

**THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
MEETING 03/2019 FINAL MINUTES**

A meeting of this committee was held on Thursday 31 October, at 3:00pm, Room G18, Old Physics Building.

A Formal Matters

A01 Apologies & Delegates

Oshini Senanayake is an apology
Mark Rizzacasa is an apology
Colin Reiter is an apology
Andres Diaz Mendez is an apology
Kritika Gehani is an apology
Hexing Yang is an apology

A02 Welcome

Welcome all committee members to the meeting, and to Kate Hayes who is attending first committee meeting. Georgie Anning is the minute secretary in the absence of Hexing Yang. Dani Norman is attending on behalf of Colin Reiter.

A03 Membership Changes

Ms Deanne Catmull is re-elected as HSR on the committee
Ms Heather Daykin is re-elected as HSR on the committee
Ms Kate Hayes is elected as HSR on the committee
Ms Raelene McIntire is elected as Alternate HSR member of the committee

Ms Nadine Goldsmith is no longer on the committee.

Ms Sioe Volaric is no longer on the committee.

Mr Daniel Persaud is no longer on the committee

A04 Minutes of the Previous Meeting

Draft minutes accepted as presented

A05 Action Sheet from Previous Meeting

REF	ACTION	RESPONSIBILITY	STATUS
2/2019 D06 ii	Animals on Campus Guidance	Stefan Delaney	New

Stefan Delaney to prepare Animals on Campus Guidance by next committee meeting.

Sally Eastoe requested the scope for the Animals on Campus Guidance to be limited to Labs and Workshops to address the concerns raised.

B Items for Consultation/Discussion

B01 Health & Safety Representatives Items for Discussion

Report from Deanne Catmull.

Deanne Catmull has put forward a proposal for a HSR mentoring program. Stefan Delaney confirmed receipt of the proposal and will work with Deanne to explore options for funding.

B02 Management Representatives Update

i. Director Campus Services (Verbal Update) Dani Norman

(a) Accessibility assessment

Stage 2 of the Parkville Campus Accessibility (Disability Discrimination Act) building review has been completed. Campus Services is capturing the findings of this project into a database and will be submitting a paper for noting on the findings.

(b) Non-complaint cladding review

Risk mitigation works for six buildings will be commencing work shortly.

(c) Access Control System

Gallagher security system rollout is almost complete. All works are scheduled for completion by late November. Works on the final building to be completed have commenced.

(d) Building façade repairs

Façade repair works are complete at Chemistry West and South Lawn carpark entrance. Façade and window repairs are approaching completion at the Babel building. Façade repairs at numerous buildings as part of the annual make safe program are also complete.

(e) Paving

Paving works in Union Road and an upgraded crossing to Union House are complete. Paving works to correct uneven surfaces at Old Quad/South Lawn are also complete

(f) Building 164 Demolition

Site remediation continues at Building 164, soil processing and removal continues.

(g) Incidents

Higher number of incidents involving fittings or panels falling from ceilings have been reported recently. Engineers have been engaged to assist with the development of UoM building design standards to guide designers when structural engineer is required for fixed objects within buildings i.e. add this to the requirements of the National Construction Code.

(h) Corrective Action Plan

External Audit conducted on Campus Services in June 2019, focusing on contractor management processes – as part of the University's self-insurer status. The audit identified two minor non-conformances – a CAP has been established and is progressing to plan.

C New Initiatives and Actions (Verbal Report)

Stefan Delaney

C01 Health and Safety Training

- i. Redevelopment and redesign of the Health and Safety Roles and Responsibility training has been launched. Redevelopment and redesign of the Appropriate Workplace Behaviour training has commenced.

D Reports for Noting

The reports were noted by the committee

D01 Audit Report

- i. Audit Report

D02 Review of Serious Incident Reports & Investigations

- ii. Incidents Requiring Notification & Regulatory Activity

D03 Health & Safety Management Systems

- i. H & S Performance Summary Q2 2019
- ii. H & S Management Systems Changes

D04 Legislative Report

No report. No significant legislative changes impacting the University

D05 Elected Employee Health & Safety Representatives Terms of Office

- i. Expiring Terms

D06 Reports Received from Other Committees

- i. Faculty Committee Meetings Schedule
- ii. Faculty Committees items for reporting

D07 External Health and Safety Feedback Received

Nil Received

E Other Business

E01 Slips, trips and falls

Stefan Delaney

Increase in number of slip trip fall incidents reported is likely to be the result of an increased awareness of incident reporting rather than an absence of risk management.

E02 Baby change room facilities

Kate Hayes

Kate Hayes raised concern about the availability and condition of both baby change and feeding/lactation rooms around the University. Sally Eastoe advised this would be a matter for the Diversity and Inclusion Committee to consider.

E03 Emergency Response Flip Chart

Stefan Delaney

A new Emergency Response Flip Chart has been published and will be distributed to local areas. The Health & Safety team will provide guidance on where the Flip Chart should be included with this launch. A copy of the Flip Chart was distributed to each committee member in attendance at the meeting.

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	Dr Andres Diaz Ms Paula Mitchell Ms Deanne Catmull Ms Heather Daykin Ms Kate Hayes -	16 Feb 2020 16 Feb 2020 09 Sep 2021 09 Sep 2021 09 Sep 2021 -
Student Observers One student nominated by UMSU Inc. One nominee of the President, Graduate Student Association Inc.	Ms Oshini Senanayake Ms Kritika Gehani	
Standing Observers Vacant	Vacant	
Minutes Secretary Health and Safety Services, Business Services	Mr Andrew Everett Ms Hexing Yang	
Chief Operating Officer & VP Admin	Mr Allan Tait	

Action Items

REF	ACTION	RESPONSIBILITY	STATUS
Nil	Terms of Reference	Stefan Delaney	New