

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 01/2021 draft MINUTES

A meeting of this committee was held on Tuesday 27th April 2021 at 2:00pm, via Zoom.

A Formal Matters

A01 Welcome, Apologies & Delegates

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

Welcome to new attendees:

George Habib – Associate Director Wellbeing Services, nominee of Academic Registrar

Planning Jay Vynn Saw – University of Melbourne Student Union representative

Seungyoul (Sean) Oh– Graduate Student Association representative

Apologies:

Kate Hayes was an apology

Heather Daykin was an apology

Delegates and Observers:

Theresa Walsh – Health Safety and Wellbeing Manager, Engineering & IT, observer

Haydn Bishop - Safety & Quality Advisor, Campus Management, Project Delivery, observer

A02 Membership Changes

George Habib, Associate Director, Wellbeing Services will be the employer representative for Academic Registrar.

Kate Hayes will be on maternity leave next year and advised Meredith Potter will be attending as an Alternate Health and Safety Representative

A03 Minutes of the Previous Meeting

OHSC 3 2020 Draft minutes were presented and accepted.

A04 Action Sheet from Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2020 B01 i	Communicate back to broader H&S community about how students can access the OHS induction documentation (RA's and SOP's	Stefan Delaney	COMPLETED: Service Centre has published knowledge-based articles (KBAs) to support file sharing Update: These KBAs provide guidance on sharing documents with colleagues, students and external parties: KB0018660, KB0015668 & KB0013708
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	IN PROGRESS: Agenda Item B04 – required to follow-up on more details

B Items for Consultation/Discussion

B01 Health & Safety Representatives (HSRs) Items for Discussion

i. Update of HSRs and Alternates on OHSC (Verbal Update) Deanne Catmull

i. Update of share safety documents with staffs, students and external parties

Stefan Delaney confirmed three knowledge based articles (KB0018660, KB0015668 & KB0013708) provide information on how to provide share-point access to students and external parties. Stefan confirmed the availability of these KBAs would be communicated via the Health and Safety network to promote the method for sharing health and safety information contained in SharePoint. Stefan advised specific questions for record management in SharePoint should be addressed to the IT service centre team or the Legal and Risk records management team.

ii. HSR list revised format

Deanna Catmull noted the new format for the list of HSRs on the safety web page made it easier to navigate. Deanne also noted the new format was not easily printable and requested the publication of a printable version

Stefan Delaney advised since receiving the feedback the HSR list has been revised further to enable each table to be cut and pasted into work or excel for printing. Stefan advised for those who requires assistance to contact Verity Fisher.

iii. HSR mentoring program

Deanne Catmull requested the recommencement of the previously agreed arrangements for support for the HSR mentoring program "coffee with a HSR". Stefan Delaney will have a further discussion with Deanne Catmull and Paula Mitchell on arrangement for implementation program.

iv. HSR promotion

Deanne Catmull has proposed a short video with the general explanation of the role of HSR. Deanne also recommend putting the HSR representative details across the campus. Additionally, Deanne has mentioned that there were many vacancies on the HSR representatives and Designated Work Group (DWG).

Stefan has advised this topic would be raised at the Health and Safety Business Partner network.

v. Impact of COVID-19

Deanne Catmull raised the topic of psychological impacted by the pandemic reset program or other restructure programs. Sally Eastoe confirmed support arrangements fully support staff impacted by the proposed changes.

Deanne noted the tone of some of the messages delivered as part of the information and consultation about change plans and available support services was not welcoming. Colin James advised that the messages were clinical not very helpful.

Deane noted a previous experience where an academic staff member was not eligible for career transition support services.

Deanne requested psychological risk associated with change plans be addressed via risk assessment. Stefan Delaney advise the UoM health and safety risk register already includes psychological risk associated with workplace change.

Sally Eastoe advised the information and consultation for PRP has continued to be revised and adjusted in response to feedback provided.

Stefan confirmed the he would welcome feedback on the health and safety risk register.

