

The University of Melbourne
Occupational Health & Safety Committee

Meeting 02/2015

Meeting 2/2015 of the Occupational Health & Safety Committee was held on Friday
16 October at 2.30 pm, in Dean's Den, First Floor, Old Geology Building.

Membership	In Attendance	Apologies	To Expiry
Employer Representatives Executive Director nominated by the Vice-Chancellor (Chair)(Alternate) Executive Director, Human Resources or nominee (Alternate) Executive Director, Property & Campus Services or nominee Dean of a Faculty or Graduate School or nominee Provost or nominee Associate Director, Health & Safety	Ms Sally Eastoe Mr Colin Reiter Mr Daniel Persaud Mr Stefan Delaney	Prof Mark Rizzacasa	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives Delegate of Ms Jennifer Scott	Ms Deanne Catmull Ms Leanne Fisher Mr Steve Adams Ms Paula Mitchell Mr Darren Tucker Mr Laurence Deam	Ms Jennifer Scott	1 May 2016 7 May 2017 26 November 2017 6 November 2016 12 February 2017 7 August 2016
Student Observers One student nominated by UMSU Incorporated One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas (UMSU nominee)	Mr Lex Townsend (GSA nominee)	
Occasional Observers Other observers as determined by the Committee and invited by the Chair. Health and Safety Representative (MDHS)	Ms Laura Ellett		
Standing Observers Manager, Injury Management		Mr Peter Robertson	
In Attendance	Ms Georgie Burg (Minutes Secretary)		

A Formal Matters

A01 Apologies

Mr Mark Rizzacasa, Ms Jennifer Scott, Mr Lex Townsend and Mr Peter Robertson

A02 Welcome

- i. Ms Eastoe noted the need for identification of Health and Safety representatives.
- ii. Ms Eastoe mentioned the broadness and breadth of viewpoints on the role and application of Occupational Health and Safety across UoM.
- iii. It was further mentioned by Ms Eastoe that attention be paid to the deepening maturity of OHS in 2016, along with the broad complexities and the settling of the operating model.
- iv. Ms Eastoe questioned what actions would ensure the visibility and perception of excellence as an overarching model regarding OHS.

A03 Membership Changes

There are no membership changes to date. Mr Laurence Deam (Laboratory Officer, School of Physics, Science) is delegate for Ms Jennifer Scott. Ms Laura Ellett (Research Assistant, Pathology, MDHS) is observing.

A04 Minutes of the Last Meeting

The minutes were approved as distributed. A typo was noted incorrectly referring to Mr Delaney as Ms Delaney. A query was raised regarding definitions. The term 'designated work group' is not interchangeable with the term 'HSR's in the workplace'.

A05 Action sheet from Previous Meeting

- i. Refer to Item B.

B Items for Consultation

- i. Terms of Reference

The draft terms of reference were accepted with the following additional changes.

1. Committee to report to the VP Administration and CFO.
2. Provost or Nominee to be replaced with Academic Registrar or Nominee.
3. Nominee of UMSU Inc. to one Undergraduate Student.
4. Nominee of GSA Inc. to be one Postgraduate Student.

C Items for Discussion**C01 Health & Safety Representatives Items for Discussion****i. Roles of HSRs in the workplace**

Further discussion took place regarding the confusion between OHS advisors and HSRs in some areas. Ms Catmull has circulated an email to raise awareness and clarify the differences in these roles, however there continues to be general confusion across areas on UoM. Mr Delaney noted that the roles are very clearly defined and that these definitions exist.

Mr Delaney agreed that further revision may be required. It was further noted that there are ongoing vacancies in these roles and that designated work groups be reconfigured and 'tidied'.

There was a perception amongst the attendees that before BIP the understanding of roles was clear, however since BIP there is a downward trend. Ms Eastoe and Mr Delaney agreed to work on the clarity of these two roles, noted that it should be communicated clearly and is not a linear process.

Ms Eastoe called for volunteers to work with Mr Delaney. Ms Catmull and Ms Fisher volunteered.

