



Employee Health & Safety Representative Meeting

Date: Tuesday 19th May 2020

Time: 2:00-3:00 pm

Location: <https://unimelb.zoom.us/j/259801091>

Chair: Ms Deanne Catmull, HSR Melbourne Dental School

AGENDA

The University employee Health and Safety Representatives acknowledge the Wurundjeri people who are the Traditional Custodians of this Land. We pay respects to the Elders, past, present and emerging of the Kulin Nation and extend that respect to other Indigenous Australians.

1	INTRODUCTIONS WELCOME APOLOGIES
2	ELECTION OF (TWO) HSRs TO THE OHSC – Call for nominations 2.1 Call for nominees for a further 2 HSRs to the OHSC committee 2.2 Call for 1 HSR alternate on the OHSC to cover a period of leave
3	GUEST SPEAKER Su Butler, Manager, Health & Safety Specialist Services Title: The COVID19 response: Health & Safety Services Team update
4	CONFIRM PREVIOUS MINUTES (Paper 4)
5	ACTION ITEMS <i>PLEASE NOTE: When HSRs bring issues to the forum which then become Action Items, it is advised that they follow up on these items promptly so that they can be reported back at the next meeting with the intention of resolution. Action Items will be deleted from the lists if the person</i>

	<i>responsible does not follow up or attend the next two meetings to provide clarification and a subsequently amenable resolution.</i>	
	5.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.	Chair/Physics HSR: ON HOLD (due to COVID19).
	5.2 HSR List HSR list to be reviewed to confirm DWGs.	Health and Safety Services Team: ON HOLD (due to COVID19).
	5.3 Coffee with an HSR Program - Financials Chair to follow up on potential funding options.	Chair: OH HOLD (due to COVID19).
6	OTHER BUSINESS	
	6.1 On Campus Activity Framework - Extract - Risk Mitigation Section 3 for Consultation (Paper 6.1)	Jessie Malignaggi
	6.2 Worksafe Industrial Manslaughter Webinar	Deanne Catmull
7	NEXT MEETING <i>Thursday 20th August 2020, 3:00pm – 4:00pm, 5th floor meeting room, RDHM or via Zoom - TBC</i>	

Circulation: All Employee HSRs
University HSR 2020 Meeting Schedule

Location:

Meeting 1 and Meeting 4: Seminar Room A, Ground floor, RDHM.

Meeting 2: Virtual Campus/Zoom

Meeting 3: 5th floor meeting room, RDHM (TBC)

Time	Day	Date
11am	Thursday	13 February
11am	Tuesday	19 May
3pm	Thursday	20 August
3pm	Tuesday	10 November

HSR Term of Office Expiry approaching:

Under s55 of the OHS Act 2004: "A Health and Safety Representative for a designated work group holds office for the following period (not exceeding 3 years)"

The following HSRs should speak to their local Health and Safety Business Partner

<https://safety.unimelb.edu.au/people/community/local-contacts> or member of their local OHS committee regarding the nomination process in your DWG. HSRs can re-nominate as many times as they like for the position.

Information on the nomination/election process can be found here under "Electing a new HSR":

<https://safety.unimelb.edu.au/people/community/hsr-dwg>

HSR	DWG	Expiry date
Rebekha Wunder	Chancellery	20 July 2020
Hamish Carr	Faculty of Law	19 August 2020
Bronwyn Bell	Nossal Institute Ltd	17 August 2020
Ben Michael	Film & Television	28 Feb 2020
Peter Mason	Arts/Faculty of Arts	28 March 2020
Breanna Mcinnes	School of Biomedical Sciences - Biomedical Sciences Animal Facility	23 rd Feb 2019

HSRs on the OHSC:

Name	DWG	Role (member/alternate)	Elected
Ms Deanne Catmull	MDS	Member	Aug 2019
Ms Heather Daykin	School of Biomedical Sciences - Pharmacology and Therapeutics	Member	Aug 2019
VACANT			
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Feb 2017
Ms Calista Sim	Melbourne School of Health Sciences (B)	Alternate	May 2018
Dr Paulo Vaz Serra	Architecture- Academic	Member	Aug 2018
Ms Amy Hampson	Melbourne Medical School - Otolaryngology (B)	Alternate	May 2018
Ms Kate Hayes	Chancellery	Member	Aug 2019
Mr Anton Cozijnsen	Biosciences 1, 2 &3 (Botany)	Alternate	Nov 2017
Ms Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology	Alternate	Nov 2017
Ms Harpreet Bhatia	Academic Services - Stop 1 and Student Service Coordination	Alternate	Nov 2019

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC) as an alternate.

