

**THE UNIVERSITY OF MELBOURNE OCCUPATIONAL HEALTH AND
SAFETY COMMITTEE MEETING 01/2023 MINUTES**

A meeting of this committee was held on Tuesday 28th March at 1 pm, via Zoom.

A Formal Matters

A01 Welcome, Acknowledgement of Country, Apologies & Delegates

Welcome:

Sean Hogan – new Executive Director Human Resources (Chair)

Acknowledgement:

Sean Hogan started the meeting with the Acknowledgement of Country.

Apologies:

Meredith Potter

Dinidu Wijesurendra

Nitika Rai

Delegates and Observers:

Kira Goodman– Health and Safety Systems Lead

A02 Membership Changes

Nitika Rai is the new UMSU's student representative

A03 Minutes of the Previous Meeting

Final meeting minutes have been accepted by the committee.

A04 Action Items from the Previous Meeting

REF	ACTION	RESPONSIBLE	STATUS
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. Minor changes in SaSS. A call for nominations will take place through Staff news.
2/2022 Action 1	Advise Human Research Ethics Committees to reduce risks when offering food and beverages to staff and/or students.	Stefan Delaney	In Progress Write a safety bulletin around food safety and allergy
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 Work with the manager of security/traffic to finalise the guidance material for E-scooters.

3/2022 Action 1	Communication plan between HSR and DWG.	Stefan Delaney	In progress Working group (Sean Hogan, Stefan Delaney, Heather Daykin and Helen Billman-Jacobe) Schedule a meeting with the working group
1/2023 Action 1	Clarify the communications about physical and electronic H&S notice boards.	Stefan Delaney	Completed Consultation proposal and risk assessment comms sent to HSRs & HSBPs. HSBPs communicated to OHS committees for FVAS, Arts, ABP, MGSE, Law and FBE. Discussed at HSBP community of practice. Posters distributed with QR codes

B Items for Discussion and Consultation

B01 Employee Health & Safety Representative (HSR) Items

Helen Billman- Jacobe sought clarification about the arrangements for designated work groups and health and safety committees following the dis-establishment of the Faculty of Veterinary and Agricultural Sciences (FVAS). Stefan Delaney indicated that a proposal in consultation with the local areas to renegotiate affected designated work groups would commence shortly. Dani Norman would be the nominated management representative for the renegotiations.

B02 Management Representative Items

i. Director Campus Management

Colin Reiter – provided a verbal report on the following campus management matters:

Building Façade Inspection Program

The following buildings had facade work completed during January and February:

1. Raymond Priestley building (BN152): west facade.
2. Chemistry East building (BN154): windowsills.
3. Redmond Barry building (BN115): spalled concrete removal.

Ian Potter Galley, Cultural Rubble is currently being assessed and its removal and storage and/or repair is being scoped.

Building Ventilation Program

- 1585 CO2 sensors are currently deployed to monitor the effectiveness of ventilation throughout the University building.
- 1081 Portable Air Purifiers are currently deployed where natural and mechanical ventilation is insufficient to provide adequate ventilation for the capacity of the room.
- Campus Management has maintained a capability to respond to reports of concerns about ventilation.

Emergency Preparedness – Creswick fire ring main replacement project has commenced with the contractor on site undertaking preliminary works.

WorkSafe Audit

Fixed zonal estop testing - pilot program is underway at building 102 Bio21 to establish feasibility of a campus management inspection and testing program for zonal emergency stops.

Traffic Management Plan – Creswick Campus, traffic engineers have commenced site surveys and developed a draft campus specific traffic management plan.

Project impacts

Student Precinct – Landscape works are completed with some minor defect rectification works occurring where required.

Accessibility Works – Campus Management recently completed the replacement/upgrade of the Chair and Platform lifts at the Medical Building (BN181), Glyn Davis Building (BN133) and 200 Berkeley St (BN260).

Significant incidents

Mechanical services contractors were working in a redundant dumbwaiter in the Baillieu Library. Uncontrolled bricks fell to the bottom of the shaft. The bottom of shaft gave way & bricks fell through ceiling landing into an occupied area of the library. Incident investigation has been completed and remedial works are in progress.

ii. Associate Director Wellbeing Services

George Habib – provided a verbal report in relations to student services:

- Mental health and wellbeing framework has been set up for students, including:
Launch of literacy campaigns - Mental Health & Wellbeing Modules via TrainME (available for staff and students)
- Peer leader's module
- New: Peer-to-peer module – roll out in the coming months
- Coming back to campus (campus activation), focus on those who require manual handling training.
- Respect week (last week) - All students must complete the consent module, implications if not completed.

David Chan enquired about safety training requirements for students.

Stefan Delaney advised there are a number of health and safety training modules available within TrainME for both staff and students. Local areas need to determine the modules which are required for their students. This will vary based on the type of course, subjects and attendants on campus.

B03 Other items for discussion & consultation

Nil

C New Initiatives and Actions

C01 Health & Safety Management System Change

Stefan Delaney updated the committee on the newly established *Health & Safety Context of the University of Melbourne*. As part of this transition from the National (self-insurers) Audit Tool and AS4801 to the new standard ISO 45001, there are a number of minor variations.

One is a requirement to establish the context of the safety management system. The University has developed and published the *Health & Safety Context of the University of Melbourne* and this has been reviewed in the most recent external audit.

The context describes the features, functions and structures of the university that may impact on the health and safety management system.

Whilst consultation is not required for the context, feedback would be welcomed.

Helen Billman-Jacobe sought clarification about arrangements for health and safety notice boards and the maintenance of the notice boards.

Stefan Delaney advised that notice boards will continue to exist. Some posters will continue in hard copy because there are requirements for physical copies. Example, *If You Are Injured* posters.

Local areas who are serviced by health and safety business partners from the health and safety services team have received a proposal to move notice board materials not required in physical form to an electronic board. This will be supported by QR code on the notice board linking to the electronic content.

The purpose is to make information more accessible (on and off campus) and to limit redundant information around campus. Maintenance of boards in local areas serviced by business partners from the health and safety services moved to the field services team.

Heather Daykin enquired about compulsory requirements for having physical notice boards and not just the posters present in the workplace.

Stefan Delaney clarified that it is only compulsory to have physical posters in the workplace. He added that there are no proposals to remove the physical noticeboards but for some areas to relocate the physical contents on the notice board to an electronic format.

D Reports for noting

The following reports were noted by the committee:

D01 Health and Safety Audit Report

- i. Included in 2022 Annual Health & Safety Management System Review D03

D02 Serious Incident Reports & Investigations

- i. Significant Notifiable Incidents and regulatory activity report

D03 Health & Safety Management Systems

- ii. 2022 Annual Health & Safety Management System Review

D04 Legislative Change Report

- i. Nil

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 2023

- D07 External Health and Safety Feedback Received**
Nil

The meeting concluded at 1.50 pm.

E Other Business

- E01 Other Business**

F 2023 Meeting Schedule

F01

Meeting 2/2023

Meeting 2 will be held on Thursday, 15th June at 10.30 am to 12.00 am.

Meeting 3/2023

Meeting 3 will be held on Thursday, 28th September at 09.30 am to 11.00 am.

Meeting 4/2023

Meeting 4 will be held on Thursday, 23rd November at 09.30 am to 11.00 am.

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	Sean Hogan 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 Vacant
	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 Lynn Tran Vacant
Student Observers One student nominated by UMSU Inc. One nominee of the President, GSA Inc.	Nitika Rai Lakvin Fernando
Minutes Secretary Health and Safety Services, Business Services	Wei Ni Lim
Chief Operating Officer & VP Admin	Paul Axeup