI reported.
- Hazard –unauthorized entry - Two (2) unknown persons entered a restricted area of the University by jumping at least 2 fences and walking along a concrete ledge at the top of a retaining wall in the Bio21 turning circle. They appeared to be planning to jump onto a light fitting and slide down a pole. However, were interrupted by a security guard and left in the direction of Storey Street. One slip (on wet concrete & some weed cover) would have meant a fall of approx. 6 meters.
- Near Miss – During the storm event on 29th October a large tree fell onto the Pathology building (BN416) at the Werribee Campus. The incident occurred in the early hours of the morning and no staff were in close proximity when the tree fell. Make safe works were undertaken and tree removed on 30th October and a structural engineer inspection was undertaken on 3rd November.

Projects:

- Incident - Electric shock - A mechanical contractor working on the roof of the Ruth Bishop building (BN403) received an electric shock from the motor of a fume cupboard exhaust fan. The workers injuries were not serious. A fault has been rectified within the wiring of the unit. Incident investigation is still under review.
- Incident – Near miss - Façade worker working on the new Student Pavilion building dropped a metal bracket whilst attaching it to the outside of the building. The bracket has fallen 2 levels, landing near workers below. The sites perimeter exclusion zone system has been revised & upgraded.
- Incident – medical condition – Worker unexpectedly collapsed on the Stawell underground goldmine project. Worker was extracted from the mine & taken to hospital. Further investigation identified he'd had a delayed adverse reaction to a COVID vaccination that he'd received 2 days prior.

(g) Division 5 HazMat Re-Assessments

The 5-yearly re-assessment of hazardous materials and updating of the University's asbestos register database (for all campuses) is nearing completion with Greencap. Some technical challenges have been encountered with uploading data to the compliance database, which has

delayed completion. All site assessment works have been completed with final reporting and updating of the hazardous materials database expected to be completed by the end of the year.

(h) Environmental Compliance

At the Occupational Health and Safety Committee – Campus Management meeting held on 21st September 2021 the committee noted and discussed the Environmental Assessment Report received in relation to Campus Management’s current level of compliance with new environmental legislation that came into effect from 1 July 2021. A gap analysis was also documented to identify actions required to ensure ongoing compliance.

Due to the close alignment and governance requirements for Occupational Health and Safety and Environmental obligations the committee considered incorporating ‘environmental’ into the terms of reference for the OHS Committee. The committee voted unanimously to incorporate environment. The Environmental Assessment Report was also provided to Keat Tan, Associate Director, Risk and Compliance as the University’s insurer requested that we submit our environmental audit reports for our renewal following the release of new environmental legislation.

(i) Campus Management Monthly Asset Report

A mid-year Campus Management Performance report was prepared, and a report to the end of Q3 is in progress. However, all the information is available to relevant stakeholders through the range of subject-specific information dashboards published by Campus Management (in Power BI format).

ii. Associate Director Wellbeing Services (verbal) George Habib

George Habib stated that there were not many updates except for the changes of the Chairperson from Alistair Ingham to Kate Gascoigne who has returned from her maternity leave. George added that a Shelter-in-Place drill will also take place next week across Building 199 (757 Swanston St), and Health Service in late November or early December. George will provide some feedbacks for this drill. George also added on the vaccination program which is still available and booster shots are also ready to support the staff and students.

B03 Other items for discussion & consultation

i. Revised Draft Health and Safety Management Plan 2021-2025 (herewith) Stefan Delaney

Stefan Delaney confirmed that the draft was presented in the meeting on the 17th and 20th of September with the Health and Safety Representatives of the committee. Stefan has received the feedbacks and incorporated these feedbacks in the revised draft. Stefan also noted on the point that Heather Daykin has made on the KPI for injury reduction that needs to be clear to reflect the reduction from the previous year to flow through to the other point. The committee has agreed that there are no further feedbacks and it can finalise after the last feedback from Heather and proceed to COO for approval.

ii. Occupational Health and Safety Committee Term of Reference (herewith) Stefan Delaney

Stefan Delaney confirmed that the draft was presented in the meeting on the 17th and 20th of September with the Health and Safety Representatives of the committee. Stefan has received minor suggestions in relation to which way to where it incorporated and would like to seek confirmation from the committee to confirm the Term of Reference. George Habib has agreed to endorse, followed by Stefan Delaney. Stefan Delaney confirmed that this will be on the website.