Alternates help fill the vacancies we occasionally get on the OHSC when regular HSR committee members cannot attend.

All HSRs are encouraged to nominate for these positions and participate in the election process.

The following information has been included to provide some background information on the committee.

What is the role of the OHSC?

The Occupational Health and Safety Committee is a representative consultative committee.

The Committee provides the peak OHS consultative mechanism of the University for management, staff and students to —

- facilitate cooperation between Management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the University;
- formulate review and disseminate standards, rules and procedures relating to health and safety that are to be carried out or complied with throughout the University.

Who are the members of OHSC?

Management Representatives

Dean or Executive Director appointed by the Vice-Chancellor or nominee

Dean of a Faculty or Graduate School or nominee

Executive Director, Human Resources and OHS or nominee

Executive Director, Infrastructure Services or nominee

Executive Director, Academic Services & Registrar or nominee

Associate Director, Health and Safety or nominee

Employee Health and Safety Representatives

Six employee Health and Safety Representatives (HSR), elected by the University's employee HSRs in accordance with the Terms of Reference of this Committee.

The term of office for other than ex-officio members is three years.

Alternates

Each committee member may nominate an alternate to represent the committee member in their absence.

HSR members may only nominate alternate from the pool of current employee HSRs from the University of Melbourne.

Management representative members may only nominate alternate from the pool of current management representatives from the University of Melbourne.

Office Bearing Positions

Chairperson: A Committee Chairperson shall be a Dean or Executive Director appointed by the Vice-Chancellor, endorsed by the Committee at the first meeting of each calendar year.

Deputy Chairperson: A Deputy Chairperson shall be an employee HSR member elected by the OHSC. The Term of Office for the Deputy Chairperson shall be one year.

Minutes Secretary: The OHSC may appoint a minute's secretary to support the committee. The Minutes Secretary shall not hold voting rights.

Committee Secretary: The Associate Director, Health and Safety shall act as Committee Secretary to support the Committee.

Gender balance observers

Nominated by the Chair, if required.

Observers – without voting rights

One student nominated by UMSU Incorporated. One nominee of the President, University of Melbourne Graduate Student Association.

Other observers as determined by the Committee and invited by the Committee Secretary. Observers may provide reports to the OHSC.

Quorum

The Quorum for the Committee is six (6) members, at least three (3) of whom must be employee Health and Safety Representatives.

What is the term of office?

The term of office for other than ex-officio members is three years.

How often does the OHSC meet?

The Committee meets 4 times a year. The 2020 schedule is as follows:

01 Wednesday, March 18, 2020 (meeting cancelled)	PAR – David Caro – Podium 209
02 8 Jun 20	PAR-Old Physics-G16 (Jim Potter Room)
03 16 Sep 20	PAR - Redmond Barry - 1006
04 9 Dec 20	PAR-Old Physics-G16 (Jim Potter Room)

What is the election process?

A summary of the nominee’s election statements will be circulated to all HSRs for consideration. HSRs will vote for their preferred candidate/s using an election ballot form which will be circulated via email with the election statements. The ballot paper will then be filled out by the HSRs and sent back to the returning officer (usually a member of the Health & Safety Services, Business Services team) who will also verify the counting. The candidate with the majority of votes will be elected. The Returning Officer will report back to the OHSC for confirmation. Results will be circulated to all HSRs.

I am an elected HSR committee member on the OHSC and cannot attend a meeting, what is the process?

HSR committee members who cannot make a meeting should arrange one of the alternates to attend on their behalf. You should also notify Hexing Yang: hexing.yang@unimelb.edu.au as committee secretary of the OHSC, for noting and reporting.