B02 Management Representatives Update

i. Director Campus Services (Verbal Update)

Colin Reiter

(a) Accessibility Assessment

A Capital Funding Request to commence a Disability Discrimination Act Compliance Program has been approved commencing with an allocation of \$1.5M in 2021. The draft Program of Works for 2021 was recently presented to the Diversity and Inclusion Steering Committee and was well received. The DDA audits of the non-Parkville Campuses has just been put out to tender. Improved toilet and access facilities at the Zoology Breezeway are currently being designed by architects. Remedial works to the spoon drain outside Melbourne School of Design have recently been approved and remedial works to the south end of Professors Walk are currently pending approval.

(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 building where it adjoins the New Student Precinct Project. The scope of proposed works and operational changes at the Howard Florey Building are currently being finalized prior to tendering and will address only the highest risk issues in order to reduce the overall fire risk for the building. The tender for these works is expected to be issued shortly.

(c) Building Façade Inspections

The annual 'Inspection and Make Safe' works for approximately 20 buildings completed in late 2020 have informed the approved Backlog Maintenance Program for 2021. The 18-monthly visual structural inspections at all Campuses and buildings are currently being scoped prior to tendering by the end of Q2. The 2021 'Inspection and Make Safe' works for the approximately 20 buildings that are inspected annually will be undertaken in the second half of 2021 and will be informed by the visual inspections undertaken in the first half of 2021.

(e) Other works

1. Roof works at University House are complete
2. Slips/Trips audits are being undertaken on a monthly basis
3. Melbourne School of Design Façade panel works completed

(f) Incidents and response

Facilities:

1. Flooding incidents in buildings including Sidney Myer Asia Centre, Western Edge Biosciences Building and The Spot Building – resulting from significant rainfall events
2. Magnetic lock fell from the top of the door in Engineering, hitting a student on the foot. The incident has been reported to WorkSafe – investigations ongoing.
3. Delamination of rendering at 66 Dawson Street. Investigations identified moisture behind render as the cause. All rendered walls inspected make-safe works completed.
4. A 'mini-tornado' like storm hit the Dookie Campus causing significant damage to a number of buildings. Immediate clean up and make safe measures were implemented and damaged buildings cordoned off. Demolition of 4 buildings has commenced along with repairs to the Historic Stock Rotunda building.
5. Fallen tree between the Medical Building and Brownless Medical Library. WorkSafe attended. Area made safe and tree removed. Arborsafe reviewed trees across Campus and provided report. Further recommended pruning occurring in April. Pending final close out with WorkSafe.
6. Disused balcony collapse at Security Office - structural engineer investigating failure and rectification works are underway.
7. Water quality issue in drinking water supply at Dookie Campus. Elevated coliform (not *E. coli*.) readings recorded in some recent sample results. Boiled water notice issued, and bottle water supplied for drinking. Tank cleaning and ultra-filtration water treatment membranes replaced. Monitoring ongoing.

Projects:

1. Fallen internal wall mounted upholstered panels (Little Hall) – The panels fixing methods were found to be inadequate. All similar panels throughout the building have been re-attached using an approved mechanical fixing method. Incident reported to WorkSafe.
2. New Student Precinct (Doug McDonnell Building) construction site: Potential asbestos exposure. Asbestos containing material was identified in pipe lagging being removed by the demolition contractor. Demolition methods have been revised and decontamination facilities on site have been modified in accordance with WorkSafe advice. Incident reported to WorkSafe.
3. New Student Precinct (Doug McDonnell Building) construction site: Electric shock incident - Demolition worker received an electric shock while working on level 2. - Incident currently being investigated.

(h) Division 5 Hazardous Material Re-Assessments

The 5-yearly re-assessment of hazardous materials and updating of the University's asbestos register database (for all Campuses) is in progress with external consultants. Site assessment works have been completed at the Parkville, Dookie, Werribee, Burnley and Southbank Campuses with the Creswick Campus expected to be completed by the end of April.

(i) Reactivation of Campus

Campus Management has been working very closely with faculties and departments to ensure the re-activation of their areas is completed in a timely manner. This includes the installation of decals, hand sanitizing units, signage and that the building is operating in those areas under normal conditions including cleaning, air conditioning etc. More recently, the roll out of new Victorian State Government QR Codes has commenced across the University's buildings.

(j) External Audit

Campus Management recently participated in an external audit with a focus on major contracts, the two areas of focus were cleaning, security and project delivery. The preliminary findings were all areas have embedded the University health and safety management system well, and that these areas work very closely with the contractors involved.

