

Melbourne School Psychological Sciences

OCCUPATIONAL HEALTH & SAFETY COMMITTEE
Meeting [02/18]

DATE: Friday 13th July 2018, 9:45-10:45am
 VENUE: Room 1206 – Redmond Barry Building

Approved Minutes

Standing Items:

1. Attendance/Apologies/Welcomes

- Welcome Erin Wigney who will be representing professional and matters surrounding the Psychology Clinic.

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

2. Approval of previous meeting minutes

Draft minutes from 16/26th March 2018 – 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)	Pending due to other communiques released. Aim to release before next committee meeting. (tags are available in the level 12 lunch room and discussed during induction) Ongoing with aim to complete by end of 2017 Due to other initiatives, target was not met. Completion to be considered in 2018. Group agreed that perhaps not ideal to have available publicly throughout building levels. Tags to remain at disposal in the secured lunch area and at reception. Consideration of

Action item	Person responsible	Due by	Status
			<p>promoting via reception screen (update; 13/7/18): Screens are no longer an option therefore initiative will remain being promoted via the OHS induction process – COMPLETED</p>
RBB West End Stairwell safety tread upgrade.	Infrastructure Services	Pending completion	<p>Completion of East end stairwell expected during mid-semester break 2017. Update at next committee meeting.</p> <p>(update; 6/10/17): Work not yet completed, informed that work to occur in mid- November 2017 – PENDING</p> <p>(update; 16/12/17): Due to lift upgrade works commencing in January 2018, these works have been postponed until mid-semester 2018 – PENDING</p> <p>(update; 16/3/18): No change from previous – PENDING</p> <p>(update; 13/7/18): Stairwell has been completed with anti-slip tread –COMPLETED</p>
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	<p>Swaved has contacted relevant department for status update and completion of works.</p> <p>(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</p>
MSPS OHS School Risk Assessment requires review in 2017.	OHS Committee	End of 2017	<p>(update; 15/12/17): Pending completion in 2018</p> <p>(update; 13/7/18): Draft document issued to all members for review, Erin to receive as became recently new member COMPLETED</p>
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	<p>(update; 16/3/18): Include review of personnel listing and seek to appoint Warden if none already trained are present</p> <p>(update; 13/7/18): Personnel have relocated to RBB. Email induction provided. RBB has in place Wardens – COMPLETED</p>

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	<p>(update; 16/3/18): Feedback received from FMDHS OHS is that such a program has not been planned.</p> <p>Group has requested that follow up with School's trained Trainer to provide update on program to Train Tutors. Swaved to follow up.</p> <p>In addition to follow up the initiative with the Research and Research Integrity Training Committee for their consideration to provide such training for research assistants.</p> <p>(update; 13/7/18): Meeting held between Swaved and Trainer, with guest appearance expected in one of remaining meetings.</p> <p>COMPLETED</p>
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	<p>(update; 16/3/18): PENDING setup of meeting for discussion.</p>
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	<p>(update; 16/3/18): PENDING, awaiting completion of manual by professional staff</p> <p>(update; 13/7/18): Expected release of manual on School website under staff resources by end of August</p>
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	<p>(update; 26/3/18):</p> <p>Phones in teaching spaces</p> <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 <p>Request to have phone installed in the sleep lab.</p> <p>(update; 13/7/18): See section 8 under 'Phone Screen security background (proposed)'</p>
Review of Fire Extinguishers within	Swaved. M	Next OHS	UoM Fire Emergency coordinator engaged on

Action item	Person responsible	Due by	Status
RBB - Engage UoM Emergency Services to review fire extinguishers for suitability.		Committee Meeting	matter, PENDING response. (update; 13/7/18): External contractor (Fire Emergency Services), completed review and installation of suitable fire extinguishers. COMPLETED
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. 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.
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.
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 2nd Faculty OHS committee meeting was held on the 25th June 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)
 - Manual handling module now made mandatory only within FMDHS
 - New/existing staff will have this automatically activated within their TrainME account
 - o Manual handling has always been mandatory in FMDHS, though not automated with new TrainME tool when introduced
 - Student access into Train ME yet to be in effect within FMDHS by end of September at this stage; students to continue following link as per training table on FMDHS OHS intranet site

