

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 03/2020 MINUTES**

A meeting of this committee was held on Tuesday 22nd December 2020 at 9:30pm, via Zoom.

A Formal Matters

A01 Apologies, Delegates & Observers

Sally Eastoe was an apology
Colin Reiter was an apology
Mark Rizzacasa was an apology
Dani Norman was a delegate for Colin Reiter
Deanne Catmull was an apology
Heather Daykin was an apology
Paulo Vaz-Serra was an apology
Colin James was an apology
Phoebe Nadenbousch was an apology

In the absence of Sally Eastoe(chair) and Deanne Catmull (Deputy Chair), Stefan had volunteered to chair the meeting and was passed by the committee. Stefan started the meeting with the Acknowledgement of Country.

A02 Welcome

Welcome Brian Cullen - Facility services manager, Campus Services to the committee. This was the last meeting that Dani Norman was attending, Brian will be the future delegate for Colin Reiter.

A03 Membership Changes

Academic Registrar - Stefan had confirmed with Jo Ligouris, Executive Director of Student and Scholarly Services, that George Habib, Associate Director, Wellbeing Services will be the employer representative for Academic Registrar.

Nominee from FES/Business Services – Stefan to approach Byron Collins, Executive Director Business Services to seek a nominee – in progress.

Kate Hayes will be on maternity leave next year and advised Meredith Potter will be attending as an Alternate Health and Safety Representative (her term ends in September next year).

A04 Minutes of the Previous Meeting

OHSC 2 2020 Draft minutes were accepted as presented

A05 Action Sheet from Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2020 B01 i	Add in an Agenda item for the next meeting regarding who the alternate HSR's	Kim Burke/ Hexing Yang	Completed
	Update: Alternate HSRs are included in the agenda and will be for future meetings.		

REF	ACTION	RESPONSIBILITY	STATUS
2/2020 B01 i	Communicate back to broader H&S community about how	Stefan Delaney	In Progress

REF	ACTION	RESPONSIBILITY	STATUS
	students can access the OHS induction documentation (RA's and SOP's)		
	Update: Stefan informed that document can be shared with students via SharePoint, a formal document is being prepared to formalise and document the details.		
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	On hold until 2021

B Items for Consultation/Discussion

B01 Health & Safety Representatives (HSRs) Items for Discussion

i. Update of share safety documents with students

In last committee meeting, Deanne Catmull reported that local areas are experiencing problems with students needing access to the SOP's and RA's – some are located in ERMS, enabling student access, but some are not. The recent transition from local share drives to managed SharePoint has limited students' access to the SOPs and risk assessment stored in SharePoint.

Stefan advised that RA's and SOP's documents can be shared through SharePoint, process and steps need to be finalised and published in a formal document.

ii. HSRs to be involved in Return to campus process

Paula Mitchell raised that HSR should be involved in the returning to campus process and work together with local OHS. High concerns were raised for teaching staff around the risk of bringing the students back on a large scale. Paula asked about what safety measures were available for staff that are teaching a large group of students?

Kate Hayes added that coming in the hot weather, there is increasing fire danger for working from home. Those staff should be prioritised to work from campus as it might not be safe to work from home.

Stefan Delaney agreed that fire danger was one of the risks of working from home during summer period. With the easing of restriction, campus capacity of office space will increase to 50% from 11 January 2021. This is relevant to the suitability for someone to work from home, and it has been included in the managers guide. The return to campus plan has provided the flexibility to local teams to work through how they will roster up to 50% of building/floor plan, taking into the account of individual situation.

Stefan also advised that teaching staff, students and anyone attend the campus must complete the COVID Safe training and the health declaration. Anyone with symptoms will not be allowed to attend campus. Physical distancing and mask wearing are to be adopted on campus, and a series of COVID ambassadors are engaged to promote proper behaviours around COVID. Monitor observation program will be in place to ensure all correct measures are in place.

B02 Management Representatives Update

i. Director Campus Services (Verbal Update)

Dani Norman

(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. A proposed Program of Works is currently being developed with a focus on addressing the higher priority issues and will also include audits of the non-Parkville campuses.

(b) Non-compliant Cladding Review

We have completed the cladding replacement works at the IQ Apartments, Chemical Engineering 1, Peter Doherty Institute, Electrical & Electronics Engineering, The SPOT Building and the Sydney Myer Asia Centre Building.

A Capital Funding Request to address the highest priority issues at the Howard Florey

building has been approved with an allocation of \$0.3M in 2021. The proposed works and operational changes will address only the highest risk issues in order to reduce the overall fire risk for the building.

(c) Building Façade Inspections

Annual 'Inspection & Make Safe' works have been completed for most of the ~20 buildings approved. These 'Inspection & Make Safe' works have informed our approved Backlog Maintenance Program for 2021.

(d) Other works

- Roof works at University House are complete
- Slips/Trips audits are being undertaken on a monthly basis
- MSD Façade panel works completed by Multiplex

(e) Serious Incidents

- Flooding to a couple of buildings including The SPOT and Law in the plant rooms
- Contractor exposed to asbestos when he drilled into a fire door in David Caro Building
- 2x tree limbs fell one on Tin Alley where 3 people were walking by and the second incident was a fig tree branch which landed on BioSciences Building
- Fire Alarm was activated at the Kenneth Myer Building when a sprinkler head burst due to steam pipe releasing steam into the animal facility

(f) Contractor Management

Significant work has gone into the review of the contractor management system, including re-defining the framework, in collaboration with the Commercial Services team. The implementation of the new framework has started and will hopefully make managing contractors for Campus Service easier.

