

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 04/2022 MINUTES**

A meeting of this committee was held on Tuesday 20th December at 10.03am, via Zoom.

A Formal Matters

A01 Welcome, Apologies & Delegates

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

Apologies:

Mark Rizzacasa was an apology
David Chan was an apology
George Habib was an apology
Helen Billman-Jacobe was an apology

Delegates and Observers:

Kira Goodman – Health and Safety Systems Lead, Delegate for Johanna Bouniol
Haydn Bishop - Safety Consultant, Delegate for Colin Reiter

A02 Membership Changes

Lakvin Fernando – new Graduate Student Association (GSA) representative
Heather Daykin – Re-elected as an HSR on the OHSC as of 24 May 2022
Cathy Alizzi – No longer the HSR for Faculty of Arts
Sally Eastoe – Left the University at the end of 2022

A03 Minutes of the Previous Meeting

The draft minutes have been sent to the committee members.
Feedback to be provided by the 23 December 2022.
Final meeting minutes will be distributed January 2023.

A04 Action Items from the Previous Meeting

REF	ACTION	RESPONSIBLE	STATUS
3/2021 Action 1	Review University First Aid Arrangements considering new First Aid Compliance Code	Stefan Delaney	Completed

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	Completed
1/2022 Action 2	Call out for elections of the DWG by divisions	Stefan Delaney	In progress Chancellery, including COO-P DWG renegotiation proposals are finalised. A call for nominations will take place once Staff news returns.
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	In Progress Safety bulletin around food safety and allergy including food as research subjects is underway. Expected completion Q1, 2023
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	In progress Currently working with the manager of security/traffic to finalise the guidance material for E-scooters. Expected completion Q1, 2023.
3/2022 Action 1	Discuss on the best communication between HSR and DWG.	Stefan Delaney	In progress Working group (Sally Eastoe, Stefan Delaney, Heather Daykin and Helen Billman-Jacobe)
4/2022 Comments/ Questions	Comments on COVID Safe Plan and First aid kit consultation feedback (via ServiceNow): Dinidu wanted to know how the person providing the feedback knows their feedback has been incorporated.	Stefan Delaney (by Dinidu Wijedurendra)	Completed Stefan stated that we provide a summary of the themes raised then respond with the consultation papers and publish on the website.

B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

Nil

B02 Management Representative Items

i. Director Campus Management

Haydn Bishop – Safety Consultant Delegate of Colin Reiter provided a verbal report on the following campus management matters:

Environmental improvements

Options for installation of ground water monitoring or decommissioning of the underground tanks and installation of an above ground bound fuel storage system are being considered and funding options explored in consultation with faculty stakeholders.

Building Façade Inspection Program

The annual Parkville campus façade inspection program comprising external inspection and minor remediation (make safe) is currently underway. Approx 20 buildings are being inspected. 15 inspections have been completed with the remaining expected by January 2023.

Emergency Preparedness

New Fire Ring Mains

Commissioning of the new, compliant fire ring main for the Dookie campus has been completed providing improved capacity and coverage for the campus.

Separately, contracts have been awarded for a new fire ring main at the Creswick campus with works expected to commence early in 2023.

Significant incidents

Campus Management:

Nil

Projects:

A mechanical duct fell on the demolition worker's head last week. No serious injuries were sustained. WorkSafe notified. Contractor investigation due this week. UoM & WorkSafe will be looking for improved ways of removing further mechanical duct work on projects

Project impacts

Student Precinct (formerly known as New Student Precinct)

Landscape works are due to be completed this week. We can expect the contractor to still have a site presence closing out defects & variations.

