

**THE UNIVERSITY OF MELBOURNE  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  
MEETING 03/2022 MINUTES**

A meeting of this committee was held on Friday 14<sup>th</sup> October at 9.02am, via Zoom.

## **A Formal Matters**

### **A01 Welcome, Apologies & Delegates**

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

Apologies:

Colin Reiter was an apology  
Mark Rizzacasa was an apology  
Dinidu Wijesurendra was an apology  
David Chan was an apology  
Meredith Potter was an apology

Delegates and Observers:

Katherine Geddes - Assistant Project Director, MMRIP  
Haydn Bishop - Safety Consultant, Delegate for Colin Reiter

### **A02 Membership Changes**

Nil

### **A03 Minutes of the Previous Meeting**

No further endorsement was made to the draft minutes of OHSC 2 2022. The draft minute was finalised.

### **A04 Action Items from the Previous Meeting**

<b>REF</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>
2/2021 Action 3	Review list of DWGs to include description of scope of DWG	Stefan Delaney	<b>Completed</b>
3/2021 Action 1	Review University First Aid Arrangements in light of new First Aid Compliance Code	Stefan Delaney	<b>In progress</b> The revised document has been published for consultation.  Expected to be completed at the end of 2022.

1/2022 Action 1	Engage with UoM Metro Tunnel Project liaison team to raise the concerns about pedestrian safety along Grattan St with the responsible contractors (CYP and Rail Projects Victoria)	Stefan Delaney	<b>In progress</b> CYP are committed to implementing the new signage.
1/2022 Action 2	Call out for elections of the DWG by divisions	Stefan Delaney	<b>In progress</b> Chancellery, including COO-P DWG renegotiation proposals are finalised. Call for nominations will take place once DWGs are agreed.
2/2022 Action 1	Provide advice to Human Research Ethics Committees to reduce risks when offering food and beverages to staff and/or students.	Stefan Delaney	<b>In Progress.</b> Safety bulletin around food safety and allergy including food as research subjects is underway.
2/2022 Action 2	Establish reporting mechanisms for the incidents of E-scooters and bikes that were parked wrongly on campus. Prepare guidance material on parking.	Stefan Delaney	<b>In progress</b>
2/2022 Action 3	Provide the details of staff who haven't been well supported, regarding incident management of suicidal attempts.	Heather Daykin (to Stefan Delaney)	<b>In progress</b>
3/2022 Action 1	Discuss on the best communication between HSR and DWG.	Stefan Delaney (Sally Eastoe)	<b>In progress</b>

## B Items for Discussion and Consultation

### B01 Employee Health & Safety Representative (HSR) Items

- i. [Issues with management and access to DWG member lists for communication between HSRs and DWG members](#)

Helen Billman-Jacobe raised the issue where HSRs failed to fulfill their duties due to the lack of clarification on who their respective DWG. Helen asked if this information could be made easily available from the central Health and Safety Services.

Stefan also added the University does not maintain lists of members of DWGs as they vary frequently. Stefan added that the objective is about communication and is happy to have a meaningful discussion about how HSRs can communicate with their DWGs.

Heather Daykin also stated that employers should provide information to assist HSR to fulfill their role (**Section 59, OHS Act 2004**).

Stefan is happy to discuss about arranging HSR communications with their DWGs and engage with HSBP for each area during this process. Sally Eastoe advised that she is happy to work with Stefan on the best communication between HSR and DWG.

## **B02 Management Representative Items**

### **i. Director Campus Services**

#### **No significant Injuries or near misses for campus management or contractors throughout Quarter 3 2022.**

Incidents are generally classified as "Significant" if the:

- Incident involves a significant injury or damage.
- A regulator becomes involved; or
- The Incident/hazard had the potential to be cause extensive injuries requiring medical treatment, serious or permanent injury/illness or a fatality.

#### **Process for notifying Campus Management of hazards & incidents in ERMS**

ERMS does not automatically notify Campus Management of incidents and hazards the need to resolve. This is a manual process that needs to be conducted by the responsible person outlined in the ERMS report. This process has been discussed and clarified at the health and safety business partners forum. The documented process is available to the committee if required.

#### **WorkSafe Audit**

Campus Management have met with all faculties to discuss and verify services provided. Shared audit folders have been created with the supporting documentation that may be requested by the auditor. A communication plan has also been established if further information is required during the audit.

#### **Electrical Test Tag Guidelines**

The Electrical Test Tag Guidelines have been updated to better outline the risk assessment process that categorises hostile and non-hostile spaces. The requirement for faculties to verify their hostile and non-hostile spaces on an annual basis will be aided closely monitored by campus management. This process provides campus management the instruction on what spaces need to be tested and tagged, and at what frequencies.

#### **Reduced construction- New Student Precinct**

As more buildings within the new student precinct project reach completion, the construction site's footprint is reducing in size. There is less construction traffic on Monash Road and less disruptions to surrounding buildings. Monash Rd is returned to a state pre new student precinct development where pedestrians have priority. Automatic bollards have been installed at the eastern end of Monash Road where it intersects Swanston St to further reduce unauthorised vehicle movements on campus.

#### **Ventilation in University buildings & COVID 19**

Around 2000 centrally managed CO<sub>2</sub> sensors have now been installed across the university. Data indicates that spaces are generally performing well, although winter was challenging for the naturally

ventilated spaces. Air balance contractors are continuing to focus on multiple buildings and have spent significant time at the Southbank campus with good effect.

### **Façade remediation works**

#### **1888- Building 198**

Stage 1 (the Southern façade) is nearing completion and the scaffolding will be removed in stages prior to the Christmas holidays. Stage 2 (the Western façade) is due to complete in March 2023.