C New Initiatives and Actions

C01 COVID-19 Vaccination Requirements Policy (verbal) Stefan Delaney

<https://www.unimelb.edu.au/coronavirus/vaccination-at-unimelb>

Stefan Delaney has developed a policy after 40 items of feedback received in the consultation. Stefan confirmed that the policy has been published and that the website above contains all the frequently asked questions (FAQs) that will be continuing to be developed in relation to the policy. Stefan confirmed that all those attending the campus must be fully vaccinated after they have been validated by the University to attend the campus. Stefan added that this will be effective as of the 5th of November onwards.

C02 Ventilation Webinar (herewith) Stefan Delaney

Stefan Delaney stated that the Campus Management have been working on the ventilation matter since Q2 last year. Stefan have also promoted the ventilation webinar with the Health and Safety Committee and will include the details of the webpage where the webinar can be accessed.

C03 Work Health and Safety Month (herewith) Stefan Delaney

Stefan Delaney stated that the Work Health and Safety Month has successfully took place in October with a significant of activities that happened. Stefan would like to get some feedbacks on the activities that took place and hope to get more engagements when the activities can be held in person next year.

C04 Employee Travel Policy (herewith) Stefan Delaney

Stefan Delaney stated the Employee Travel Policy was published for consultation and amendments. Stefan added that the amendments were more precisely related to the clarifying Unitravel that the employee travel system i.e. bookings that must be used through UniTravel, and some other arrangements to clarify the responsibilities around default levels for countries. Stefan stated that the University's default position is to not travel to the high-risk countries unless by exemption and that there is a risk management to determine whether it is safe to travel to those countries.

C05 Health and Safety Services Structure (herewith) Stefan Delaney

Stefan Delaney confirmed that the Professional Services Redesign (PSR) change plan has been completed and finalised to ensure the right structure to support the faculty moving forward. Stefan stated that there are some recruitments that are still running and will update the contact details accordingly when finalised. Stefan added that the team is working with the broader Business Services such as FVAS to update the service catalogue for the services that were provided across the University. Stefan Delaney is anticipated to publish this before the end of the year.

C06 Designated Work Group List Project (herewith) Stefan Delaney

Stefan Delaney noted the concerns raised from the previous meeting regarding the insufficient details of the DWG list on the website and stated that a project has been planned to incorporate this and aims to finalise by Q1 next year 2022. Heather Daykin stated the training date is redundant to be on the published on the website. Sally Eastoe also added that the HSR training can be formally recorded on TrainME system.

D Reports for noting

The following reports were noted.

D01 Health and Safety Audit Report (herewith)

D02 Serious Incident Reports & Investigations

- i. [Significant Notifiable Incidents and regulatory activity report \(herewith\)](#) Stefan Delaney

D03 Health & Safety Management Systems

- i. **Q3 2021 Health and Safety Performance Report (herewith)** **Stefan Delaney**
- 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
- D04 Legislative Change Report (verbal)**
- i. **OHS and Other Legislation Amendment Act 2021** **Stefan Delaney**
- Provide additional rights and protections for labour hire workers under the OHS Act.
 - Prohibit businesses from using insurance or indemnity arrangements to avoid liability to pay monetary penalties for offences under certain Acts and Regulations administered by WorkSafe Victoria.
 - Streamline provisions for electronic delivery of certain notices and reports and allow infringement notices to be served electronically.
 - Give authorised representatives of registered employee associations (ARREOs) and health and safety representatives (HSRs) additional powers to take photos or measurements or make sketches or recordings when they are exercising their functions under the OHS Act.
 - Simplify the procedures for disposing of or destroying property which has been seized by WorkSafe Victoria, where the owner of the property does not want or need the property returned.
- All the amendments came into effect on 22 September 2021, except for the labour hire provisions and the new offences relating to the prohibition on certain insurance and indemnities which will commence on 22 March 2022.
- ii. **First Aid Compliance Code** **Stefan Delaney**
- E Other Business**
- E01 COVID-19 UoM Update (verbal)** **Stefan Delaney**
- E02 Other Business**
Nil

The meeting concluded at 12 pm.

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 Associate Director, Health & Safety</p>	<p>Dr Sally Eastoe Colin Reiter Vacant Prof Mark Rizzacasa George Habib Stefan Delaney</p>	
		ToR Expiry:
<p>Employee Health and Safety Representatives Four Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives</p>	<p>Paula Mitchell Deanne Catmull Heather Daykin Kate Hayes</p>	<p>10 Jun 2023 09 Sep 2022 09 Sep 2022 09 Sep 2022</p>
<p>Employee Health and Safety Representatives Alternates Six Health and Safety Representatives elected as Alternates</p>	<p>Amy Hampson Anton Cozijnsen Lynn Tran Dinidu Wijesurendra David Chan Sunnia Rajput</p>	
<p>Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.</p>	<p>Planning Jay Vynn Saw Seungyoul (Sean) Oh</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>	