Health, Safety & Well-being Committee
St Patrick’s Campus

Minutes 02/09
Thursday 21 May 2009
Meeting Room 5.29 115 Victoria Parade
10.00 am - 11.00 am

Members: Toni Casio (Personnel Rep) (M), Bob Hallett (M), John Saunders (M)
Angelo D’Amore (AS), Sandra Simpson (AS) Nancy Reid (GS) Darren Morton (GS) MCSA Rep

Secretary: M Burgess
Cc: C.Sheargold, Martin Hill, DWG Reps, Rodney Pumpa

Terms of Reference (set item information)
3 members representing the University, appointed by the University
2 elected members of the Academic Staff (full or part time based on campus)
2 elected members of the General Staff (full or part time based on campus)
St Patrick’s will also include.
1 Ex officio representative from the MCSA

ACU: the local (Campus) OHS committees' responsibilities include:

a  Staff consultation and local communication;
   workplace inspections and safety audits;
b  Investigation of accidents/incidents;
c  Recommendations to local Management through the Pro-Vice-Chancellor or Rector;
d  Advice and recommendations to the National Strategic OH&S Management Committee, through the Pro-Vice-Chancellor or Rector;
e  OHS representatives to the Committee are directly elected;
f  Assisting ACU in reviewing and implementing OHS measures, and to keep the adequacy of those measures under review;
g  Facilitating cooperation at ACU in relation to OHS matters.

Set item for information only.

ACTION

1. Present: Darren Morton, Dominic Gordon, John Saunders, Sandra Simpson, Angelo D’Amore, Nancy Reid, Toni Casio

2. Apologies: Bob Hallett, Margaret Burgess,

3. Welcome to New members Visitors: Chair Welcomed Sandra Simpson to her first meeting.

4. Resignations: Nil

5. Election of Chair: Darren elected as Chair.

6. Minutes from the meeting March Meeting
   Ratified by: Angelo D’Amore and Toni Casio’

7. Business Arising
Items requiring follow up have already been transferred to items in the agenda.

### 8. Reports

<table>
<thead>
<tr>
<th>8.1. Report First Aid Committee Meeting</th>
<th>Asthma Training was delivered on 14 May. No Meeting in May as Hep B injections took place. A further two injections are to be organized, thus fulfilling the requirement of Worksafe. At present no other training has been organized in Melbourne for First Aiders. Defib training has been organized for First Aiders at Ballarat.</th>
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<tr>
<th>8.1.1. Business Arising from First Aid Report</th>
<th>The following people attended the training: Elizabeth Bradshaw, Martin Ceberek, Jacinta Clohesy, Christian Colangelo, Angelo D’Amore, Claire Humble, Lara Moses, Ian Nisbet, Katerina Singh, Christine Small, Elida Brozek. We had two cancellations Darren Morton (away), Bulend Terzioblu (sick) and Finbar Hopkins (no details). Sandra Simpson volunteered to undertake First Aid duties</th>
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<tr>
<th>8.2. Report from Emergency Control Committee</th>
<th>Previous reports circulated - next meetings as listed. ECO 250 Victoria Parade 5 December ECO 115 Victoria Parade 26 November</th>
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<th>8.2.1. Business Arising From ECO Committee Report</th>
<th>New Emergency Warden required on 5th floor 115 VP New Emergency Warden required for 1st floor 250VP Warden training has been organized with First Five Minutes to provide the verbal training for 115 for 2009 first session to take place on 26 May. This does not include evacuations which will continue to be run by MFB. Staff at 174 Victoria Parade have been run through by Darren Morton and they have indicated that they are satisfied with this level of training. It has been noted that the building does not run Fire Evacuation training.</th>
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<th>8.3. Designated Workgroups (DWGs) (Occupational Health and Safety Representatives - DWG</th>
<th>Occupational Health and Safety Representatives are currently either trained to standard or will be attending training in the next month. Organizing some training session should begin in May. New updated information to be supplied at the next meeting.</th>
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<tr>
<th>Margaret Burgess</th>
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<tr>
<th>Darren Morton</th>
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### 8.3.1. DWG Meeting Report - Nil

