

Melbourne School Psychological Sciences

OCCUPATIONAL HEALTH & SAFETY COMMITTEE
Meeting [03/18]

DATE: Monday 17th September 2018, 2:45-3:45pm
VENUE: Room 1206 – Redmond Barry Building

Approved Minutes

Standing Items:

1. Attendance/Apologies/Welcomes

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

2. Approval of previous meeting minutes

Draft minutes from 13th July 2018 – Accepted

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 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

Action item	Person responsible	Due by	Status
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
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. (update; 13/7/18): See section 8 of 2018#2 minutes under 'Phone Screen security background (proposed)' (update; 17/9/18): Video recording developed and issued to group for review and feedback. Refinements to be made prior to issue in MSPS Professional Staff News email.
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. PENDING

Action item	Person responsible	Due by	Status
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
Sarah W and Janine S recently (July 18) 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	Further discussion determined that completion of an OHS inspection is to be scheduled at a separate date - PENDING

4. Reports from FMDHS OHS and other relevant OHS Committees

The 3rd Faculty OHS committee meeting was held on the 3rd September 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. Staff Service Portal – Health and Safety
 - o University OHS Team have now created an OHS option within service now portal to lodge tickets for enquiries.
 - o Group was shown location of option via computer projector.
 - o Group was advised to contact Swaved in first instance as the School's business partner for OHS matters as ticket enquiry does not divert to local OHS personnel.
- ii. Personal Vehicle Use Procedure
 - o University procedure remains in place and may be subject to change in future as was discussed at the FMDHS OHS Committee with reference made on the FMDHS OHS website.
 - o Initiative to implement an online approval form within the School was discussed earlier in the year will remain on hold until further notice.
 - o HoS requested further clarification surrounding the requirement of the procedure – Swaved to follow up.
- iii. TrainME – Student Access
 - o FMDHS students have been granted access to TrainME as of end of August 2018.
 - o Students have access to majority of courses with the exception of few i.e. Appropriate Workplace Behaviours, First Aid, managing information as specific to employees.
 - o Supervisors are required to identify specific training to be completed during onboarding. Susan has been assisting in completing this during the induction process.
 - o Follow up into transferring past completed modules by students into TrainME will be considered.

- Communiqués to student groups and supervisors have been distributed via email.
- iv. Clarity on Appropriate Workplace Behaviour – Who Completes?
 - Only fixed term and continuing staff
 - Casuals have principles from module incorporated into the Casual Compliance module
- v. University Travel – medical, safety and travel assistance
 - University of Melbourne have partnered with Healix International to provide global medical, safety and travel assistance to our employees travelling on business, effective from 27th August 2018
 - For more information refer to attachment 3
 - Swaved to provide information via email to management

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

- i. Please refer to attachment 1 and 2
 - Email reminders to be sent out to personnel to complete training to boost completion rates
 - Swaved to provide Sarah W attachment 2 ahead of September School committee meeting for presentation

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 previous meeting (#2).
 - 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.
 - Awaiting feedback from other Academic leads before finalising.
- ii. SOP Development for Anechoic Chamber and Trauma Lab
 - Swaved has been working with groups to develop SOP for these groups.

7. Report on:

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

Hazards

- **NIL**

Incidents

- **(ERMS REF#2357) – FIRST AID: STUDENT (PSYCHOLOGY CLINIC)**
 - Student attending training session at Psychology Clinic became ill and fainted.
 - No injuries sustained. Individual stated they had blood drawn prior to attending, which may have caused fainting.
 - First aid provided, and further medical attention offered, however declined and after short time returned to participation in training session.
- **(ERMS REF#UNKNOWN) – FIRST AID: STUDENT FROM ARTS**
 - Student sustained eye injury from exposure to dust within public space and sought first aid from level 12 first aid staff.
 - Student was an Arts student completing a Psychology elective.
 - First aid for eye injuries provided and advised to seek further medical attention due to ongoing irritation.

NOTE: If an incident/hazard report is logged by (or on behalf of) a student, the report is automatically linked to the student's primary faculty – in both cases the students were non FMDHS.

