THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH AND SAFETY REPRESENTATIVE MEETING

MEETING NO 2/2017 - 12th May 2017

A meeting of Employee Health & Safety Representatives was held on Friday, 12th of May 2017 in the 5th floor meeting room, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT:
Deanne Catmull (Melbourne Dental School) Chair
Mark Friedlander (VCA & MCM) Minutes
Lynn Tran (Biochemistry)
Geoff Duke (Engineering)
Heather Daykin (Pharmacology and Therapeutics)
Paulo Vaz-Serra (Architecture)
Masud Moshtaghi (Computing and Information Systems)
Sioe See Volaric (Chemistry)
Andres Diaz (Veterinary Sciences)
Darren Tucker (Infrastructure Services)

1. FORMAL MATTERS

1.1 Welcome/Apologies
The Chair welcomed everyone to the second meeting of the Employee Health & Safety Representatives for 2017. Apologies were received from: Paula Mitchell (FMDHS Microbiology and Immunology), Andrew Short (Mechanical Engineering), JJ Jacob (VCA & MCM), Georgia Warren-Myers (Architecture), Emma Read (Bio 21).

2. Election of one HSR to the OHSC
Following the resignation of Brendan Chaplin as HSR representative on the OHSC, Sioe See Volaric nominated herself to the OHSC. No other nominations were received so Sioe See Volaric will be temporarily placed on the OHSC committee pending confirmation by the OHS team.

3. Presentation
Rochelle Sullivan- Continuous Improvement Officer Finance and Employee Services.
“YAMMER: a new social media communication tool for the University”.
*This presentation was not able to be run today and will be delayed to a later date.*

4. Confirm minutes of the last meeting
The Minutes of Meeting of the Employee Health & Safety Representative Group held on 16th February 2017, were confirmed by Heather Daykin and seconded by the rest of the committee unchanged.
5. Occupational Health and Safety Committee (OHSC)

5.1 What’s happening at the OHSC

*Heather Daykin (Pharmacology and Therapeutics) gave a report from the OHSC*

- HSR’s requested minutes be sent in a timely manner within one week of meeting and the first draft was received with this time. Unfortunately the minutes received were not a true reflection of what was said at the meeting and Heather and Paula will be sending on some feedback about this.

- HSR’s are requesting that documents be appropriately endorsed and placed into the minutes at OHSC meetings before publication.

- Concerns were raised about HSR notification removal on ERMS. Stefan said that people can send an email containing the PDF document of the incident to the HSR of the DWG through the following link: [http://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1780487/HSRs_list.pdf](http://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1780487/HSRs_list.pdf). Sally will approach the Steering committee for clarification and report on the final outcomes in due course. Sally mentioned that of the reports submitted recently through THEMIS around 85% did not notify the HSR despite the notification button being available. Of what % of that 85% have a HSR in their DWG (or know where to look for one?)

- HSRs were also unsure of the reporting hierarchy once a report is submitted? Who is notified and who is responsible for being ensured the Incident is appropriately closed out?

- Train me system reports go to Sally Eastoe. A system is in place for supervisors to allocate training for their staff, both FT/PT and casual staff.

- Smoke free campus: people are still smoking outside the entrance to Old Security. This is still a concern.

- There has been an increase in complaints where cyclists and pedestrians cross paths (particularly Tin Alley) Deanne asked the HSR to please report incidents through ERMS.

- Library OHS committee group is not meeting. The last meeting held was in 2015. Deanne suggested to follow the University Issue resolution process.

- Deanne reminded HSRs to follow up on their local issues to closure to instil employee confidence in their HSR’s

- Andrew Everett has made Deanne a moderator of a new bulk HSR email list (Andrew Everett is list owner). Deanne will use the list for the exchange of general Health and Safety items. The HSR group list will still be maintained for other items that may be deemed as inappropriate for public discussion.

5.2 Progress of items previously raised at the OHSC

- As per table below

5.3 Items to be raised at the OHSC

- The ‘RISK’ button on the ERMS is confusing

- Why was staff OHS obligations dropped the PDF?