Employee Health & Safety Representative Meeting

Date: Thursday 13th February 2020

Time: 11:00am-12:00pm

Location: Seminar Room A, Ground Floor RDHM.

Chair: Ms Deanne Catmull, HSR Melbourne Dental School

AGENDA

The University employee Health and Safety Representatives acknowledge the Wurundjeri people who are the Traditional Custodians of this Land. We pay respects to the Elders, past, present and emerging of the Kulin Nation and extend that respect to other Indigenous Australians.

1	<p>INTRODUCTIONS HSRs were introduced Deanne Catmull welcomed the attendees.</p> <p>WELCOME A brief around the table introduction was conducted to introduce the Committee members. Attendance Sheet was circulated for members to sign in.</p> <p>APOLOGIES Apologies were received from the following HSRs:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">DWG representing</th> </tr> </thead> <tbody> <tr> <td>Rinske Ginsberg</td> <td>Fine Arts & Music Performing Arts/(Theatre)</td> </tr> <tr> <td>John Christou</td> <td>University Services/Academic Services - Scholarly Services South</td> </tr> <tr> <td>Melody Eotvos</td> <td>Fine Arts & Music/Music</td> </tr> <tr> <td>Christopher Nolan</td> <td>Fine Arts & Music Performing Arts/(Music Theatre)</td> </tr> <tr> <td>Michael Dale</td> <td>International House/International House</td> </tr> </tbody> </table>	Name	DWG representing	Rinske Ginsberg	Fine Arts & Music Performing Arts/(Theatre)	John Christou	University Services/Academic Services - Scholarly Services South	Melody Eotvos	Fine Arts & Music/Music	Christopher Nolan	Fine Arts & Music Performing Arts/(Music Theatre)	Michael Dale	International House/International House
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Christopher Nolan	Fine Arts & Music Performing Arts/(Music Theatre)												
Michael Dale	International House/International House												

	Lynda Boldt	University Services/Research, Innovation & Commercialisation (Parkville)
	Aira Nuguid	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences - Anatomy and Neuroscience
	Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's
	Kate Hayes	Chancellery/Chancellery
	Jessie Malignaggi	University Services/Academic services: Student Success
	Jennifer Fox	Science/BioSciences Teaching (formerly Biology Labs)
	Benjamin Circona	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)
2	CONFIRM PREVIOUS MINUTES (Paper 2) Meeting minutes from Meeting 4/2019 were confirmed by Paula Mitchell and seconded by Deanne Catmull as a true and accurate record of the meeting.	
3	ACTION ITEMS <i>PLEASE NOTE: When HSRs bring issues to the forum which then become Action Items, it is advised that they follow up on these items promptly so that they can be reported back at the next meeting with the intention of resolution. Action Items will be deleted from the lists if the person responsible does not follow up or attend the next two meetings to provide clarification and a subsequently amenable resolution.</i>	
	3.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.	Chair/Physics HSR Update 1/20: Shirley was unable to attend the meeting therefore this issue will be brought forward to the next HSR meeting.
	3.2 HSR List HSR List to be reviewed to confirm DWGs.	Health and Safety Services Team Update 1/20: In progress. HSR list DWGs have been confirmed but it would be

		<p>preferable to include when elections were called in areas without a HSR.</p>
	<p>3.3 Building 199- Cleaning Cleaning timing for building 199, University services building. They are conducting cleaning early morning before and during staff arrival.</p>	<p>Jessie Malignaggi * Post meeting note. Item completed. The cleaners are starting earlier so are not creating hazards for employees whilst they are working.</p>
<p>4</p>	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p>	
	<p>4.1 What’s happening at the OHSC The OHSC has yet to meet for 2020.</p>	<p>Deanne Catmull</p>
	<p>4.2 Progress of items previously raised at the OHSC Deanne Catmull discussed the progression of HSR items raised at OHSC meeting 4/2019 with the Associate Director, Health and Safety in January and provided the following updates:</p> <ol style="list-style-type: none"> 1. Difficulties finding Business Partners for HSRs in certain DWGs- The Health and Safety Services Team appear to have updated the webpage since this issue was identified late last year. Deanne has been able to easily match Business Partners to DWGs and HSRs. If HSRs still have trouble, please contact Deanne. 2. HSR communication to members of their DWG- no email lists exist for some areas. How do HSRs communicate information? HSRs to request this information from their business partner. HSRs can contact Deanne/OHS-enquiries if they are having issues. 3. ERMS and HSR notification emails: Stefan to respond more formally later but provided some information as below. When a report is submitted the following individuals receive notification: <ol style="list-style-type: none"> a. Supervisors – will NOT have information concerning HSR notification as it is not up to 	<p>Deanne Catmull</p>