### 8.3.2. Business Arising from the Report

*Occupational Health and Safety Reps for the following Designated Work Areas:*
- 115 VP 1st Floor - Nancy Reid
- 115 VP 2nd Floor - Lisa Eisen
- 115 VP 3rd Floor all except for Science & Nursing - Ian Nisbet
- 115 VP 3rd Floor Nursing and Nursing Labs - Catherine Rowlands
- 250 VP 4th floor excluding computer labs - Ralph Eberlein
- 115 VP 4th floor Computer Laboratories - Nagi Turkmen
- 115 VP Science Laboratories - Elida Brozek
- 115 VP 5th Floor excluding IT areas - Vacant
- 115 VP Lower Ground south/all storerooms/all toilet areas - David Rudd
- 115 VP Lower Ground Floor North - Vera Pellegrini
- 115 VP Lower Gym and Laboratories - Kade Paterson
- 17 Young Street LT area - Peter Thompson
- 24 Brunswick Street - Margaret Burgess
- 115 VP Raheen Library - Jacinta Clohesy
- IT Infrastructure - Ace Endekov
- IT Services - Nagi Turkmen
- Art Gallery - Christine Small
- Food Services Areas Ground Floor - Martin Ceberek
- 1st Floor 250 VP - Vacant
- 4th & 5th Floor 250 VP - Margaret Burgess

This information may be found on the OHS noticeboard on the ground floor - I am gradually taking photographs and this will all happen in due course. On each floor there will only be information relating to that particular floor as it is difficult to keep replacing information with the speed that it changes. All information is available on the web page.

Issue of small stickers for phones was raised. Stickers would have key emergency numbers - security, 8888, 000 whatever and be distributed to staff for their phones.  

Darren (to discuss with Margaret)

### 8.4. Workcover Report (PREOD) - Reports sent to committee. There does not appear to be any pattern in our claims. Issue raised of stats for Higher Education and how ACU compares. These details would really only be available from the VWA.

[ACUClaimsGraphs05-07.doc](#)

[GIORoundup.doc](#)

Dominic to follow up.

### 9. AUSA Australian University Safety Association - No meeting held for 2009 as yet – one is in the pipeline. Conference is taking place in Sydney July 7-10. Rodney Pumpa

Rodney
will be attending this conference and will report back to the OHS committees in due course.
Next meeting 10th June will be held at VU.

Occupational Health & Safety Training –
Sandra Simpson, booked in for training 16 & 17 April
(canceled, not advised of alternative dates)
Nagi Turkmen booked in for June
Ace Endecov September .
Dominic Gordon to undertake a refresher date to be advised.
Margaret Burgess to undertake a refresher date to be advised.
The Reps should undergo a 12 month refresher to maintain their currency.
Ian Nisbet 14 May
Bob Hallett to undergo legislative refresher
David Rudd & Peter Thompson - May
Elida Brozek 15 June 2009
Carol Stewart - June
John has advised of suitable dates

Committee/HSR training information.

67. Obligation to train health and safety representatives

(1) An employer must, if requested by a health and safety representative for a designated work group of which employees of the employer are members, allow the representative to attend the following courses—

(a) an initial course of training in occupational health and safety after being elected;
(b) a refresher course at least once in each year, after completing the initial course of training, that he or she holds office.

(2) A request to attend a course must not be made less than 14 days before the course is to start.
(3) A course must be—

(a) approved or conducted by the Authority; and
(b) relevant to the work of the members of the designated work group or the role of health and safety representatives; and
(c) subject to sub-section (5), chosen by the health and safety representative in consultation with the employer.

(4) The employer must—
(a) allow each health and safety representative time off work to attend the courses with such pay as he or she would otherwise be entitled to receive from the employer for working during that period; and
(b) pay the costs associated with each health and safety representative’s attendance at the courses.

Note: If the health and safety representative represents a designated work group of the employees of more than one employer, section 68 provides for the apportionment of those costs among the employers.

(5) If an employer refuses to allow a health and safety representative to attend a course or they cannot agree on a particular course, the representative may ask the Authority to determine a specified course that the representative may attend for the purposes of sub-section (1)(a) or (b).

(6) A determination must be in writing and the Authority must ensure that it is not made less than 14 days before the specified course is to start.

It has been the practice on the Melbourne Campus to send HSR’s to the 5 day training course to ensure they are provided with the best tools to undertake the role as they need to be able to understand the legislation and also to understand their responsibilities with PINs.

OHS Committee members do not require training, however, it is good practice/best practice that members receive training, ideally the 5 day course or the 2 day course is the next best option.

MCSA have been contacted and asked to send someone to the meetings at the beginning of the year. They get a copy of the agenda.