- Update on the radiation issue from Andrew Short

- Where are students able to submit incident reports?
6. Other Business

Action item table:

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Action</th>
<th>Person Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 2016</td>
<td>Safety data claims and reports from OHSC</td>
<td>Committee members (including HSRs) have requested that data from bullying/psychological/harassment complaints be included in these documents</td>
<td>Stefan Delaney</td>
<td>In progress: Will check the next report that comes through OHSC</td>
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<td>Nov 2014</td>
<td>Terms of reference</td>
<td>The committee has agreed to the terms of reference and Stefan will distribute these (with reporting lines included) for approval by the next OHSC meeting</td>
<td>Stefan Delaney</td>
<td>Completed: Final copy of the T.O.R has been endorsed by the committee.</td>
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<td>Aug 2016</td>
<td>Radiation exposure</td>
<td>PhD concerned over electronic radiation exposure from 30+ yo equipment</td>
<td>Stefan Delaney</td>
<td>In progress: Andrew Short has reported that the student is satisfied with the outcome. An expert has been organised to inspect machine. Stefan Delaney has offered to organise Steve Guggenheimer to assess situation and report to him and Andrew and provide an update next meeting</td>
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<tr>
<td>Aug 2016</td>
<td>Manual Handling RSI injury</td>
<td>A security guard injured himself (RSI injury) from continually pressing a button to release the gates. An incident report was submitted but the HSR has not seen the close out procedure. Is this issue something of a manual handling/ergonomic concern now that most security boxes are unmanned nowadays?</td>
<td>??</td>
<td>No Update: Still no one present to report</td>
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*If no-one reports back in the next meeting this will be taken off the list*
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<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Responsible Party</th>
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<tr>
<td>Aug 2016</td>
<td>CCTV cameras with no signage</td>
<td>An area has recently had CCTV cameras installed without signage. What is the stance on this?</td>
<td>Mark Friedlander</td>
<td>Complete: Signage has been installed at Southbank</td>
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<tr>
<td>Aug 2016</td>
<td>MDF use</td>
<td>A Casual staff member has raised concerns about the use of MDF particle boards and laser cutters that produce formaldehyde vapours and dust particles. Whilst there are extractors present in the room to clear the fumes, the extractors are known to fail at times. In addition, the Extractors over the cutting machine are not hooded to catch the dust. C&amp;C Milling (Computer controlled drill) releases particles when the boards are cut spreading dust everywhere which is not in one isolated place.</td>
<td>Linus Tan, Mark Friedlander</td>
<td>In progress: Linus Tan has left the University. Mark Friedlander provided an update. In Mark’s area they cannot control the dust generated from the MDF so the MDF is substituted for other material. The extraction system in Linus’ area is not sufficient but there is a contact at RMIT with a proper extraction system where dust is collected externally into a container of some sort and the waste is taken away. MDF is banned in the US. Investigate? Areas can also order MDF with decreased amount of formaldehyde. The data Steve G. obtained from Linus’ area was deemed inconclusive. Can this be repeated? Paulo Vaz-Serra (Architecture) will see if he can discover which Fab Lab staff member raised this issue. Mark F may know the student.</td>
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<td>Nov 2016</td>
<td>Emergency Management Response</td>
<td>Emergency Management Response Team issue. Procedures are not transparent and who to contact in emergency is unclear</td>
<td>Brendan Chaplin Deanne Catmull</td>
<td>In progress</td>
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<td>Nov 2016</td>
<td>An increase in the number of Students presenting with anxiety and depression</td>
<td>Requires a proactive approach Mental health focus in strategic plan of the University. This is happening although this is not being noticed at a local level. There is insufficient exposure to this information. It is published at higher level but staff not getting information.</td>
<td>Stefan Delaney</td>
<td>In progress</td>
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<td>Nov 2016</td>
<td>Plans for HSR committee meeting 2017</td>
<td>Deanne to look at rescheduling meetings to avoid school holidays etc. Try to encourage more HSRs to attend meetings.</td>
<td>Deanne Catmull</td>
<td>Partially completed</td>
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<td>Nov 2016</td>
<td>Review of afterhours processes</td>
<td>Engineering have called to review their after-hours procedures and processes as they have been deemed unworkable. Engineering were to arrange a meeting with</td>
<td>Engineering and Stefan Delaney</td>
<td>In progress</td>
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<td>Nov 2016</td>
<td>Earth Sciences Health and Safety roles</td>
<td>Concerns that an OHS officer in Earth Sciences who is leaving the position will have their roles distributed amongst several other staff. How will the dilution of this role affect Health and Safety change within that DWG. There are changes in the way the Health and Safety team communicates with staff causing issues.</td>
<td>David Belton??</td>
<td>Update to follow No one was present to provide an update</td>
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<td>Nov 2016</td>
<td>OHS Communication</td>
<td>The university webpage has great information but requires that employees regularly log onto the page to check for updates which they may not do. Need improvement in the way we are notified about Health and Safety information to increase awareness and improve communication and importance.</td>
<td>All HSRs</td>
<td>In progress</td>
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7. Next meeting

Monday 15th Aug 2017 at 11am 5th floor meeting room Royal Dental Hospital of Melbourne.