	<p>the supervisor to determine if the incident information is shared with an HSR.</p> <ul style="list-style-type: none"> b. Individual reporting the incident- An individual reporting the incident on behalf of the injured person will also NOT receive information regarding HSR notification as it is not up to that individual to determine if the report is shared with the HSR. c. Injured/Affected person- WILL receive details on how to notify the HSR of an incident. It is then up to that injured/affected individual to determine if they would like the report shared with the HSR. d. Business Partner- receives the email but would not be in a position to share the details of a report with the HSR unless the injured/affected person agrees. They will document and share at local OHS committee meetings. <p>4. Coffee with an HSR program-financials.</p> <p><u>Options for funding:</u></p> <ul style="list-style-type: none"> 1. Visa Debit card- easiest and most convenient option (pre-loaded). Mentor HSRs to submit receipts to OHS-enquiries (take a picture or scan receipts). 2. Person (Mentor) pays, then claims reimbursement through i-expenses. For a claim under \$40-70 no receipt required. Stefan would provide a cost code and it will go to mentor’s supervisor to approve (administrative burden). 3. Generate tabs at nominated cafes. This can become more complicated. <p><u>Supervisor approval:</u></p> <p>No supervisor permission required if program takes place at lunch time.</p> <p>During work time the supervisor must be given sufficient notice.</p> <p>Deanne to type up a mentor “duty of obligation” for HSR mentors to sign. This will include the basic principles of the program.</p> <p>Program will undergo a 6 month trial with funding.</p>	
	<p>4.3 Items to be raised at the OHSC No items were raised.</p>	<p>Deanne Catmull</p>

5	OTHER BUSINESS	
	<p>5.1 HSR Roster (Paper 5.1) Deanne referred committee members to Paper 5.1 in the Agenda. Volunteering and developing new skills are a great asset for your CV and yearly PDF discussions. Deanne has encouraged all HSRs to click on the One Drive link sent around and volunteer for at least one duty in 2020. All templates and information required to do each role will be supplied by Deanne and is very much appreciated. This committee cannot run without the assistance from our HSR volunteers and meeting do run the risk of being cancelled if volunteer positions are not filled.</p>	Deanne Catmull
	<p>5.2 HSR Committee Terms of Reference (Paper 5.2) Deanne referred committee members to paper 5.2. No feedback had yet been received but given the short notice of the meeting and meeting paper distribution, Deanne agreed to re-send this document to all HSRs for review. HSRs will be given seven days to send comments/feedback, after which time the Terms of Reference will be officially confirmed.</p>	Deanne Catmull
	<p>5.3 Any other business HSRs discussed Coronavirus updates for lecturers/tutors and other teaching staff in preparation for the new semester. Deanne advised HSRs to enquire with their local areas to see if any measures were in place to safeguard staff and students such as LMS messages, welcome message during Lecture 1, alternatives for quarantined students (accessing lecture and tutorial information), how are local areas corresponding with their students and how is this information shared? HSRs asked for coronavirus posters to be more prominent around campus. HSRs were advised that they can print off extra copies for their local areas.</p>	Deanne Catmull
6	<p>NEXT MEETING <i>Thursday 19th May 2020, 11:00am-12:00pm, 5th Floor Meeting Room RDHM.</i></p>	

Location:

Meeting 1 and Meeting 4: Seminar Room A, Ground floor, RDHM.

Meeting 2 and Meeting 3: 5th floor meeting room, RDHM.

