

**THE UNIVERSITY OF MELBOURNE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 01/2024 MINUTES
(DRAFT)**

A meeting of this committee was held on Tuesday 27th February at 12.30pm, at Level 2, Room 208, 11 Barry St, Carlton and via Zoom.

A Formal Matters

A01 Welcome, Acknowledgement of Country, Apologies & Delegates

Acknowledgement:

Stefan Delaney - Director Health & Safety

Apologies:

Alexis Beckwith – Chief People Officer

Colin Reiter – Director, campus management

George Habib – Associate Director, Wellbeing Services

Andrew Martel - HSR

Delegates and Observers:

Paula McAllister – HR Director Arts & FAM – Delegate of Alexis Beckwith

Haydn Bishop - Delegate for Colin Reiter

Jinghan Lu - HSR Delegate

Diana Emig - Observer

A02 Membership Changes

Heather Daykin has stepped down from Deputy chair.

Helen Billman-Jacobe has stepped down from her HSR position.

Paula McAllister – HR Director Arts & FAM – Delegate of Alexis Beckwith

A03 Minutes of the Previous Meeting

OHSC meeting OHSC 3 2023 minutes

A04 Action Items from the Previous Meeting

REF.	ACTIONS	RESP.	STATUS
Q2/2022 Action 1	Advise Human Research Ethics Committees to reduce risks when offering food and beverages to staff and/or students: a. Develop a food safety bulletin	Stefan Delaney	In Progress Aim to publish it by the end of Q1 2024.

Q2/2022 Action 2	<p>Establish reporting mechanisms for e-scooters and bikes parked wrongly on campus:</p> <ol style="list-style-type: none"> a. Prepare guidance material on parking. b. Finalise discussions with the second e-scooter provider, Neuron, and proceed with the implementation of the geo-fence. c. Liaise with security regarding traffic and parking management measures for e-scooters on campus and investigate the availability of guidance material for safe e-scooter usage. 	Stefan Delaney	<p>In progress</p> <p>Stefan has communicated with Lime, consenting to implementing a geofence around the University of Melbourne property, the sports precinct, and Tin Alley. This geofence aims to prohibit both parking and riding within the designated area.</p> <p>Stefan has also discussed with Neuron, but the implementation has been postponed due to Yarra Trams' ongoing work.</p>
Q3/2022 Action 3	<p>To ensure effective communication between the HSR and DWG:</p> <ol style="list-style-type: none"> a. Schedule a meeting with Sean Hogan or his delegate, Stefan Delaney, Heather Daykin, and Helen Billman-Jacobe. b. The Systems Team will follow up with Sean's EA to coordinate this meeting. 	Stefan Delaney	In progress
Q2/2023 Action 4	<p>Procedures and guidance for psychosocial incident investigation:</p> <ol style="list-style-type: none"> a. Engage HSRs, HR and George Habib/ Safer Community to see how we can best communicate processes. b. Create psychosocial webpage on the safety website 	Stefan Delaney	In progress
Q1/2024 Action 5	<p>Make the Risk Register more accessible on the safety website.</p>	Stefan Delaney	In progress
Q1/2024 Action 6	<p>Rectify typo in the date, indicating that it should be 2024 instead of 2022 in the notifiable incident register.</p>	Stefan Delaney	In progress
Q1/2024 Action 7	<p>Stefan will circulate supplementary information that hasn't been covered in the annual management system review report.</p>	Stefan Delaney	In progress

Q1/2024 Action 8	Stefan will contact HSR members to seek expression of interest in the deputy chair role.	Stefan Delaney	In progress
Q1/2024 Action 9	Invite committee members to provide feedback on the terms of reference.	All Members	In progress

B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

Heather Daykin highlighted the importance of addressing psychosocial hazards by identifying their root causes including workload.

Heather and Paula Mitchell noted the absence of health and safety risk assessments in ERMS for psychosocial hazards apart from the ERMS entry for psychosocial hazard in the UoM Health and Safety Risk register.

Stefan advised ongoing analysis of the proposed psychological health Regulations and their potential impacts on the approach to psychosocial risk management.

Stefan confirmed that the consolidated information on the health and safety webpage for psychosocial hazards will include references to the current workload management and review provisions contained in the current EA. Stefan also noted that there are new provisions related to workload in the proposed EA.

B02 Management Representative Items

Director Campus Management

Haydn Bishop provided a verbal report on behalf of Colin Reiter:

1. **Spot Building Incident (25 January):** A ceiling tile fell from level 12 to level 7, classified as a near miss. Contractor's works were suspended, conducted internal investigation and revised safety protocols.
2. **Building Façade Inspection Program:** The final round of façade inspections for 2023 were completed; long-term remediation underway. Significant façade works starting on Redmond Barry building this week.
3. **Tree Management:** 2023 inspections completed with no high-risk trees identified. Minor storm-related incidents at Parkville campus. Efforts ongoing to enhance biodiversity and operational efficiency.
4. **Bushfire Monitoring:** Continuous monitoring of fire danger ratings and support provided to regional campuses (Creswick and Dookie) during higher-risk periods.