B03 Health and Safety Management Plan 2021-2025

Stefan Delaney introduced the draft 5-year health and safety management plan that builds from previous plan. There are three primary goals which include; safety systems improvement, safety leadership and engagement and injury reduction. The intention is to commence two weeks formal consultation with key stakeholders, including HSRs, following this meeting. It would be beneficial to have the committee's substantive feedback out of session or during the consultation period.

Sally Eastoe commented that the 2021-2025 term plan is logical as it enables proper observation and framework to be developed considering the physical and mental factors. The plan also involves different individuals and organization outside health and safety services space.

Deanne Catmull commented on the measure for inclusion of sick leave metrics for psychosocial incidents.

B04 Animals on Campus

Stefan Delaney presented the draft guidance following a specific request from the Faculty of Science for advice on support animals in laboratory settings. The draft guidance has expanded slightly to include some broader advice about managing animals on campus.

Feedback was provided on the structure and flow of the guidance. Stefan confirmed the guidance would be reviewed in response to the feedback prior to publication.

- B05 Occupational Health and Safety Committee Term of Reference**
- i. Draft update to OHSC Terms of Reference (herewith)** Stefan Delaney
- C New Initiatives and Actions (Verbal Report)**
- C01 Health and Safety Assist & Specialist Services** Stefan Delaney
 - C02 Vaccination Programs** Stefan Delaney
 - i. COVID-19 Vaccination Hub
 - ii. 2021 Influenza Vaccination Program
- D Reports for Noting**
- D01 External Audit Report (verbal update)** Stefan Delaney
 - D02 Serious Incident Reports & Investigations**
 - i. Significant Incidents (herewith)
 - D03 Health & Safety Management Systems**
 - i. H & S Statement for 2020 Annual Report (herewith)
 - D04 Legislative Change Report** Stefan Delaney
 - Nil
 - 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 2021 (herewith)
 - D07 External Health and Safety Feedback Received** Nil
- E Other Business**
- E01 COVID-19 UoM Update (Verbal Update)** Stefan Delaney
 - E02 Other Business** Nil

The meeting concluded at 3:28pm. The Chair advised agenda items after item B04(i) would be included in the next meeting agenda.

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>												
<p>Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Colin James</td> <td style="width: 30%;">10 Jun 2023</td> </tr> <tr> <td>Paula Mitchell</td> <td>10 Jun 2023</td> </tr> <tr> <td>Deanne Catmull</td> <td>09 Sep 2022</td> </tr> <tr> <td>Heather Daykin</td> <td>09 Sep 2022</td> </tr> <tr> <td>Kate Hayes</td> <td>09 Sep 2022</td> </tr> <tr> <td>Dr Paulo Vaz-Serra</td> <td>16 Aug 2022</td> </tr> </table>	Colin James	10 Jun 2023	Paula Mitchell	10 Jun 2023	Deanne Catmull	09 Sep 2022	Heather Daykin	09 Sep 2022	Kate Hayes	09 Sep 2022	Dr Paulo Vaz-Serra	16 Aug 2022
Colin James	10 Jun 2023												
Paula Mitchell	10 Jun 2023												
Deanne Catmull	09 Sep 2022												
Heather Daykin	09 Sep 2022												
Kate Hayes	09 Sep 2022												
Dr Paulo Vaz-Serra	16 Aug 2022												
<p>Employee Health and Safety Representatives Alternates Three Health and Safety Representatives elected as Alternates</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Amy Hampson</td> <td style="width: 30%;">May 2018</td> </tr> <tr> <td>Anton Cozijnsen</td> <td>Nov 2017</td> </tr> <tr> <td>Lynn Tran</td> <td>Nov 2017</td> </tr> <tr> <td>Harpreet Bhatia</td> <td>Nov 2019</td> </tr> </table>	Amy Hampson	May 2018	Anton Cozijnsen	Nov 2017	Lynn Tran	Nov 2017	Harpreet Bhatia	Nov 2019				
Amy Hampson	May 2018												
Anton Cozijnsen	Nov 2017												
Lynn Tran	Nov 2017												
Harpreet Bhatia	Nov 2019												
<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>												