The following suggestions were made –

- Clarity of communication between OHS professionals
- Workable template to be interdependent between departments
- Local OHS Managers to provide education, local distribution and publicity, personalised delivery, examples of each role, identification of OHS rep specialists

ii. Working Alone in isolation procedure

It was noted that there is a policy for this issue and that there is a gap between the documentation versus the implementation of isolation. There is also doubt as to whether academics are aware of this kind of policy.

The primary issues identified are as follows –

- Communicating situations of after hours and/or working in isolation.
- The after hours procedure to be expanded and the recognition that isolation in working conditions is more concerning.
- Guidance is required before the end of 2015.
- Identification of areas of research prone to issues of isolation (such as zoology and botany who have instances of isolation stretching into months).
- Risk assessments.

- Remote work nationally and internationally.
- Field work requiring call ins and specialised equipment requiring 24/7 supervision.
- Ensuring that out of hours requirements are not primary factors.

Possible resolutions include –

- Campaigns to ensure that awareness is complete and prioritised.
- Tailoring of implementation to departments via an overarching understanding of OHS.
- Briefings specific to fieldwork.
- Discussion being a two way interface.

TOR Review addressed in item B (i).

iii. **Reporting experiences and best practice in OHS across the University**

Ms Catmull questioned how improvements to OHS could be made with a focus on bringing OHS to the forefront of practice at UoM. It was noted that minimal communication and feedback is currently an issue, which could be rectified by small, informal conversation, and/or tables for OHS to fill in and then report back their findings.

Mr Delaney suggested that context is that local OHS Managers are expected to report back, but rarely do. There needs to be an encouragement of best practice with minimal duplication and a body of work evident.

Ms Eastoe provided three issues –

- Communication Strategy
- Reporting Strategy (for which a model, statistical data and a report be provided as well as facts being presented as management tools be considered)
- Education Strategy

She further noted that these can be considered separate agendas, but should be viewed as veins needing management to drive a high level of communication. This idea can be used as a platform to drive reform. An example was given whereby there can be a good strategy around manual handling within one department, but there may be issues of complication which would prevent that strategy being applied in another department. This issue is further undermined by poor communications between those two departments.

Mr Delaney suggested that policy framework is varied, depending on resourcing and capabilities, as well as quality of practice and standards adhered to, as it is dependent on the importance a Faculty applies to that information.

A possible solution was discussed, where the role of OHSC could be involved with OHSC best practice involving implementation and the sharing of ideas, along with an understanding and appreciation of 'grassroots' level of importance.

The upcoming OHS Workshop on 29 October could assist, with the following points made –

- A practice to work with OHS professionals.
- Levers to work off which would drive performance and behaviours.
- The committee would seek to analyse and determine who the champions are via audit reports which could identify excellence as well as those areas needing improvement.

The benefits of Promapp provides potential and would be a useful platform to give a share point of shared information.

iv. **Promotion and recruitment of HSRs**

Ms Eastoe questioned what areas are yet to be actioned. A discussion followed regarding the reluctance of staff to discuss the matter with their Manager, and a lack of representation which results in a lack of cohesion. MDHS was identified as a high risk area. The lifting of potential interest included an OHS Advisor; the identification of a staff member who is concerned with the external environment and a staff member who has an avested interest in safety.

Mr Delaney noted that the lack of an elected OHS representative did not necessarily equate to no interest in the role. Ms Eastoe mentioned that a powerful incentive is the understanding that these roles result in actionable consequences and ‘close the loop’ in broader understanding of terms. Ms Catmull noted that there has been improvement over the last 12 months due to the maintenance of lists, with an accompanying improvement of communication. Loopholes in policy have been identified and have shown gradual improvement, although this can be mitigated by communication breakdowns. The enforcement of stricter processes along with the voluntary capacity of roles can drive willingness to participate.

