

Melbourne School Psychological Sciences

OCCUPATIONAL HEALTH & SAFETY COMMITTEE
Meeting [01/18]

DATE: Friday 16th March 2018, 9:45-10:45am (Continuation of meeting held on 26th March 2018)
 VENUE: Room 1206 – Redmond Barry Building

Approved Minutes

Standing Items:

1. Attendance/Apologies/Welcomes

- Welcome William Turner who will be representing student group in 2018 in place of Elle Ketterer. Thank you to Elle for her contribution to the group for the past two years.
- Welcome Cameron Fletcher as new member representing staff group, who is also the new School HSR. For more information on HSR-DWG, please see:
<https://safety.unimelb.edu.au/management/communication/hsr-dwg>

Present	Apology
Sarah Wilson William Turner Julian Simmons Christian Nicholas Cameron Fletcher Lizz Sayers B/O of Janine Sala Swaved Marcinski	Janine Sala Lucas Wells

2. Approval of previous meeting minutes

Draft minutes from 15th December 2017 – Accepted

3. Matters arising/outstanding action items:

Reviewed and discussed action items from previous minutes:

Action item	Person responsible	Due by	Status
Out Service Tag Out Awareness (previously mentioned) with plastic pockets containing tags available at hallway entrance (east side) on each level. All members agreed on initiative with awareness to be linked with recent communique surrounding faulty Apple power adapters.	Swaved Marcinski	November 2016 – February 2017 (subject to other communique releases)	<p>Pending due to other communiqes released. Aim to release before next committee meeting.</p> <p>(tags are available in the level 12 lunch room and discussed during induction)</p> <p>Ongoing with aim to complete by end of 2017</p> <p>Due to other initiatives, target was not met. Completion to be considered in 2018. Group agreed that perhaps not ideal to have</p>

Action item	Person responsible	Due by	Status
			available publicly throughout building levels. Tags to remain at disposal in the secured lunch area area and at reception. Consideration of promoting via reception screen – PENDING
<p>Workplace Bullying Advisors Assistance program – Committee member suggested to communicate the process and current available service to school, which is to include staff and students.</p> <p>Swaved to create communicate and to be reviewed by committee members prior to release to School.</p>	Swaved Marcinski	November 2016	<p>Not yet released due to other communiques taking precedence.</p> <p>(update; 10/3/17): PENDING; reviewed and discussed poster, which is to include guidance for students also before release.</p> <p>(update; 30/6/17): PENDING release – update at next Committee meeting.</p> <p>(update; 6/10/17): Agreed to release both email communicate and display posters throughout the building with the aim complete before end of semester.</p> <p>(update; 15/12/17): Previous action (6/10/17) was not achieved. Discussed updated version and agreed to have HoS promote at December Committee Meeting and displaying throughout building before next Committee Meeting (see attachment 3).</p> <p>(update; 16/3/18): HoS presented new version at School Committee. Further refinement of version by External Relations and flyers displayed throughout RBB</p> <p>COMPLETED</p>
<p>RHD Students; Correction – Tutors not part of 2016 Vaccination Program, however, cost analysis to be completed and provided to MSPS management for consideration prior 2017 program.</p>	Swaved Marcinski	Prior to 2017 program	<p>PENDING – information has been sought from Central OHS Occupational Nurse, yet to be passed on to School management.</p> <p>Action: Swaved to follow up with University Health Services of costs/program for students.</p> <p>Swaved to seek information on uptake of vaccinations during 2016 by MSPS.</p> <p>COMPLETED</p> <p>(update; 15/12/17): Senior management to receive reminder for consideration into 2018 program.</p> <p>(update; 16/3/18): Senior management to receive reminder for consideration into 2018 program – COMPLETED.</p> <p>PENDING</p>