- ii. Personal Vehicle Use OHS Requirements Procedure
 - Personal Vehicle Use Procedure, is currently being reviewed by Central OHS, therefore implementation within Heidelberg placed on hold
- iii. ERMS Office Inspection Tool
 - New tool created within ERMS platform (same platform used to submit hazards/incident reports)
 - Concept remains the same, with greater control surrounding follow up of action items via workflows.
 - Any action items will generate a workflow to assigned personnel with closure required online.
 - Expectation in future is for other personnel i.e. Supervisors to complete inspections.
 - Group was provided demonstration via projector.

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

- Refer attached local document (attachment 1)
 - Local OHS O&T 2018 was issued with previous minutes for feedback by committee group.
 - No feedback received.
 - Document finalised by OHS Advisor and discussed during meeting with endorsement by Committee.

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

- i. School Risk Assessment
 - Draft document developed and issued to committee prior to meeting.
 - Agreed by all to allocate two weeks for review and provide feedback to Swaved with suggestions of other academic group leads to include as part of review.
 - Erin Wigney to receive email copy of the draft risk register.
- ii. First Aiders (CODE Blue and medically trained persons)
 - FYI University procedure updated to include medically trained personnel as nominated first aiders given skill set, however, certificate/qualification required for records compliance purposes.
 - MSPS personnel will continue to receive the required training
 - Recently received as a group within RBB as part of annual refresher
 - See UoM HEALTH & SAFETY: First Aid Requirements procedure (November 2017, Ver: 1.1)

7. Report on:

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

Hazards

- **(ERMS REF#1629) – OCCUPATIONAL ENVIRONMENT**
 - Building was experiencing high levels of heat
 - Fault was due to mechanical malfunction allowing hot water to pass through in-floor heating at maximum
 - Issue addressed, following a re-occurrence two weeks later. Further service requests logged with technical investigation discovering root cause to be a mechanical failure.
- **(ERMS REF#1853) – FALLS, TRIPS AND SLIPS**
 - Vinyl floors in level 10 disabled toilets (West End) had become loose
 - Stickers indicated asbestos

- Maintenance request submitted for rectification

Incidents

- **(ERMS REF#1904) – FIRST AID**

- Staff member hit their hand against bench causing some bruising accidentally, requiring application of an ice pack.

ii. OHS issues within local areas (i.e. geographical and relevant department/s) – Facilities Officer Update by email correspondence

- Western Stairwell Fire Emergency Door Upgrades
 - o Have been completed. New fire doors are now installed on levels 6 through to 9. There is no word on when the next set of doors will be done but consider past works, there is a likelihood during the summer break. These works are not scheduled by us and we are only notified when the levels have been decided.
- East End Emergency Evacuation Stairwell and Lift Foyer renovation (update)
 - o Have finished on levels 2 through 13. There are some minor touch ups to be done. Ground floor should be finished on 14-15th July. We have taken the opportunity to upgrade our OHS displays and now have a standard setup on each floor occupied by MSPS. Stairs have non-slip tread applied and new door mats should have been installed on the ground floor.
- Elevator upgrade program (update)
 - o Elevator upgrades have been almost completed. There have been no breakdowns for several weeks. New indicator lights on each floor are scheduled to be replaced in the near future as Thyssen Krup need to manufacture bespoke replacement parts for this.
- CCTV installation
 - o There was no movement on this due to the cost of an IT upgrade required. The quote came in at \$30,000 for all our computer labs (5 in total). Request for an updated quote now that there may have been some excess network capacity created due to Level 7 works.
- Phones in teaching spaces
 - o All but 2 teaching spaces have telephones. I haven't yet requested new phones in these spaces. Due to the configuration of the phones I am going to enquire with security if there is some signage that we can place near them with a list of emergency numbers. Initiative to change LCD screen showing emergency numbers was discussed. Teaching spaces to be completed and communicate developed for School
- 409 and 1125 Computer Labs
 - o We have had a few issues with these two computer labs. This is partly since they have doors with no windows and are "off the beaten path" for students and staff to see. Tradesmen found people sleeping in 1125 earlier this week, unsure if this is an ongoing thing. And the 409 is popular for students to hang out and eat in during non-class hours. Facilities officer has spoken to security to request any out of hours swipe access to 1125 and if they can increase security patrols. In addition, a request to replace the doors with glass panels to reduce the privacy of these spaces is to be made.

