

# Minutes

## Occupational Health and Safety Committee Meeting 1 - 2026



<b>Meeting title:</b>	Occupational Health and Safety Committee (OHSC) Meeting 1 - 2026
<b>Date:</b>	19 March 2026
<b>Time:</b>	Start:11.04am End:12.03pm
<b>Venue:</b>	Level 1, Room 131, 11 Barry St, Carlton, and via Teams meeting
<b>Chairperson:</b>	Stefan Delaney, Director, Health and Safety

## A Formal Matters

### A01 Welcome, Acknowledgement of Country, Apologies and Delegates

**Acknowledgement:** Stefan Delaney welcomed attendees and provided an Acknowledgement of Country.

**Welcome:**

Prof Phillip Urquijo – delegate for Prof Moira O'Bryan, Dean of Science

**Apologies:**

Ken Lynch  
Scott Mitchell

**Delegates and Observers:**

Darren Hocking – HSR Alternate  
Ruth Woodgate – Manager, Health and Safety Systems – Observer

### A02 Membership Changes

Prof Phillip Urquijo – delegate for Prof Moira O'Bryan, Dean of Science

### A03 Minutes of the Previous Meeting

The minutes of OHSC Meeting 4 2025 were reviewed and formally accepted.

## A04 Action Items from the Previous Meeting

REF.	ACTIONS	RESP.	STATUS
Item 2022-1	Improve communication between HSRs and DWGs.	Stefan Delaney	<b>In progress</b> Further guidance to be developed and shared with HSRs.
Item 2025-1	Identify and evaluate potential control measures to reduce risks of vehicle- pedestrian interactions on shared pathway (Royal Pde end of Tin Alley)	Scott Mitchell	<b>In progress</b> "Cyclist slow down" signage has been installed in Tin Alley. Review of effectiveness and additional control measures are in progress.  <b>Action item 2025 - 5</b>
Item 2025-2	Arrange a briefing session for HRBPs to review the issue resolution process and how to support leaders in understanding obligations.	Paula McAllister	<b>Open</b>
Item 2025-3	Information session for HSRs and HSBPs on available resources for managing student misconduct or inappropriate behaviour	George Habib Stefan Delaney	<b>Complete</b> Information session held on 4 March  Positive feedback provided by attending committee members
Item 2025-4	Invite ERP Stabilisation project to present OSHC Q1 2026.	Paula McAllister	<b>Open</b>
Item 2025-5	Share plans for Tin Alley vehicle-pedestrian risk reduction with the HSR who brought this issue to the committee (Andrew Martel) for comment.	Scott Mitchell	<b>In progress</b>
Item 2025-6	Consider AI, algorithmic management and surveillance as part of the Q1 review of the risk register.	Stefan Delaney	<b>Open</b>
Item 2025-7	Request Executive Director, Workforce Compliance to review LSL risk control effectiveness	Stefan Delaney	<b>Open</b>
Item 2025-8	Advise Faculties/Portfolios of options to request security to maintain access control only to buildings during quiet periods in Jan	Scott Mitchell	<b>Complete</b> Requests for maintaining secure building access during quiet periods can be submitted via ServiceNow and will be handled by the Campus Security office.
Item 2025-9	Invite GSA to present on biannual survey results	Xinlei Qi Weini Lim	<b>In progress</b> Awaiting response from GSA

## B Items for Discussion and Consultation

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

#### i. Draft Surveillance policy

HSR members raised concern that potential associated psychosocial risks have not been assessed in the University's draft surveillance policy. Committee members were encouraged to provide feedback through the policy consultation process.

### B02 Management Representative Items

#### i. Director Campus Operations – Key Updates:

Post Meeting update: Scott Mitchell provided an update after the meeting. A summary is provided below:

- **E-Bike Charging Locations:**

Fire safety assessments of 33 indoor bike storage locations are in progress in response to the e-mobility safety guidelines. Reports due end of Q2 2026.

- **Bio21 Nitrogen Gas Leak (Dec 2025):**

Additional relief valves, automated carpark exhaust response, and alarm and procedure upgrades implemented in response to a nitrogen leak.

- **Environmental Compliance – Dookie Campus:**

EPA inspection confirmed full compliance with reclaimed wastewater permit; no action required.

- **Creswick Campus Security:**

Enhanced signage, mobile CCTV coverage, and evaluation of a secure vehicle compound undertaken in response to recent break-ins.

#### Director Wellbeing Services: George Habib

George Habib

- Ongoing initiatives on gender-based violence, psychosocial risk and student wellbeing, including support for students impacted by international conflicts.
- Continued advocacy, academic support, and communication resources for both domestic and international students.

### B03 Other items for discussion & consultation

NA

## **C New Initiatives and Actions**

### **C01 Emergency responder database**

Discussion of the Emergency Responder Database currently being piloted at five locations with a University-wide rollout anticipated in late April.

## **D Reports for noting**

The following reports were tabled with minor comments and discussion:

- **D01 Health and Safety Audit Report**
- **D02 Significant Notifiable Incidents and regulatory activity report**
- **D03 Annual HSMS Review**
- **D05 Elected Employee Health & Safety Representatives Terms of Office**
- **D06 Divisional H&S Committee Meeting Dates 2025**

## **E Other Business**

### **E01 Other Business**

NIL

## **F Meeting Schedule**

### **F01 Meeting schedule – 2026**

**Meeting 2:** June 11<sup>th</sup> (11.00am – 12.30pm)

**Meeting 3:** September 8<sup>th</sup> (11.00am – 12.30pm)

**Meeting 4:** December 3<sup>rd</sup> (11.00am – 12.30pm)

## G Committee Memberships

ROLE	NAME
<b>Employer Representatives</b>	
Executive Director nominated by the Vice-Chancellor (Chair)	Vacant
Chief People Officer or nominee	Paula McAllister (delegate of Alexis Beckwith)
Executive Director, Enterprise Services Group or nominee	Ken Lynch (delegate of Simon Stewart)
Dean of a Faculty or Graduate School or nominee	Prof Phillip Urquijo (delegate of Prof Moira O'Bryan – Dean of Science)
Academic Registrar or nominee	George Habib (delegate of Joanne Ligouris)
Director, Health & Safety	Stefan Delaney
<b>Employee Health and Safety Representatives (6)</b>	<b>Committee Terms of Office Expiry:</b>
	Paula Mitchell      06 June 2026
	Heather Daykin      31 October 2028
	Andrew Martel      06 June 2026
	Laura Juliff      06 June 2026
	Sanja Pahoki      21 March 2028
	Yulia Velichenko      31 October 2028
<b>Health and Safety Representatives elected as Alternates (4)</b>	Lynn Tran Darren Hocking Tilly Linnett Vacant
<b>Student Observers (2)</b>	
One student nominated by UMSU Inc.	Daniel Motika
One nominee of the President, GSA Inc.	Vacant
<b>Minutes Secretary</b>	Weini Lim Ruth Woodgate
<b>Chief Operating Officer &amp; VP Admin and Finance</b>	Katerina Kapobassis