Action item	Person responsible	Due by	Status
School's OHS training rates to improve and reach FMDHS 85% target. Swaved to develop a target strategy as a systematic approach and issue to committee.	Swaved	April/May 2017	See attachment 2 (update; 15/12/17): Group agreed to have HoS send reminder to relevant groups in new year given many on holidays already and most likely will not return until February 2018. (update; 16/3/18): Discussed as part of new objectives and targets for 2018 and group agreed to adopt reminder to complete strategy from 2017.
RBB West End Stairwell safety tread upgrade.	Infrastructure Services	Pending completion	Completion of East end stairwell expected during mid-semester break 2017. Update at next committee meeting. (update; 6/10/17): Work not yet completed, informed that work to occur in mid- November 2017 – PENDING (update; 16/12/17): Due to lift upgrade works commencing in January 2018, these works have been postponed until mid-semester 2018 – PENDING (update; 16/3/18): No change from previous – PENDING
Hazardous materials database and labelling program – consideration of a guest speaker post review/inspection of the building, which may warrant a wider audience subject to level of labelling that may raise questions from building occupants.	OHS Committee	Post review and labelling of RBB	Swaved has contacted relevant department for status update and completion of works. (update; 15/12/17): Works have been completed with no significant labelling throughout building. Action End of 2018: Group suggested to consider displaying additional awareness information near asbestos labels as well as having as a discussion point in a School Committee meeting in 2018 – PENDING
MSPS OHS School Risk Assessment requires review in 2017.	OHS Committee	End of 2017	(update; 15/12/17): Pending completion in 2018
Induction arrangements to be made for personnel relocating from Psychology clinic to new building/s. Management to provide OHS Advisor with updates and timing.	Management / OHS Advisor	Subject to relocation	(update; 16/3/18): Include review of personnel listing and seek to appoint Warden id none already trained are present PENDING
Psychology Clinic relocation will require review of need to electrically test and tag if building not RCD compliant – follow up required.	OHS Advisor	Subject to relocation timing	(update; 16/3/18): Clinic will require program to continue. Swaved to arrange testing and tagging.

Action item	Person responsible	Due by	Status
Faculty initiative to roll out Mental Health First Aid across the Faculty. Further details to be sourced.	Swaved. M	Next OHS Committee Meeting	(update; 16/3/18): Feedback received from FMDHS OHS is that such a program has not been planned. Group has requested that follow up with School's trained Trainer to provide update on program to Train Tutors. Swaved to follow up. In addition to follow up the initiative with the Research and Research Integrity Training Committee for their consideration to provide such training for research assistance.
Explore use of level 12 and 10 existing screens as well as installation of additional screens in prominent areas throughout building for communicate purposes.	Swaved. M / Lucas. W	Next OHS Committee Meeting	(update; 16/3/18): Initially screens were deemed operational and School can commence presenting material upon setting up a general account. (update; 26/3/18): DEVELOPMENT: The screens on levels 10 & 12 have now been deemed obsolete. A quote on installing new University standard is to be sought, which will include a separate quote on a new ground floor screen.
Initiative in development by the Office of Research and Integrity to raise profile of services, which will include the communication of various information including OHS and potential for another means of communicate. Update on progress at next committee meeting.	Julian. S	Next OHS Committee Meeting	(update; 16/3/18): PENDING setup of meeting for discussion.
Group raised issue of ongoing low compliance across all groups. As per strategy (see attachment 2), Swaved to provide HoS email template for reminder in late Jan 2018. Stats to be discussed at School Committee Meeting in Dec 2017.	Swaved. M Sarah. W	Jan 2018 Dec 2017	(update; 16/3/18): PENDING review of TNA to ensure current listing due to recent onboarding of new groups. Following review Sarah to send of reminders to pre-2018 individuals to complete training. COMPLETED
Constructive feedback regarding UoM promotion of 'Child Safety Concern' poster, arrows in flow chart would benefit from colour editing to stand out more. Swaved to provide feedback to relevant group.	Swaved. M	Next OHS Committee Meeting	COMPLETED
Challenge of research assistants found not completing inductions well after commencement – consideration of HR reports to be sourced for monitoring of new starters	Swaved. M	Next OHS Committee Meeting	COMPLETED