iii. Cyclic Event Checklist

Item	Progress
First Aid Kits	- Completed in May/June 2018
Fire Extinguishers	- Clinic completed in June - RBB completed in July

iv. Action items from Inspections

- Second round of office inspections due in Oct/Nov – email notification to School of program will be issued as previously
- v. Emergency/security issues for area, including other department/s geographically co-located
 - Review of emergency personnel Level 7 once floor has been occupied
 - New building evacuation diagrams (Psychology Clinic)
 - o Relocation of fire extinguisher
- vi. Issues/emergency/security of other locations:
 - Nil.
- vii. Chemical, radiation and biological safety reports
 - Delivery of DG cabinet to sleep lab
 - o DG stickers required to reflect contents of stores, Swaved to follow
- viii. 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
 - Lizz reported, basement works have been completed, which should have addressed the smell

8. Other business

- Psychology Clinic OHS Representation
 - o Senior management advised to appoint new receptionist as Clinic representation for OHS
- Communication initiatives
 - o University 2018 vaccination program released in April
 - o Notification of appointed HSR via School Professional Staff Update in May
 - o Phone Screen security background (proposed)
 - Discussion surrounding a quick video demonstrating how to adjust settings on certain Cisco landline phones to have LCD background showing contact details for campus security and emergency services.
 - Idea was endorsed with video to be developed feedback sought by committee group.
 - Teaching spaces to have screens changed
- TOR 2018
 - o Document developed by Central OHS department, was viewed and acknowledged as part of new Committee TOR (see attachment 3)
- Members round table
 - o Sarah raised topic surrounding recent façade inspection of RBB. Initiative occurs on an annual basis. No report has been received since completion of inspections. Swaved noted that typically report is issued within 2-3months of inspection.
 - o Christian N raised issue surrounding mechanical entry/exit door on North East side of the building, which seems to have changed its locking mechanism allowing entry outside of hours. Swaved to follow up with Security.

Action list

Action item	Person responsible	Due by
Erin Wigney to receive email copy of the draft risk register for opportunity to provide feedback.	Swaved M	Release of minutes
Develop Phone Screen security background video and have reviewed by committee	Swaved M/Cameron F	Provide update at next OHS Committee Meeting
Sarah W and Janine S recently completed office inspections, which could be captured via ERMS. Swaved to liaise with both Sarah and Janine to complete online inspection.	Sarah W/Janine S/Swaved Ms	Provide update at next OHS Committee Meeting
Promote general housekeeping within RBB as observed by Sarah from recent office inspection. Form of communication to be established.	Swaved M and Lizz S	End of August 2018
Phone Screen security background initiative <ul style="list-style-type: none"> Quick video demonstrating how to adjust settings to be developed feedback sought by committee group. Teaching spaces to have screens changed 	Swaved M / Facilities	September 2018
Review of emergency personnel on Level 7 once floor has been occupied	Swaved M	Pending occupation of floor personnel into office spaces
Security (locking issue) with mechanical entry/exit door on North East side of the building. Swaved to follow up with Security.	Swaved M	July 2018

Next Meeting Dates for 2018:

- **3rd Meeting:** 14th September (Rm 1206) at 9:45am
- **4th Meeting:** 16th November (Rm 1206) at 9:45am
 - Committee agreed to change of date

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	Nil
Christian Nicholas	<u>Guest</u>
William Turner	Nil
Julian Simmons	<u>Committee Executive</u>
Cameron Fletcher	Swaved Marcinski
	<u>School Manager</u>
	Janine Sala