### **Creswick Campus**

Due to the forecast weather warnings, Creswick campus was closed from Wednesday evening until last night. Students were asked to return to their homes, alternate accommodation in Ballarat was arranged for those that were unable to make it home. The Campus has reopened on Friday October 14<sup>th</sup>.

### **Environmental legal non compliances**

Early in 2021, all University campuses were audited for environmental legal compliance. Nine non-compliances were found across the campuses. Most related to poor spill containment for chemicals, inadequate spill kits and missing Safety Data Sheets. All these have been rectified. The only outstanding non-compliance from the audits is related to the unknown integrity of underground petroleum storage tanks (still in use) at Dookie Campus. An external contract is currently being negotiated to address this noncompliance.

### **Environmental management system (ISO 14001)**

Implementation of an environmental management system to implement the requirements of ISO 14001:2015 for all Campus Management activities is well-advanced. This system will provide a structure for effectively managing environmental legal compliance at all campuses. The ISO 14001 system specifically addresses, among other things, the ready availability to staff of detailed information on all the University's environmental legal obligations, identification and management of environmental risks, legal compliance audits, a formal system for recording and correcting non compliances and formal management reviews.

The environmental management system implementation in Campus Management is proceeding and the major system elements are expected to in place and in operation by the end of 2022. Implementation of the training and awareness elements may extend into 2023, especially in the outlying campuses.

## **ii. Associate Director Wellbeing Services**

George Habib stated that the Student and Scholarly Services (SaSS) is looking to improve the contact for students by providing after hour access in their internal audits. George also added that SaSS will continue to work on the maintaining the number of first aiders and fire wardens in their buildings.

### **B03 Other items for discussion & consultation**

Katherine Geddes has presented an update on the Metro Tunnel Project to the committees. The presentation slides will be circulated.

## **C New Initiatives and Actions**

### **C01 COVID-19 Report**

Stefan Delaney stated that the pandemic order has ended as stated by the Premier. However, the OHS Act duties in relation to workplaces will remain. Stefan stated the University's current settings will still remain. Some specific new orders from the Secretary of the Department of Health will continue for healthcare

workers who will still require having three vaccination doses, and they must not attend the workplace for seven days if tested positive. Stefan added that this does not apply to students on placement.

## **C02 SafeZone App**

Stefan Delaney stated that the SafeZone App has a few new functionalities such as mass communication capability between staff and students, including anyone within a particular location and geofence locations. The other features include check in, check out and communication between users and security. Stefan added that with the emergency assist, users can also put it in the pocket which will result in the closest security guard to respond to action. Additionally, the connection to the wellbeing support has been released in the app. Stefan also added that there is a range of new features that are being planned which will be rolled out.

Stefan added that the mass communication can be done for staff and students who have uploaded their mobile contact on Themis or the student system. However, Stefan stated that the registration of information is crucial and strongly suggested users to register for their information to leverage the Safe Zone app. Stefan will be looking into adding this request to the registration process next year. Stefan raised that the future capability is to be able to use it in the local emergency response to provide additional functionalities and support.

Helen Billman- Jacobs asked if this app would replace the physical signing book. Stefan stated that this app does not replace the current physical signing book at this stage. Stefan added that each individual area will need to assess what they do, and it could replace in some capacities.

## **C03 Employee Assistance Program**

Stefan Delaney added that there is a new Employee Assistance Program (EAP) provider which has replaced the existing provider. The new provider has been in the program for staff and family members of staff. Stefan added that there is a range of support services and assist program available. Stefan stated that there has been a wide range of communication regarding this change.

## **C04 Draft psychological health regulation and compliance code**

Stefan Delaney stated that the State Government is committed in mandating the psychological health regulation to supplement the obligation in the health and safety act, and they are scheduled in July and will push out in October. Stefan stated that it is currently in development and will be made available in the compliance code. The Government in their last announcement mentioned that it will be made available sometime in early 2023.

Stefan also added that the University have started working through the gap analysis between the University existing processes and procedure on our response to those draft regulation.

## **D Reports for noting**

The following reports were noted by the committee:

### **D01 Health and Safety Audit Report**

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

- i. Significant Notifiable Incidents and regulatory activity report

**D03 Health & Safety Management Systems**

- i. Q2 2022 Performance Report

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

- i. Expiring Terms

**D06 Reports Received from Other Committees**

- i. Divisional H & S Committee Meeting Dates 2022

Meeting 4 will be held on Monday, 12<sup>th</sup> December at 10.00 am to 11.30 am.

The meeting concluded at 10.26 am.

## Distribution

<b>Membership</b>		
<b>Employer Representatives</b> 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 Director, Health & Safety	Dr Sally Eastoe Colin Reiter Vacant Prof Mark Rizzacasa George Habib Stefan Delaney	
		<b>Committee Terms of Office (ToO) Expiry:</b>
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Paula Mitchell Heather Daykin Cathy Alizzi Lynda Boldt Helen Billman-Jacobe Dinidu Wijesurenda	10 Jun 2023 09 Sep 2022 25 Nov 2023 25 Nov 2023 04 Mar 2024 09 Mar 2024
<b>Employee Health and Safety Representatives Alternates</b> Four Health and Safety Representatives elected as Alternates	Meredith Potter David Chan Sunnia Rajput Lynn Tran	
<b>Student Observers</b> One student nominated by UMSU Inc. One nominee of the President, GSA Inc.	Jordan Hutchins	
<b>Minutes Secretary</b> Health and Safety Services, Business Services	Wei Ni Lim	
<b>Chief Operating Officer &amp; VP Admin</b>	Paul Axeup	