Negative drivers include –

- Fear of increased workload
- Cost of coursework & time constraints
- Poor communication re above point results in a reluctance to approach Managers
- Managers can view the process as un necessary resulting in pushback
- Fear of excessive responsibility
- Perception of lack of support from both Managers and the culture
- A lack of consultation

Possible solutions include –

- The distinction of Health and Safety Professionals willing to do the work
- HSR’s responsible for driving and implementing process
- Input into course structure
- An improvement in consultation

- Ongoing communication and openness
- The removal of impediments along with help, support and drive from others
- Accountability to assist with the penetration of issues and pre-emptive attitudes
- The implementation of HSR Guest Speakers increases awareness and drives communication

Ms Eastoe noted that this item would be a continuous issue.

- v. OHSC Terms of reference review (refer to Item B)

D Items for Noting

D01 Internal Audit Report

The report was noted. The committee acknowledged that Carlton Connect would be audited in 2016 as part of RIC.

D02 External Certification Audit Report

Mr Delaney noted that all NC have been finalised, with the exception of two (Engineering and MUS) which are in progress. No further comments were made.

D03 Designated Workgroups Status Report

Refer to items C01 (i) (iv).

D04 Review of Serious Incident Reports & Investigations

Report was noted.

Mr Delaney reported two Worksafe Incident Notifications related to animal bites. Liaison with other Veterinary Schools including in the UK is planned to determine best practice animal handling procedures.

D05 Legislative Report

No legislative changes to report

D06 Minutes and Reports received from other Committees

The issue of moving to a smoke free campus was discussed. This initiative is sponsored by Professor Richard James.

The following items were noted –

- i. Improvement to smoking poles and signage
- ii. Smoking booth to be closed by the end of 2015, with an anticipated end date of 29 November 2015.
- iii. The Dookie Campus has remaining booths, currently being repurposed.

D07 Policy Procedures and Process Review

Nil

D08 OHS Management Systems

2014 OHS Management Systems Review highlighted the continuing trends of LTIFR.

Reviewed the achievements of safety objectives and targets in 2014.

i. 2015 Objectives & Targets (refer to item B)

Mr Delaney noted that the framework has been finalised and the transition work to a single OHS policy. Process documentation is approaching its final draft and the procedural model will change in terms of structure. These processes will flow through Promapp and have already commenced. The expected publication date will be before the close of 2015.

Mr Delaney noted that the total days lost due to slips, falls and manual tasks is tracking lower in 2015 in terms of severity in comparison with 2014. The claims made were related to staff only with statistics presented for both staff and students. One session of Executive OHS Responsibilities Training has been undertaken with the AVP Faculty Executive Committee.

On balance, Mr Delaney informed that the performance is either static or improved, which is on trend with the pattern of 2012-2014. Reports are provided annually with multiple measures entered into the annual report along with projected data for 2016.

D09 External OHS Feedback Received

Nil

E Other Business

Ms Eastoe requested the committee reflect on the future role, fundamental shifts and drivers of OHS into 2016. Further structured conversation is required to identify the challenges in moving OHS to a higher profile within UoM which has a greater level of transparency and value. A collective view of UoM towards OHS would provide greater value, rather than individual local views.

The primary difficulties were identified as being the Implementation of systems and Leadership engagement. Large initiatives driven by the organisation should be weighed against the value of smaller 'ground up' projects. Clear, focused goals with appropriate funding on the part of OHS will be necessary. Ms Eastoe suggested that two broad timelines be considered for both planning and implementation.

E01 Proposed Meeting Dates for Semester 2 - 2015

03/15 8 December Dean's Den, Old Geology Building 10.00am

Occupational Health and Safety Committee**Meeting 2/2015, 16 October 2015****ACTION SHEET**

REF	ACTION	RESPONSIBILITY	STATUS
02/2015 Cv.	Update & publish revised Terms of Reference as agreed by Committee	SD	Complete
02/2015 Civ.	Update and publish revised DWG and HSR list as renegotiations completed	SD	In progress
02/2015 Cii.	Working alone in isolation procedure	SD	In Progress