

Melbourne School Psychological Sciences

OCCUPATIONAL HEALTH & SAFETY COMMITTEE
Meeting [04/18]

DATE: Friday 16th September 2018, 2:00-3:00pm
VENUE: Room 1206 – Redmond Barry Building

Draft Minutes

Standing Items:

1. Attendance/Apologies/Welcomes

Welcome to:

- Silvia Pasquote-Abreu – FMDHS Team Leader
- Abi Brooker – MSPS Academic Staff / Mental Health First Aid Trainer

Present	Apology
Sarah Wilson Lizz Sayers Janine Sala Erin Wigney William Turner Christian Nicholas Julian Simmons Cameron Fletcher Swaved Marcinski	

2. Approval of previous meeting minutes

Draft minutes from 17th September 2018 – Accepted

Reminder: Committee Minutes are located on MSPS Intranet site under OHS

3. Matters arising/outstanding action items:

Reviewed and discussed action items from previous minutes:

LEGEND		
Progress underway	Further Discussion Required	Critical – Immediate action required

Action item	Person responsible	Due by	Status
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	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 item	Person responsible	Due by	Status
labelling that may raise questions from building occupants.			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
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.
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 (update; 13/7/18): Expected release of manual on School website under staff resources by end of August (update; 16/11/18): Review of format of information in 2019 by School i.e. potential move to intranet format
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	(update; 13/7/18): Level 7 has been removed (painted over with refurb works), several still outstanding. (update; 16/11/18): Received confirmation from Emergency Services Manager of work order to remove signage created – PENDING
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	Due to recent promotional material developed by University HR which have been displayed in various areas, development of a locally based initiative has been suggested to focus on links with the Clinic to avoid any double up surrounding safer community, which is a University program. PENDING
Request to have phone installed in the sleep lab with link to security.	Swaved. M	Provide update at next OHS Committee Meeting	Request revolved around potential for having non-IP phone as there was consideration of installation to take place within RBB (traditional landline). Follow up to be actioned. (update; 16/11/18): Future refurbishment works to consider installation of additional ports – PENDING

Action item	Person responsible	Due by	Status
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	Next OHS Committee Meeting	Overlooked as action item in previous minutes – PENDING

4. Reports from FMDHS OHS and other relevant OHS Committees

The 4th Faculty OHS committee meeting will be held on the 1st December 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, however, due to re-scheduling, any items of value to Heidelberg will be raised at the next OHS Committee meeting in 2019.

- i. TrainME – Student Access/RPL into TrainME
 - o Students do not have access to Casual Compliance, Appropriate Workplace Behaviours and Managing Information as these are staff specific courses
 - o As soon as a student has graduated, they will lose access. TrainME data won't be lost if they enroll in other UoM course in the future
 - o Students with completed training that is valid within three years has been RPLd into TrainME
 - o Automatic notification for students has not been activated at this stage, which requires students to self-enroll
- ii. New Process: Lodge a WorkCover claim
 - o The Workers Compensation & Injury Management team have published their first ever Promapp Process (See link)
 - o [Health & Safety - Lodge a WorkCover claim](#) process is now live and can be found in the process library.
 - o It outlines the process for lodging a WorkSafe claim following an injury arising out of or during employment.
- iii. Transition to New Hazardous Waste Supplier
 - o As of the 1st of October, University has successfully migrated hazardous waste suppliers over to Daniels Health (for clinical waste) and Greencare Environmental Solutions (for chemical waste).
 - o No disruption to service provision. If you have questions about hazardous waste email Ira and the team at hazardouswaste-info@unimelb.edu.au or checkout our [website](#) for more information / to organise a pickup.
 - o Information is relevant to MSPS due to Sleep Lab activities and recent ne lab-based works involving biological waste.
 - o Christian explained the process currently undertaken to arrange removal i.e. via the above email address.

5. Progress on local 2018 objectives and targets (O&T)

- i. Please refer to attachment 1 and 2
 - o MSPS OHS intranet page displayed, showing recent updates in both staff and student sites:
 - <https://psychologicalsciences.unimelb.edu.au/staff-resources>
 - <https://psychologicalsciences.unimelb.edu.au/study/current-students/ohse-resources-for-students>

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

- i. School Risk Assessment
 - Final Draft document developed and issued to committee prior to meeting (#4) for final discussion and approval.
 - One member raised matter of criteria surrounding non-campus-based activities if included, therefore group agreed to extend review period for one more week to factor in item, following release and
- ii. Office inspection program on ERMS
 - University has introduced an online system to allow the wider community to be involved to complement a shared involvement in safety within the workplace. It also allows better traction and follow up of any observations made.
 - Attachment 3 is guidance material, developed by an FMDHS colleague and tailored to Mercy group setting at Austin Hospital to give the group an example of material to develop for MSPS.
 - Proposal to roll this out in the new year and consider application of metrics to be reflected in 2019 objectives and targets.
 - Suggestion made to group members to review guidance material/trial the tool and provide feedback with promotion within School via email to follow.