Action item	Person responsible	Due by	Status
Flyer 'Induction Vs Training', to be updated with reference to School induction manual, once completed by professional staff group.	Swaved. M	Upon completion of School induction manual	(update; 16/3/18): PENDING , awaiting completion of manual by professional staff
Upcoming installation of landline phones with link to security in key locations in MSPS space to have a small note providing awareness of security quick dial option. Programming to be applied to all existing phones also.	Swaved. M / Lucas. W	Upon installation	(update; 26/3/18): Phones in teaching spaces <ul style="list-style-type: none"> • Audit was undertaken and only 2 computers labs did not have phones <ul style="list-style-type: none"> ○ Installation to be organised • Signage to be installed with security details <ul style="list-style-type: none"> ○ Many phones do not have programmable buttons Request to have phone installed in the sleep lab.
New Emergency Fire Smoke Door Installation Follow up on whether replacement is part of a building wide initiative.	Swaved. M	Next OHS Committee Meeting	(update; 26/3/18): Fire doors will be replaced on 7 th and 9 th floors over mid-year break, dates to be confirmed. No plans to replace all doors across building. COMPLETED
Swaved to discuss with FMDHS OHS of possibility to schedule Faculty OHS Committee meetings earlier thereby bringing MSPS OHS Committee meetings forward.	Swaved. M	Next OHS Committee Meeting	(update; 26/3/18): Due to University OHS Committee meetings being held at certain times, this has a follow-on effect, which delays the FMDHS OHS Committee, therefore to allow current information, current date arrangement is to remain. COMPLETED
Review of emergency personnel Psychology Clinic in Cardigan St / 766 Elizabeth St to take place once move has been completed	Swaved. M	Move of Clinic is complete	See section 7.5
Review of Fire Extinguishers within RBB - Engage UoM Emergency Services to review fire extinguishers for suitability.	Swaved. M	Next OHS Committee Meeting	UoM Fire Emergency coordinator engaged on matter, PENDING response.
Observation that various spaces have old doors indicating firefighting equipment with no equipment resent. Request review of condition and remove signage where warranted.	Swaved. M	Next OHS Committee Meeting	PENDING

4. Reports from FMDHS OHS and other relevant OHS Committees

The 1st Faculty OHS committee meeting was held on the 26th February 2018. See the following link for a copy of minutes (*please copy and paste / type into web browser*): <https://staff.unimelb.edu.au/mdhs/health-safety/communication>

REMINDER: Dates have been scheduled for MSPS OHS Committee meeting for 2018 to occur after FMDHS OHS Committee meeting.

- i. Manual Handling Training – automatic reminder in TrainME (update)
 - FMDHS OHS Committee has requested to have the module included in the automatic reminder process for mandatory online OHS training, to commence in 2018 – Pending activation within TrainME.
- ii. Personal Vehicle Use OHS Requirements Procedure
 - Discussed and introduced the requirement including UoM vehicle procedure and local developed form (see attachments 4). Swaved to work on implementing within School.
- iii. Incident close out process
 - University OHS is working with the Faculties to close out existing incidents and promote quicker turnaround in the close out process.
 - A table produced by Central OHS was viewed showing new and open incidents tally. The key message is that personnel especially Supervisors/Assigned personnel receiving an incident notification, are required to open and commence actioning the incident.
 - Personnel are reminded to contact Swaved for assistance to ensure speedy close out.
- iv. UoM OHS Intranet – Consultation and Communication page
 - Swaved working with Cameron to ensure the MSPS OHS website is current with links to FMDHS and University OHS websites along with up to date documentation.
- v. TrainME – Student Access (update)
 - Yet to be launched. Expected later in 2018.

5. Progress on local 2017 objectives and targets (O&T)

- Refer attached local document (attachment 1)
 - Group to review new targets and provide feedback as part of consultation for establishing MSPS specific document.