Time	Day	Date
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TERMINOLOGY/ABBREVIATIONS:

ERMS: Enterprise Risk Management System. ERMS contains modules to carry out Workplace Inspections, store risk registers, Incident reporting, Incident/Hazard register please see the link:

<https://www.riskcloud.net/prod/?ccode=uom>

Health and Safety business partner:

Health and Safety business partners are available to provide support and advice on health and safety matters in your area (eg. OHS Manager, OHS coordinator, OHS advisor, Laboratory Manager etc). To find your local Health and Safety Business partner, click here:

<https://safety.unimelb.edu.au/people/community/local-contacts>

TrainMe: Train Me is the University online training platform for most core compliance and Health and Safety Specialist courses. See the following link for more information:

<https://safety.unimelb.edu.au/#training>

RHD: Research Higher Degree Students.

OREI: Office of Research Ethics and Integrity. The office maintains its commitment to responsible research with honesty, responsibility and accountability, which demonstrates respect for animals used in research, research participants and the environment.

OHS Act: The Occupational Health and Safety Act 2004 (OHS Act) is the main workplace health and safety law in Victoria. It sets out key principles, duties and rights about OHS.

OHS Regulations: The Occupational Health and Safety Regulations 2017 (OHS Regulations) build on the OHS Act. They set out how to fulfil duties and obligations, and particular processes that support the OHS Act. For example, they include requirements for:

- safe operation of major hazard facilities and mines
- training for high risk work
- managing and removing asbestos

- licences for specific activities

The OHS Regulations came into effect on 18 June 2017 and replaced the (old) OHS Regulations 2007.

OHSC: The Occupational Health and Safety Committee is a representative consultative committee.

The Committee provides the peak OHS consultative mechanism of the University for management, staff and students to

- facilitate cooperation between Management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the University;
- formulate review and disseminate standards, rules and procedures relating to health and safety that are to be carried out or complied with throughout the University.

OHSC Executive committee: The OHSC executive committee meets on an ad-hoc basis to discuss urgent matters that require action PRIOR to the next committee member. One ELECTED HSR committee member from the OHSC is a member of this committee along with the Associate Director of Health and Safety.

DWG: A Designated Work Group is a grouping of employees represented by an elected employee HSR.

Worksafe: WorkSafe Victoria is the trading name of the Victorian WorkCover Authority, a statutory authority of the state government of [Victoria, Australia](#). WorkSafe Victoria plays a critical role in the lives of Victorian employers and workers - as the state's health and safety regulator and as the manager of Victoria's workers compensation scheme. In both capacities, employers and workers are at the heart of their service.

U/G: Under graduate.

P/G: Post graduate.

Yammer: University social media platform. Yammer is an enterprise social networking platform, designed to help us easily communicate and collaborate. Yammer lets us exchange knowledge, information, files and ideas in real-time and connect with colleagues we might not otherwise have the opportunity to connect with. For more information, see: <https://staff.unimelb.edu.au/about/university-services/the-way-we-work/output-pdfs/Yammer101US.pdf> Health and Safety has its own group you can join once you have a Yammer account via The University of Melbourne Groups tab.

Zoom: Zoom is a high quality video and audio online conferencing tool for desktops and smartphones. It's ideal for online classes, meetings, special events, webinars, remote working and job interviews.

WPI: Work Place Inspection

HSR: Health & Safety Representatives (HSRs) are employees elected by members of a Designated Work Group to represent and safeguard their health and safety interests.

An HSR elected for a DWG may, under the *Occupational Health and Safety Act 2004* (Vic), do any of the following:

- Inspect any part of a workplace in which a member of the DWG works after giving reasonable notice, or without delay in the event of an incident or immediate risk to health or safety.
- Accompany an inspector during a workplace inspection involving their DWG.
- Require the establishment of a health and safety committee.
- If the member of the DWG consents, attend interviews on health or safety matters between that person and an inspector or employer.
- If the HSR is authorised to represent an independent contractor and that person consents, attend interviews on health or safety matters between that person and an inspector or employer.

VTHC: Victorian Trades Hall Council. The Victorian Trades Hall Council helps organise activities and campaigns with and on behalf of affiliated unions. Trades Hall is comprised of 40 affiliated unions, representing approximately 430,000 members in Victoria. They are supported by 8 Regional Trades and Labour Councils around Victoria, which represent workers in regional areas and organise around local issues. The Council of Trades Hall meets monthly with delegates from affiliated organisations, and is the major industrial, political and social forum for Victorian unionists. It can consider and make policy on any matter - political, industrial and otherwise.