7. Report on:

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

Hazards

NIL

Incidents

NIL

- i. OHS issues within local areas (i.e. geographical and relevant department/s) – Facilities Officer Update
 - RBB Make Safe Façade Inspection Report and future works
 - o Inspections took place on 13-14 October
 - o Communique was sent out to School
 - o Traffic management / safety barriers were in place
 - o Request made for Lizz Sayers – Operations Manager to follow up with project manager to provide routine updates of progress for future works with consideration of communications within School
 - CCTV Installation (update)
 - o Not enough network ports to cater for such a system at this stage
 - o Project work, scheduled for January 2019, will undergo gap review of port usage, determining set ports, allowing cessation of non-used ports and widening port availability. Communications to be sent out to School ahead of works.

- Phones in teaching spaces
 - o Same as above (CCTV Installation)
- 409 and 1125 Computer Labs
 - o On hold for frosted doors, which may be factored in as part of potential building refurb works

ii. Cyclic Event Checklist

Item	Progress
Electrical Testing and Tagging (Clinic)	Completed on 26 th September
First Aid kit inspections	Scheduled for November
First Aid Assessments	Completed in November

iii. Action items from Inspections

- See section 6.2

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

- Training for Wardens at local level
 - o Completed on the 19th September
 - o Attendance by Wendy Chadwick (UoM – Emergency Management Office) to re-enforce principle
 - o Fire extinguisher training
 - o Online module
 - o Checking below level and not using WIP – re-enforced by MFB as appropriate action
- Annual evacuation drills (RBB and Clinic at Cardigan St)
 - o RBB conducted on 27th September
 - o Clinic conducted on 22nd October
- Evacuation alarm (Clinic at Cardigan St)
 - o Occurred on the 23 Oct. 18
 - o Triggered by dust filled smoke alarm in basement
 - o MFB unaware of how to switch unit off
- Review of emergency personnel – Level 7 and 10 RBB
 - o One appointment on 7 as interim
 - o Seeking second Warden for level 10

v. Issues/emergency/security of other locations:

- Nil.

vi. Chemical, radiation and biological safety reports

- Nil.

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

- Nil reported by Biological Sciences
- Emergency Fire Doors – Noise Issues
 - o Addressed to emergency fire maintenance/assets coordinator, with action to inspect and adjust.
 - o Some office spaces located close to doors on West end of building, which are exposed to noise issues when opening and closing
- Level 10 disabled toilets (trip hazard removed)
 - o Space marked out of order and pending completion

- Follow up completed in Service Now to prompt completion
- Details of work to be passed on to Lizz Sayers – Operations Manager

8. Other business

- Guest speaker – Abi Brooker
 - Due to time constraints, Abi has kindly agreed to present at the next Committee meeting in 2019.
- Communicate initiatives
 - UoM Quick Reference Emergency Contacts Screen Saver (For Certain Landlines Phone)
 - Instructional video released via professional staff update (5 October 2018)
 - Awareness of updated MSPS OHS intranet site via Professional staff update (22 Oct 2018), which includes access to risk register, committee minutes and other info
- Continuation of members in 2019
 - Dates to be confirmed early in 2019, pending dates of FMDHS OHS committee group
 - All group members agreed to continue their membership
- Members round table
 - OHS Team Leader advised group that Swaved will commence a two-day presence at RBB in 2019, however, is contactable during business hours when at other locations to service MSPS.
 - Janine suggested for Swaved to present MSPS OHS content on intranet site at next available School Committee meeting for awareness including SharePoint structure. Swaved to liaise with Cam on SharePoint preparation.

Action list

Action item	Person responsible	Due by
One member raised matter of criteria surrounding non-campus-based activities if included, therefore group agreed to extend review period for one more week to factor in item, following release and	OHS Committee	End of November
Members to review attachment 3 and provide feedback for proposed roll out to in new year via email within School.	OHS Committee	Next OHS Meeting in 2019
RBB Make Safe Façade Inspection Report and future works: Request made for Operations Manager to follow up with project manager to provide routine updates of progress for future works	Lizz Sayers	End of November
Invite Abi Brooker to present at next OHS Committee meeting in 2019	Swaved M	Next OHS Meeting in 2019
Level 10 disabled toilets (trip hazard removed) Space marked out of order and pending completion Details of work to be passed on to Lizz Sayers – Operations Manager	Swaved M / Lizz Sayers	End of November
Swaved to present MSPS OHS content on intranet site at next available School Committee meeting for awareness including SharePoint structure. Swaved to liaise with Cam on SharePoint preparation.	Swaved M / Cam F	Early 2019

Next Meeting Dates for 2019:

- TBA in 2019 – Similar setup to 2018

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>
Erin Wigney	Silvia Pasquote-Abreu
Christian Nicholas	<u>Guest</u>
William Turner	Nil
Julian Simmons	<u>Committee Executive</u>
Cameron Fletcher	Swaved Marcinski
Lizz Sayers	<u>School Manager</u>
	Janine Sala

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