5. **Campus Management Internal Audit:** Draft report received with no non-conformances. Four areas for hazard management improvement identified.
6. **Campus External Lighting:** Nuvo Group commissioned to audit Parkville campus lighting for improvements based on 2023 student survey results.
7. **Building Accessibility Works:** Continuation of accessibility improvement work program with budget increase to over \$150m.
8. **Major Projects:**
 - Dookie accommodation project progressing with projected mid-year completion.
 - Australian Institute for Infectious Diseases (AIID) project commenced, including soft strip-out and structural demolition mid-year.
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Paula Mitchell advised that Haymarkey Walk will be closed as part of the AIID project. This will impact the current emergency assembly area for nearby buildings. Stefan confirmed that Nicky Haslinghouse, Manager – Emergency Business Resilience, is aware of the change, and we will be actively monitoring the progress of the work with local building occupants for alternative arrangements. These alternatives will need to coordinate the conclusion of metro tunnel works occupying Grattan St which is currently scheduled for completion in February 2024.

Associate Director Wellbeing Services

Stefan Delaney provided a verbal report on behalf of George Habib:

1. **Sexual Misconduct Policy:** This policy was recently updated to align with Chancellor regulations and to clarify its scope regarding affiliates. The next review date is set for June 2024 to provide an opportunity to consider a pending action plan for gender violence within the tertiary sector.
2. **Appointment of Deputy Academic Registrar:** Lynn McColl has been appointed to this role. Her primary responsibility is to develop and improve processes for handling student grievances and misconduct.

B03 Other items for discussion & consultation
Nil

C New Initiatives and Actions

C01 Health & Safety Management System Change

Stefan Delaney provided a verbal report on:

1. **Workplace Inspections and Checklists – UoM Riskware Platform**

The UoM Riskware Platform has been launched. This is an upgraded version of ERMS software. Currently, there are three health and safety checklists available (Workplace Inspection, Computer Workstation Assessment (Office) and Computer Workstation Assessment (Home)). This platform offers

enhanced capabilities and will serve as the foundation for future developments. We plan to gradually transition other modules from ERMS to the new platform, contingent upon service provider availability and our internal capacity.

2. UoM Health & Safety Risk Register – Republished with Opportunities

The UoM Health & Safety Risk Register has been republished to incorporate opportunities in alignment with ISO 45001. While the core content remains unchanged, an additional column for opportunities has been included. To improve accessibility, all items from the UoM Health and Safety Risk Register have also been migrated to ERMS Health and Safety Risk Management module.

Heather reported that locating the UoM Health and Safety Risk Register on the Safety website is challenging. Stefan confirmed the UoM Health and Safety Risk Register will be made more accessible on the Safety website and will dedicate efforts to making sure the risk register is readily accessible on our website.

D Reports for noting

The following reports were noted by the committee:

D01 Health and Safety Audit Report

D02 Serious Incident Reports & Investigations

1. Heather noted an error in the date of an item in the report indicating that it should be 2024 instead of 2022. Stefan confirmed the date should be 2023 and he will rectify the error.

D03 Health & Safety Management Systems Annual Report

1. Annual Safety Management Systems review – Stefan will circulate supplementary information that hasn't been covered in the annual report H&S entry which was included with the papers.
2. Heather inquired about the list of training courses available under the Health and Wellbeing, Change Management and Psychosocial entry. Stefan confirmed it included the full range of training related to the topic from TrainMe records, including:
 - Mental Health First Aid
 - Change Management Courses
 - Handling Difficult Customers
 - Respect Training

Stefan committed to provide a full list of the training courses included in the category.

D04 Legislative Change Report

Nil

D05 Elected Employee Health & Safety Representatives Terms of Office

Nil

D06 Reports Received from Other Committees

Nil

D07 External Health and Safety Feedback Received
Nil

E Other Business

E01 OHS Committee Minutes

Paula Mitchell requested that the distribution of minutes be timelier.

E02 Student Representation

Laura Juliff raised the question of student representation within the committee, specifically from UMSU and Graduate Student Association. Stefan confirmed that this committee and the template terms of reference for each faculty OHS Committee include representative roles.

E03 Deputy Chair Position

Heather has resigned from the Deputy Chair position. The position is currently vacant with no nominees for this role.

Stefan will reach out to all six HSRs to seek expression interest in the Deputy Chair position.

E04 Review of Terms of Reference

All committee members will be invited to provide feedback on the current terms of reference.

F 2024 Meeting Schedule

Meeting 2/2024

12 June (3.00 – 4.30pm)

Meeting 3/2024

27 August (2.00 – 3.30pm)

Meeting 4/2024

19 November (2.00 – 3.30pm)

Distribution

Membership									
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair) Chief People Officer or nominee Executive Director, Business Services or nominee Dean of a Faculty or Graduate School or nominee Academic Registrar or nominee Director, Health & Safety	Vacant Alexis Beckwith Colin Reiter Prof Mark Rizzacasa George Habib Stefan Delaney								
	Committee Terms of Office (ToO) Expiry:								
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	<table border="1"> <tr> <td>Paula Mitchell</td> <td>06 June 2026</td> </tr> <tr> <td>Heather Daykin</td> <td>04 Mar 2024</td> </tr> <tr> <td>Andrew Martel</td> <td>06 June 2026</td> </tr> <tr> <td>Laura Juliff</td> <td>06 June 2026</td> </tr> </table>	Paula Mitchell	06 June 2026	Heather Daykin	04 Mar 2024	Andrew Martel	06 June 2026	Laura Juliff	06 June 2026
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Employee Health and Safety Representatives Alternates Four Health and Safety Representatives elected as Alternates	Meredith Potter David Chan Lynn Tran Jinghan Lu								
Student Observers One student nominated by UMSU Inc. One nominee of the President, GSA Inc.	Nitika Rai Radhia Abdirahman								
Minutes Secretary Health and Safety Services, Business Services	Weini Lim Richard Ov								
Chief Operating Officer & VP Admin and Finance	Paul Axup								