TOO: Term of Office. Refers to the length of served as a HSR. According to the OHS Act 2004, the TOO for a HSR is a period not exceeding 3 years. After this time a HSR can be re-elected, but must go through a formal election process within their DWG.

HSR Term of Office Expiry approaching:

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The following HSRs should speak to their local Health and Safety Business Partner

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HSR	DWG	Expiry date
Peter Mason	Arts/Faculty of Arts	28 March 2020
Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's	30 April 2020
Breanna Mcinnes	School of Biomedical Sciences - Biomedical Sciences Animal Facility	23 rd Feb 2019
Andres Diaz	Veterinary and Agricultural Science/Parkville	7 th Dec 2019

HSRs on the OHSC:

Name	DWG	Role (member/alternate)	Elected
Ms Deanne Catmull	MDS	Member	Aug 2019
Ms Heather Daykin	School of Biomedical Sciences - Pharmacology and Therapeutics	Member	Aug 2019
Dr Andres Diaz	Veterinary and Agricultural Science	Member	Feb 2017
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Feb 2017
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Extract from *Framework for the Resumption of Campus Based Activity*

3. Risk mitigation

A comprehensive approach to risk mitigation is essential to manage any recommencement of on-campus activity. This approach must comply with Australian and Victorian Government requirements as they apply to the University's operations.

The University's risk management approach will encompass:

- Physical environment
- Managing attendance on campus
- Communications
- Monitoring and management

3.1 Physical Environment

Each building or work area will need to be evaluated before it is re-opened to consider and manage:

Density

Review and establish the maximum density for each building and room to meet the current government physical distancing requirements. At time of writing, the current requirements are 1.5m and 4m² when people gather for more than 15 minutes. Potential actions include:

- considering air flow and ways to enhance ventilation: facilities with good air flow are preferred
- reviewing building occupancy capacity based on entry, exit and pathways and ability to manage physical distancing within its environmental constraints. eg a large building with a small foyer and one lift will not have a large capacity due to physical constraints at entry and exit
- reconfiguring gathering points, eg remove furniture to reduce density and encourage distancing
- optimization of lift cars to ensure compliance with social distancing requirements
- developing strategies to enable flow to and from and around campus that supports physical distancing targets

Touch points

- consider and review management of kitchens and lunch spaces
- review touch points in building and work areas. Where possible these should be engineered out or a cleaning program developed to reduce risk from touch points, for example:
 - auto-opening doors, foot control for doors, propping doors open where fire isolation and physical security is not compromised
 - administrative controls such as use of paper towel to eliminate direct touch
 - a cleaning program developed to reduce risk from touch points.
 - consider decommissioning electric hand-dryers
- install touch-free hand sanitizer dispensers where feasible

Cleaning

- a new normal routine clean will need to be implemented based on the University's approved cleaning guidelines (see Appendix 3), and with a regular audit and plan for communication
- the cleaning program will be based on occupancy density and type of use, and include meticulous cleaning of bathrooms, kitchens and high touch areas
- all buildings will be assessed and cleaned prior to re-opening

Signage and building-specific information

- communications plan supported by posters, social distancing stickers, lift signs, hygiene communication designed, seating numbers, behavioral education about reducing touch points
- Install signage to indicate maximum number of people allowed in each room and in lifts
- Install floor stickers and signage for queuing areas
- floor stickers and signage to support single directional flow or other flow controls
- signage at known gathering points encouraging physical distancing

Local monitoring

- identify and create a network of locally designated officers (like Building Wardens) to support local monitoring of successes and challenges in implementing and abiding by the new rules. This group will be invaluable for on the ground pulse checks of how it is all going, and contributing to refinements of the risk mitigation measures

3.2 Managing attendance on campus

A process will be required to approve attendance and access to campus buildings. It should consider:

- Criteria for prioritizing which individuals and groups will be able to attend campus
- A decision-making guide and assessment tool to assist with evaluation of the ability to recommence on-campus activities in a manner that actively manages risk
- How to maintain limits on campus and building access. Actions will include:
 - requiring staff, graduate researchers, students, contractors and others planning to attend campus to complete a self-assessment questionnaire, supported by escalation via their supervisor and University Health Service
 - limiting physical access to only the buildings staff, graduate researchers, students, contractors and others are required to attend
 - scheduling and timetabling to minimise peak occupancy of transit areas, communal areas, foyers and lifts. eg stagger small group teaching to commence on the hour and the half hour
- Arrangements for at-risk categories such as older people, immunocompromised people, those with chronic medical conditions or, in some circumstances, pregnancy. People in these groups or anyone who would prefer not to attend campus in Phase 2 can request approval to continue working from home
- Consider first aid requirements and training

In addition, it is expected that staff and students will react differently to resuming campus-based activities. Mental preparation will be important for some more than others, especially for vulnerable staff, and proactive support will be required.

3.3 Public health communication strategy

A comprehensive communications strategy and plan will need to be prepared to inform staff and students of the University's management of COVID-19, emerging issues and anticipated responses for each phase of activity. This should:

- Identify necessary collateral, such as posters, social distancing stickers, lift signs, hygiene guidelines, behavioral education (eg reducing touch points, avoiding travel to other buildings, infection control), and information specific to buildings and work areas (eg seating numbers)
- Create a positive campus community experience that will support the success of the measures in place. This would include the use of 'nudge' initiatives to support physical distancing behaviours and hygiene behaviours as well as looking supportive, such as:
 - Indoor and outdoor meeting spaces and cafes that are inviting (sheltered, heaters) but set up with appropriate distancing controls to support gatherings of 2-4
 - Staggered hygiene stations (like the ePassport approach at airports) to avoid queuing
 - Creative ways of directing traffic flow
 - Creative use of pop-up initiatives
- Ensure information and training is easy to find and access
- Emphasise key messages such as:
 - Minimise time spent on campus. If you can do what you are doing at home – go home (phase 1)
 - Build trust in the community, we are all in this together,
 - Build accountability – we rely and expect each other to abide by the physical distancing and hygiene strategies
 - Transparency – we will tell you about any emerging issues early
 - Stay at home if unwell
- Consider how to engage the 20-30 year-old demographic, which is thought to be the most likely group that spread COVID-19 via asymptomatic community spread. As we have a large number of this age group within our community we will need ensure that the communication strategy engages rather than stigmatises this group.

3.4 Monitoring and management

A comprehensive monitoring and active risk management approach is going to be required throughout 2020.

- A central case response team will be established to manage potential cases and/or changes to government guidelines. It should:
 - Be supported by a clearly defined process and procedures
 - Consist of an infection control coordinator and representatives from Health Services, Campus Community, Campus Services, Communications and a trained group of local contacts to assist with contact tracing, communications and any physical response required
 - Work closely with local officers in each building who are monitoring local challenges and successes
- A rapid open/close approach is required with:
 - guidelines to trigger building and/or campus closures if necessary
 - regular procedural drills to manage the response to confirmed cases (this may be in relation to specific work areas; buildings or campuses)
- The plan should include messaging to staff and students that we are monitoring local data and will be responsive, having tested the process we now know what we can do

- A plan for managing testing and tracing will need to be in place. This should include:
 - Encouraging testing, and advise workgroups of testing underway
 - Undertaking selective temperature screening for on-campus attendees¹
 - Encouraging people to track where they have been, eg through a diary or a record of interactions, or by downloading the COVIDSafe app
 - Regularly evaluating the effectiveness of current controls, eg through surveys and physical observation, to track compliance with rules for effectiveness and measure the extent to which interventions designed to reduce the spread of COVID-19 are implemented across the campus (e.g., frequency of cleaning of high-touch areas, actual use of hand sanitiser by staff and students)
- It is recommended that management dashboard reports be created to inform ongoing planning and decision-making

¹ Note reviews are currently underway globally to determine the best practice for and effectiveness of COVID-19 screen. The research has not concluded that temperature screening is effective. Privacy issues will also need to be considered.