6. Review and authorization of new/updated local OHS Policies and Procedures

- i. School Risk Assessment
 - Due for review. Last review completed in 2014. Swaved will commence and involve committee as part of consultation process – Pending completion in 2018

7. Report on:

- i. Significant incidents within local areas (i.e. geographical and relevant department/s)

Hazards

- NIL

Incidents

- **(ERMS REF#1218) – FIRST AID**
 - Staff member sustained a superficial laceration to their left wrist, whilst handling suspension files with metal clips
 - The cause was due to a tangle of the metal clipping, which under force caused one of the metal clips to fling onto the wrist causing the superficial laceration.
 - **(ERMS REPORT YET TO BE SUBMITTED) – COLLISION WITH OBJECT**
 - Staff member sustained a head injury (no laceration) whilst in the level 12 kitchen by colliding with open overhead kitchen cabinets, opened by the staff member to put away dishes. Injury resulted in
 - Injury Management department did contact staff member to inquire on staffs condition.
- ii. OHS issues within local areas (i.e. geographical and relevant department/s) – Facilities Officer Update by email correspondence
- East End Emergency Evacuation Stairwell and Lift Foyer renovation (update)
 - Work will commence day after semester 1 finished until day before semester 2 starts.
 - Access to floors will be impacted for up to 2 weeks at a time – access will be via lift to alternate floors and then using the west stairs
 - Dates for each floor have yet to be finalised – will not necessarily be in floor order
 - Works involve installation of safety tread in stairs to reduce possibility of slip, trip and fall, painting all walls, restoring all woodwork, cleaning and restoring of feature brick wall and new carpet
 - The school is looking to take advantage of this and install new floor signage, relocate fire extinguishers (in consultation with the UoM Fir Coordination Department), relocate the OHS notice board next to the floor directory (with potential for special paintwork around the sign to highlight) and installation of new and large notice boards
 - Group raised consideration of having signage displayed in lower levels where Biological labs exist, to promote egress within stairwell due to student congestion. Also to source information on possibility to have alarm signal/notify those areas earlier with fire coordination department.
 - Elevator upgrade program (update)
 - 2 lifts down and works started on central lift last Friday – estimated end date about 3 weeks
 - Demolition works on 2nd floor men’s toilet begins over mid-semester break
 - This should reduce bad odours throughout the building when completed
 - Fire doors will be replaced on 7th and 9th floors over mid-year break
 - Dates to be confirmed
 - Electronic screens
 - The screens on levels 10 & 12 are obsolete and I have requested a quote on installing the new university standard
 - An additional and separate quote on a new ground floor screen was also requested
 - Phones in teaching spaces
 - Audit was undertaken and only 2 computers labs did not have phones
 - Installation to be organised
 - Signage to be installed with security details
 - Many phones do not have programmable buttons
 - CCTV installation quote came in at \$30,000, I have requested other options

iii. Cyclic Event Checklist

Item	Progress
First Aid Kits	- Completed in January 2018
Electrical Test and Tagging	- RBB is an RCD protected building – no testing required - Psychology Clinic (Cardigan St); Confirmed by infrastructure services testing is required as building is not fully RCD protected

iv. Action items from Inspections

- Office inspections in process of being completing – no major issues identified.
- Members were reminded that any observations made, can be logged via a BEIMS. Members to communicate awareness when opportunity permits on ongoing basis.

v. Emergency/security issues for area, including other department/s geographically co-located

- Annual evacuation drill 2018
- Review of emergency personnel – Psychology Clinic in Cardigan St / 766 Elizabeth St
 - o Cardigan St: Erin Wigney – Clinic Receptionist, has been appointed as both Floor Warden and First Aider. Training for both roles has been completed.
 - o 766 Elizabeth St pending review
- New building evacuation diagrams (Psychology Clinic), will be installed upon completion of refurb.
- Review of Fire Extinguishers within RBB (MSPS Space) in areas where unique equipment exist to prevent damage to equipment, has been conducted and pending installation of new extinguishers.
- (Initiative) Anechoic chamber (sound room) has had a review of its emergency preparedness by a consultant, with flashing warning lights to be installed upon activation of alarm.