Shop fitters will continue work on NSP's tenancies into 2023.

ii. Associate Director Wellbeing Services

Nil

B03 Other items for discussion & consultation

Nil

C New Initiatives and Actions

C01 COVID-19 Report

Stefan Delaney, Director Health & Safety, reported:

- The state government has declared that the emergency phase of the pandemic has ended, and that Victoria has no pandemic orders in effect.
- The consequence of this is that we must rely on the recommendations that the government provides along with the Occupational Health and Safety Act. The secretary of the Department of Health still requires vaccination and isolation for specific environments such as health care, aged care and ambulance services. This does not apply to student placements unless the hospital or specific facility has an internal policy for which students need to comply.
- The University will keep the same settings detailed in the CovidSafe Plan until the end of the year. From 1 of January 2023, the CovidSafe Plan will move to a second stage which will closely align with the state government requirements. No changes to the ventilation, cleaning, or other key risk controls/behaviours – isolation and restrictions. Potential for new signage to be rolled out around mask wearing.

C02 If you are injured and Return to Work information

Stefan Delaney, Director Health & Safety, advised that:

- Under the Workplace Injury Rehabilitation and Compensation (WIRC) Act, employers are required to make available to staff specific information about 'Return to Work'.
- Recent changes have been made to the 'If you are injured' poster and 'Return to Work' information because there has been a name change to the dispute resolution process and the name of the authority. The Accident Compensation Conciliation Service (ACCS) has now been renamed to Workplace Injury Commission. Its functions have also expanded to include both conciliation and now arbitration.
- Due to those changes, "If you are Injured" posters have been updated and shared and distributed around the University.
- The consultation process for how the University will provide Return-to-Work information throughout the University will commence in January 2023.

C03 Safety Management Systems Documentation

Stefan Delaney, Director Health & Safety, reported that:

- The safety management system currently comprises the health and safety policy, a series of documents known as requirements (previously known as procedures) and process maps which explain how to undertake activities, stored within Promapp.
- There are also Knowledge based articles (KBAs) in ServiceNow and other contents for wider users including staff, students, and contractors published on the health and safety website.

- Following a review of Promapp use, it was found that Promapp is not being used extensively and takes a lot of resources to maintain.
- As part of the plans for 2023, the University intends to:
 1. Consolidate documents containing requirements (previously known procedures) into one unit or document.
 2. Remove Promapp process and have content in Knowledge based article and the Health & Safety website.
- This proposed approach was supported by Sally Eastoe, Heather Daykin, Lynda Boldt, and Paula Mitchell.

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. Q3 2022 Performance Report

D04 Legislative Change Report

- i. Dangerous Goods Regulation (Verbal report)

Stefan Delaney, Director Health & Safety, reported that:

- The Dangerous Goods Regulation (under the dangerous goods act) expired in 2022.
- The state government has renewed those regulations and made some minor changes, including language.
- Currently an independent review on Dangerous Goods (DG) has been considered by the government. The government has released the proposed changes including one proposal merging the DG Act and the Occupational Health and Safety Act.
- The state government has renewed the existing regulatory framework for another 10 years and we will also expect the DG review package which may result in significant changes in the next year or so.

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

D07 External Health and Safety Feedback Received

Nil

The meeting concluded at 11am.

E Other Business
Nil

F 2023 Meeting Schedule

Dates to be confirmed by Sean Hogan's executive assistant.

Distribution

Membership		
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 Director, Health & Safety	Dr Sally Eastoe Colin Reiter Vacant 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	Paula Mitchell Heather Daykin Lynda Boldt Helen Billman-Jacobe Dinidu Wijesurenda vacancy	10 Jun 2023 23 May 2025 25 Nov 2023 04 Mar 2024 09 Mar 2024
Employee Health and Safety Representatives Alternates Four Health and Safety Representatives elected as Alternates	Meredith Potter David Chan Sunnia Rajput Lynn Tran	
Student Observers One student nominated by UMSU Inc. One nominee of the President, GSA Inc.	Jordan Hutchins Lakvin Fernando	
Minutes Secretary Health and Safety Services, Business Services	Wei Ni Lim	
Chief Operating Officer & VP Admin	Paul Axeup	