### 10. Raising Awareness Initiatives

#### 10.1. Meetings with Schools and Units

Campus Operations staff are always available to speak to groups if necessary regarding Emergency Control, First Aid, and OHS (suggest Manager Campus Operations send email to HOS/HOD reiterating that Campus Ops are available for OHS information presentations to schools/units. Email sent to Dean’s assistants and Heads of Departments about this service. A check list will be set up to ensure all aspects of the training are covered by the presenter. No requests received.

#### 11. Safety Care Videos.

Rodney to follow up.

#### 12. Worksafe Week 2009

Worksafe week on campus for 2009 will be held Wednesday 20 September.

#### 13. Emergency Facilities

- **13.1. Duress Buttons** - no report received as yet as the next test is due in June.
- **13.2.** The location of Duress buttons are on a need to know basis and their location should be kept confidential.
### 13.3. Emergency Phones

Report received all phones operating as at 3 April 2009. Phones at 250 VP have not been checked as yet. Need to follow up on the phones at Laser House.

**Darren Morton**
**Margaret Burgess**

### 14. ACU Staff Consultative Committee Meeting

They endorsed on Thurs 12 Mar the Lab Safety Guidelines which will now be presented to the VC for determination. The meeting minutes for the ACUSCC can be found at the following link: Notes of Meetings - myACU.

**Rodney Pumpa**

### 15. Orientation and Open Day – 2009

#### 15.1. Video Presentations 2009 –

#### 15.2. Information Sessions Orientation 2009 –

Information sessions are to be confirmed - Darren or Bob will provide these sessions and should be included in the days proceedings. A powerpoint presentation should be available for Orientation in 2010 which will be available to all staff to show at their first session in the semester.

#### 15.3. International Orientation –

Contacted John Crowder to ask if he requires anyone to present for mid-year orientation and also about translations for the Emergency information. Darren and Nancy to raise at the next Orientation meeting. John Crowder has been approached to get some translations done for some of the information provided and this is being negotiated.

Web page: the web page information on OHS/Emergency and First Aid should be up to date. Would the committee please make themselves familiar with this page which can be found under Campus Services and advise via Service desk if they find any information which is falling behind.

#### 15.4. Powerpoint: Campus Operations presentation currently being updated.

**Darren Morton**
(powerpoint presentation and web page access)
**Darren/Bob/Margaret Burgess**

### 16. Emergency Information Brochures & Web Page

Still working on information for the outlying areas such as Mon Sejour and Art Gallery and Central Hall Laser House, 250 VP. It has been suggested that a small card be investigated. As a guide, they are:
- Generally credit card size
- Can be folded in half or not
- Can be magnetic

**Margaret Burgess**
- The info contained is up to us, but generally key numbers/details
- Can also be used to alert staff on what to do if they receive a threat (usually bomb)

If anyone has an example or knows where to get one can they bring to the next meeting?

17. **Occupational Health & Safety Notice Boards**

| 17.1.  | Foyer |
| 17.2.  | Staff Room 115 Victoria Parade |
| 17.3.  | Staff Area 250 Victoria Parade |
| 17.4.  | Laser House |
| 17.5.  | Web Site |

Notice boards to be checked regularly for update information. Important that New areas have an information board and that the worksafe poster is prominently displayed. Could Committee members please check noticeboards if they are passing and report any issues back to Margaret Burgess

18. **Critical Incident Policy**

- **Critical Incident** - The Campus Managers employed a consultant to help them develop the procedures and an extensive draft document covering a number of situations including post-incident recovery has been prepared. The Campus Managers put that on hold late last year with the intention to wait until the Director, Properties took up his position. I have met with the Director, Properties and will meet with him again next week to discuss the Critical Incident Planning. I anticipate that they will reconvene in the near future and work with the consultant to finalise the critical incident procedures and the roles of each member of the Campus Crisis Response Group, as well as identifying training required etc. The whole idea of a Crisis Response Group is to cover off on the many layers of a crisis, particularly the aftermath.

Additionally, I have discussed the Critical Incident Policy with the team developing University’s Business Continuity Plan to ensure that it is incorporated into their crisis management planning and considers such things as alternative accommodation and lines of communication.

The Policy has been in force since 1 Apr 08 and specifically states that the responsibility for its implementation (e.g. the appointment of Campus Crisis Response Group Members, the oversight of both emergency and critical incident planning and management including the recovery and post incident review phase for their respective campus) was with the PVCs/Rectors. However, the creation of the new Associate Vice-Chancellor/Campus Dean roles, will mean that they will assume that responsibility. This will need to be factored into future planning and will also require the Policy Document to be amended to reflect the changes to the senior management structure of the University. The policy also indicates that Campus Operations have an operational responsibility for their campus.