vi. Issues/emergency/security of other locations:

- Nil.

vii. Chemical, radiation and biological safety reports

- (Initiative) Saliva sampling research: procurement of a -80 and -30 freezer have been delivered with fit-out near completion. Operation induction and development of relevant documentation to proceed.

viii. Workplace change to both local area and area/department/s geographically co-located, that may affect health and safety (if any):

- See section 7.2

8. Other business

- Psychology Clinic OHS Representation
 - o Senior management advised to appoint new receptionist as Clinic representation for OHS
- Communication initiatives
 - o Workplace Bullying Advisors Assistance Program Poster in conjunction with recent relocation of UoM CAPS – promoted within School.
 - o Group suggested to develop promotional material surrounding safer community within the University promoted by the MSPS. Swaved to liaise with Cameron and consider options with drafts reviewed by the committee group.

- Further development of MSPS OHS website to provide access to risk register. N.B.: New starters are provided with awareness during induction and issued a copy via induction summary email.
- Members round table
 - Upcoming level 7 refurb works, will require cordoning off and restricting access to the area due to construction works as well as identification of asbestos, which has prompted engaging specialist contractors and added barriers during removal.
 - Group suggested to contact the Human Ethics Advisory Group and discuss consideration of including checkpoint for applicants as part of the screening process that OHS has been completed. The aim is to promote prompt completion of mandatory OHS online training. Swaved to discuss with Simon Laham.
 - Christian Nicholas, raised initiative as part of Equity and Diversity representative, that he is working with University personal regarding disability access around University. Swaved informed group that a DDA review did take place of RBB earlier on in the year.

Action list

Action item	Person responsible	Due by
Group suggested to develop promotional material surrounding safer community within the University promoted by the MSPS. Swaved to liaise with Cameron and consider options with drafts reviewed by the committee group.	Swaved. M/Cameron. F	Provide update at next OHS Committee Meeting
Psychology Clinic relocation will require review of need to electrically test and tag if building not RCD compliant – follow up required.	Swaved. M	September 2018
Group has requested that follow up with School's trained Mental Health First Aid Trainer to provide update on program to Train Tutors. In addition to follow up the initiative with the Research and Research Integrity Training Committee for their consideration to provide such training for research assistance.	Swaved. M	Provide update at next OHS Committee Meeting
Request to have phone installed in the sleep lab with link to security.	Swaved. M	Provide update at next OHS Committee Meeting
Group to review 2018 Objectives and Targets and provide feedback to Swaved prior to next meeting.	All	Provide update at next OHS Committee Meeting
Group raised consideration of having signage displayed in lower levels where Biological labs exist, to promote egress within stairwell due to student congestion. Also to source information on possibility to have alarm signal/notify those areas earlier with fire coordination department.	Swaved. M	Provide update at next OHS Committee Meeting
Fire doors will be replaced on 7th and 9th floors over mid-year break <ul style="list-style-type: none"> ○ Dates to be confirmed 	Lucas. W	Provide update at next OHS Committee Meeting or prior to relevant School Management
Review of emergency personnel – 766 Elizabeth St pending review	Swaved. M	Provide update at next OHS Committee Meeting

Next Meeting Dates for 2018:

- **2nd Meeting:** 6th July (Rm 1206) at 9:45am
- **3rd Meeting:** 14th September (Rm 1206) at 9:45am
- **4th Meeting:** 14th December (Rm 1206) at 9:45am

Reminder: If you are on leave during this time, please arrange for another member from your group to attend.

Also, an opportunity to reach out to your colleagues prior to the meeting should there be any items requested to be raised on their behalf.

Authorised by: Committee Executive: Swaved Marcinski

Distribution:

General Members	
Sarah Wilson (Chair – Head of School)	<u>Observer</u>
Christian Nicholas	Nil
William Turner	<u>Guest</u>
Julian Simmons	Lucas Wells
Lizz Sayers	<u>Committee Executive</u>
Cameron Fletcher	Swaved Marcinski
	<u>School Manager</u>
	Janine Sala