

**THE UNIVERSITY OF MELBOURNE OCCUPATIONAL  
HEALTH AND SAFETY COMMITTEE  
MEETING 02/2018 - Confirmed**

A meeting of this committee was held on Wednesday 13 June, at 10.00am, Room 208, Level 2, 11 Barry Street.

**A Formal Matters**

**A01 Apologies & Delegates**

Ms Sioe See Volaric is an apology and Dr Paulo Vaz-Serra is acting as delegate  
Mr Daniel Persaud is an apology  
MS Heather Daykin is an apology  
Ms Deanne Catmull is an apology and Mr Anton Cozijnsen is acting as delegate  
Mr Colin Reiter is an apology and Mr Kelvin Doyle is acting as delegate  
Ms Nadine Goldsmith is an apology

**A02 Welcome**

The chair welcomes Mr Martin Vu to the committee who is the University of Melbourne Graduate Student Association representative.

**A03 Membership Changes**

Mr David Belton has stepped down from the committee.

**A04 Minutes of the Previous Meeting**

Minutes of the previous meeting were accepted with additional proposed changes from Ms Heather Daykin accepted.

**A05 Action Sheet from Previous Meeting**

REF	ACTION	RESPONSIBILITY	STATUS
4/2017 B01 i	Action to better communicate HSR rights to the University community	SD & SE	Complete – Communication and Consolation Webpage revamped. HSR rights content updated in Health and Safety Roles and Responsibilities training in TrainME.
4/2017 B01 iv	HSRs nominated a second HSR member of the OHSC executive committee	HSR members	In progress
4/2017 B01 vi	Advise local HSR interested in psychological health to engage with local HR business partner or contact Stefan Delaney directly.	HD	Closed. HSR has not contacted Stefan Delaney.

## **B Items for Consultation/Discussion**

### **B01 Health & Safety Representatives Items for Discussion**

No Items from HSRs were raised

### **B02 Management Representatives Update**

- i. Campus Services (Verbal Report)

Mr Kelvin Doyle verbally reported:

1. A mobile CCTV vehicle has launched to improve the security services that the University offers. It offers a quick emergency response whilst also carrying an automated external defibrillator and a first aid kit. The vehicle also complements the security bicycle units.
2. The review of traffic management on campus continues with an intent to reduce the number of unnecessary vehicles on campus. Progress has occurred in reducing vehicle movement eg. Professors Walk.

## **C New Initiatives and Actions (Verbal Report)**

Mr Stefan Delaney verbally reported:

### **C01 Train ME e-training system**

#### **1. New face-face training modules in TrainME**

There is a new provider for Cardio Pulmonary Resuscitation & Provide First Aid (Level 2) which has allowed for a simpler enrolment process, centralized payment and records management. 8 sessions have run so far to date with excellent feedback received from all participants to date.

#### **2. Modules in development**

ChemWatch User is currently in development

#### **3. Student Access to Train ME for health and safety training courses**

Has been implemented for Melbourne School of Engineering, Faculty of Architecture Building and Planning, Melbourne Graduate School of Education, Melbourne Law School, Faculty of Business and Economics, Faculty of Arts and Faculty of Veterinary and Agricultural Sciences.

Faculty of Fine Arts and Music, Science and Medicine Dentistry and Health Sciences are scheduled to be completed by Q3 2018.

### **C02 Enterprise Risk Management System**

- Workplace inspections – fully implemented. 400 inspections completed.
- Field work module – commenced configuration and user acceptance testing in Biosciences (Zoology) and Geography. Upon completion of UAT the field work module will be progressively rolled out to other divisions.

**D The following reports were noted by the committee**

- D01 Audit Report**
- D02 Review of Serious Incident Reports & Investigations**
  - i. Incidents and Claims Report
  - ii. Incidents Requiring Notification & Regulatory Activity
- D03 Health & Safety Management Systems**
  - i. H&S Management Systems Review 2017
  - ii. H&S Performance Summary Q1 2018
- D04 Legislative Report – No significant changes to report**
- D05 Reports Received from Other Committees**
  - i. Faculty Committee Meetings Schedule
  - ii. Faculty Committees items for reporting
- D06 External OHS Feedback Received – No feedback received**

**E Other Business**

**Smoke Free Campus**

Prof Mark Rizzacasa noted the continuing issues with smoking directly in front of the Mathematics and Statistics Building, near the Swanston Street Entrance to Mason Road. Stefan agreed that there was a known issue in that area and commented that seats had recently been removed and signs installed on remaining seats to discourage smoking. Prof Richard James has brought together the working group for Smoke-free Campus to look at this instance and other known problematic areas around campus. Further actions to improve signage and monitoring by security is in progress.

**New Student Precinct**

Stefan noted that construction work on the student precinct is impacting on egress pathways and access to the Doug McDonald building and Eastern Resource Centre. The interface between the construction site and occupied buildings continues to concern the building occupants. Alternative access / egress arrangements for the Doug McDonald building (i.e distance from the construction zone) are currently being evaluated by the project team.

## Distribution

Membership																	
<b>Employer Representatives</b> Executive Director nominated by the Vice-Chancellor (Chair) Executive Director, Infrastructure Services or nominee Delegate Executive Director, Infrastructure Services Executive Director, Finance and Employee 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 Mr Kelvin Doyle Ms Nadine Goldsmith  Prof Mark Rizzacasa Mr Daniel Persaud Mr Stefan Delaney																
<b>Employee Health and Safety Representatives</b> Six Health and Safety Representatives (HSRs) elected by the Health and Safety Representatives	<table border="1"> <tr> <td>Ms Deanne Catmull</td> <td>25 Aug 2020</td> </tr> <tr> <td>Ms Heather Daykin</td> <td>26 May 2019</td> </tr> <tr> <td>Dr Andres Diaz</td> <td>16 Feb 2020</td> </tr> <tr> <td>Ms Paula Mitchell</td> <td>16 Feb 2020</td> </tr> <tr> <td>Ms Sioe See Volaric</td> <td>12 May 2020</td> </tr> <tr> <td>-</td> <td>-</td> </tr> <tr> <td>Mr Anton Cozijnsen</td> <td>Delegate</td> </tr> <tr> <td>Dr Paulo Vaz-Serra</td> <td>Delegate</td> </tr> </table>	Ms Deanne Catmull	25 Aug 2020	Ms Heather Daykin	26 May 2019	Dr Andres Diaz	16 Feb 2020	Ms Paula Mitchell	16 Feb 2020	Ms Sioe See Volaric	12 May 2020	-	-	Mr Anton Cozijnsen	Delegate	Dr Paulo Vaz-Serra	Delegate
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Dr Paulo Vaz-Serra	Delegate																
<b>Student Observers</b> One student nominated by UMSU Inc. One nominee of the President, University of Melbourne Graduate Student Association	Mr Alan Thomas Mr Martin Vu																
<b>Standing Observers</b> Manager, Injury Management	Mr Peter Robertson																
<b>Minutes Secretary</b> Finance and Employee Services, Health & Safety	Mr Andrew Everett																
<b>Vice Principal, Administration &amp; Finance and CFO</b>	Mr Allan Tait																

## Action Items

REF	ACTION	RESPONSIBILITY	STATUS
4/2017 B01 iv	HSRs nominated a second HSR member of the OHSC executive committee	HSR members	Open