- **The worksafe ergonomic guide** - incorporated the feedback I received into the document and will now send it back for final feedback and

Margaret Burgess
All Committee Members

Rodney Pumpa/Margaret Burgess to follow up

Rodney Pumpa
**consideration. Hopefully, I can then arrange for it to be placed on the HR website.**

- **First Aid Allowance** - will be included in the next EB negotiations to make sure that we have a consistent application across the Uni. In anticipation, I have already developed a form for use, so that the designated Campus FAOs are able to receive the allowance. A copy of their senior first aid certificate will need to be attached.

- **Updating of the laboratory manual - Lab Safety** - whilst Rod appreciates feedback, he wants to indicate that he does not require lab specific operational feedback but rather feedback which either tightens the guideline or informs him of an omission or a change in standards or legislation - the guidelines clearly state that each Lab must develop their own operating procedures based on the guideline standards to suit the lab as each lab is slightly different. The guidelines are an umbrella document reflecting the requirements of legislation and Australian standards.

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<th>19. Qualifications for OHS, First Aid etc to be put onto Staff Connect - Some of the qualifications have been forwarded to Anthony to put on the staff connect information. All First Aiders/OHS Reps should note that these certificates/qualifications can be entered into the staff connect by emailing a copy of the certificate to Anthony.</th>
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<tr>
<td><strong>Rodney Pumpa</strong> Raised with ER Manager</td>
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<th>20. <strong>Contractor OHS and Safety Guidelines</strong> - document to be tabled.</th>
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<td><strong>Darren Morton</strong></td>
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<th>21. <strong>Risk Assessment Groups</strong> - OHS Committee members to provide feedback on suggestions in the last minutes. This was not done at the committee meeting but the structure of teams will be formulated at the next meeting.</th>
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<tr>
<td><strong>All</strong></td>
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<th>22. <strong>General Business</strong></th>
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- Panadol in dispenser units ladies toilets Ian Nisbet recently attended HSR training where he was able to ask the question about the legality of the dispensers in the ladies toilets. The answer was that we should not be providing analgesics. After confirmation with Rodney Pumpa Campus Operations will approach the contract to remove the items. The nearest suppliers of Analgesics are the Pharmacy at St Vincent's and the convenience store store east on Victoria Parade.

- Make-up of the committee. Whilst the AVCC's brief is to be part of the committee current discussions are underway in Sydney about the viability of such a position. The current feeling is that for the AVCC to sit on the committee would not be appropriate, however, minutes of meetings should be directed to that position for action.
• Heat/Thermal Policy again after recent training for HSR the question was raised whether the University had a heat/thermal policy. After investigation the answer is no but it is on the list of things to do for the Director over the next 12 months. Currently heat issues would be covered under the Enterprises agreement. Currently covered by general University policy and the EB agreement.

Next Meeting - 18 June 2009

Meeting Dates for 2009

First Aid Meetings
9.30am unless special training session
Room 5.29 unless otherwise specified.
12 February – Training start time 9.00 am
12 March – Meeting cancelled
9 April – Asthma Training start time 9.00 am
14 May - Meeting
11 June - Training
9 July - Meeting
13 August - Training
10 September – Meeting
8 October - training
12 November – Meeting

Occupational Health and Safety Committee
10.00 am – 11.00 am Room 5.29
19 February – cancelled
19 March - held
16 April
21 May
18 June
16 July
20 August
17 September
15 October
19 November

Emergency Control Organisation
10.00 – 11.00 am Room 5.29
26 February
20 March – Evacuation undertaken with briefing meeting held after in staff room.
28 May
27 August
26 November

Occupational Health and Safety Representatives
ACTION TAKEN SINCE LAST MEETING
1 Second Round of Hep B scheduled.
2 Certificates for Asthma and Epilepsy forwarded to HR for inclusion on the staff connect information and the original copies forwarded to staff.
3 Follow up email sent to Sandra Simpson to clarify if Sandra will undertake the First Aid Roster role.
4 Advised Darren to stick with the A5 Emergency phone information for staff rather than stickers.
5 Follow up email to Sandra Simpson regarding cancelled OHS training.
6 Clarification of OHS training found and entered into the minutes.
7 Email sent to Martin Ceberek to remove analgesics from the dispensers in the ladies toilets.
8 Minutes typed up