(g) Division 5 HazMat Re-Assessments

The 5-yearly re-assessment of hazardous materials and updating of the University's asbestos register database (for all campuses) has commenced with Greencap. Site assessment works have been completed at the Parkville and Dookie Campuses and works will be completed in early 2021 for the other campuses.

(h) Campus Management Monthly Asset Report

Campus Services has a monthly 'State of the Assets' report which includes various health and safety metrics. Attached is the last months (November) report presented to Byron Collins.

(i) Reactivation of Campus

Campus Services 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 sanitising units, signage and that the building is operating in those areas under normally conditions including cleaning, air conditioning etc.

C New Initiatives and Actions (Verbal Report)

C01 Health & Safety Training Update

Stefan Delaney

For Quarter 3 2020, the completion rates of fixed term and continuing employees for Health and Safety Roles and Responsibilities training was 91%, and 89% for Appropriate Workplace Behaviour. The completion rates were slightly above the previous quarter which were 90% and 87%, respectively. There were still a portion of staff in some faculties had no completion of the core compliance training. Stefan advised that those faculties

have been engaged and developed an action plan to address the issue.

The completion rate of new casual employee for Casual staff compliance training was 66%, slightly above previous quarter which was 64%. For casuals who will be employed for a longer period, their supervisor should enrol them into additional training (such as the core compliance trainings).

For the new COVID Safe training, filming is undergoing for 3rd version. Students who are attending campus will be enrolled automatically in the COVID Safe training, as part of their course enrolment requirement.

Additionally, new training on temperature screening is available. Although there is limited chance that screening will occur on campus, it is essential to provide training on how to screen safely and effectively. Therapeutic Good Administration (TGA) approved thermometer will be used to support reading consistency.

Paula Mitchell has raised the question that who would be checking if the students have completed the COVID Safe training. Stefan advised that TrainME is sending data feed to StudentOne. the training completion is the prerequisite for enrolment/access, but this might change in the future.

D Reports for Noting

The reports were noted by the committee.

D01 Audit Report

In December, Lloyd's Register has returned for open non-conformances and 3 areas had non-conformances. The non-conformances of Medicine and Engineering had been closed out. Science had 6 non-conformances and 3 of them are currently remaining in progression. The final 3 non-conformances will be closed out in the next external audit program in March 2021.

D02 Serious Incident Reports & Investigations Report

No significant incident since the last meeting. Reduction in incident number compare to 2019, due to less activity on campus, and people may be less inclined to report things from home to whether they are within a safer work environment. The boundary between work and home is very blurred.

D03 Health & Safety Management Systems

- i. H & S Performance Summary Q3 2020

D04 Legislative Change Report

Nil Received

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 2020

D07 External Health and Safety Feedback Received

Nil Received

E Other Business

E01 COVID-19 UoM Roadmap

Stefan Delaney

Stefan provided updates on COVID 19: Given the current situation, the restrictions have been relaxed in Victoria, but they vary by group/industry, such as Childcare centre and Allied Health clinics are operating full capacity with COVID safe plan. Office space is sitting at 20% capacity currently and will be increased up to 50% on 11 January 2020. Graduate research students are allowed to return to campus to complete their research if they cannot complete it at home. Veterinary hospital in Werribee and Shepparton are operating with COVID Safe plan.

Each faculty has one or more COVID safe plan(s), which will be published in a repository that is readily available and outlined in the quarterly report for any monitoring program on campus.

Moving forward, staff and students will continue to be engaged, and the Marketing team is working through a large variety of attitude and behaviours. Public health network, infection control coordinators, public health officers are recruited and engaged along with COVID ambassadors. Public health network will continue case management, monitor on campus risk and provide expert advice for infection control and support the faculty/local areas.

Significant effort in cleaning regime has been put into high touch areas, that has been supported by consumables (wipes and hand sanitiser). located around campus to support self-cleaning. Potential fire risk needs to be considered with the large volume of hand sanitiser in storage.

E02 Other Business

Nil

This committee meeting finished at 10:22am.

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 Associate Director, Health & Safety	Dr Sally Eastoe Mr Colin Reiter Vacant Prof Mark Rizzacasa Vacant Mr Stefan Delaney	
Employee Health and Safety Representatives Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	Mr Colin James Ms Paula Mitchell Ms Deanne Catmull Ms Heather Daykin Ms Kate Hayes Dr Paulo Vaz-Serra	10 Jun 2023 10 Jun 2023 09 Sep 2022 09 Sep 2022 09 Sep 2022 16 Aug 2022
Employee Health and Safety Representatives Alternates Three Health and Safety Representatives elected as Alternates	Ms Meredith Potter Mr Ben Michael Ms Harpreet Bhatia Ms Lynn Tran	10 Jun 2023 10 Jun 2023 09 Sep 2022 -
Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Ms Phoebe Nadenbousch Ms Alice Kim	
Minutes Secretary Health and Safety Services, Business Services	Ms Hexing Yang	
Chief Operating Officer & VP Admin	Mr Allan Tait	