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

ii. Cyclic Event Checklist

Item	Progress
Electrical Testing and Tagging (Clinic)	- Requested via service now pending completion

- iii. Action items from Inspections
 - Second round of office inspections due in Oct/Nov – email notification to School of program will be issued as previously.
- iv. Emergency/security issues for area, including other department/s geographically co-located
 - Training for Wardens at local level
 - o RBB has in place a building specific warden evacuation process, which will be presented as part of a refresher to all building wardens during September.
 - Review of emergency personnel Level 7 once floor has been occupied
 - o Currently pursuing volunteers.
 - New building evacuation diagrams (Psychology Clinic)
 - o Relocation of fire extinguisher located near exit button to adjacent wall to avoid confusion for visitors required adjustment to evacuation diagram.
 - o RBB – all levels changed near lift due to slight relocation to reflect map location in exact location.
 - Evacuation Exit light level 12 professional staff area
 - o Exit lights not installed as part of office refurb for new exit path.
 - o Enquiry to UoM Fire Services Department who arranged works.
- 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.
 - o Noise Issues reported by several staff members with office space located next to doors located on the West end of building.
 - o Issue has been reported to UoM Fire Services Department.

8. Other business

- Communication initiatives
 - o Phone Screen security background
 - To be released via staff professional
 - o TrainME – Student Access
 - Supervisor
 - Student
- Members round table

- Member raised question of awareness of student training completion, whether this can be viewed.
 - Supervisors should be able to see reporting lines in trainME via the 'My Teams' tab, which allows enrolling and unenrolling into trainME.
- Member raised issue surrounding door latch still an issue for ground floor entry on North side of building, which does not shut properly therefore a security access issue requiring attention.
- Member raised the recent implementation of a padlock chain locking balcony doors at Clinic to prevent access as well as change of door handles to prevent clients locking themselves in rooms.

Action list

Action item	Person responsible	Due by
HoS requested further clarification surrounding the requirement of the personal vehicle use procedure	Swaved M to follow up	End of October
University Travel – medical, safety and travel assistance awareness. Swaved to provide information via email to management	Swaved M	Prior to release of Committee minutes
Email reminders to be sent out to personnel to complete training to boost completion rates	Swaved M	Oct/Nov 2018
Swaved to provide Sarah W attachment 2 ahead of September School committee meeting for presentation	Swaved M	September 18 th
Face to face Training for RBB Wardens at local level to be conducted	Swaved M	September 19 th
Member raised issue surrounding door latch still an issue for ground floor entry on North side of building, which does not shut properly therefore a security access issue requiring attention	Swaved M	End of October

Next Meeting Dates for 2018:

- **4th Meeting:** 16th November (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>
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

Approved

Objective	Target (Measurable)	Person/s Responsible	Progress for OHS Committee Meeting 14 th March 2018 (Q1)	Progress for OHS Committee Meeting 13 th July 2018 (Q2)	Progress for OHS Committee Meeting 14 th September 2018 (Q3)	Progress for OHS Committee Meeting 16 th November 2018 (Q4)
1. Improved OHS leadership and culture	<ul style="list-style-type: none"> >95% Senior Management* have current OHS Roles and Responsibilities training Senior Management participate in at least 1 workplace inspection of their areas Management receive OHS reports from the OHS team every quarter 	<p>HoSs</p> <p>HoS / School Manager</p> <p>OHS Advisor</p>	<ul style="list-style-type: none"> Issued with minutes 1st committee meeting TBC March quarter issued 	<ul style="list-style-type: none"> See completion rates (<i>attachment 2</i>) Senior management completed during July June quarter issued 	<ul style="list-style-type: none"> See completion rates (<i>attachment 2</i>) - <i>Achieved</i> Senior Management to recomplete with OHS Advisor and upload to ERMS - Scheduled in October September quarter issued 	<ul style="list-style-type: none">
2. Improve the delivery of high quality, consistent and practical OHS information, training and advice	<ul style="list-style-type: none"> Consolidation of OHS information on the FMDHS Intranet aligned with the new faculty OHS structure and the need of local areas. <ul style="list-style-type: none"> Ensure MSPS OHS web page is aligned with FMDHS and UoM OHS intranet sites and updated each quarter Promotion of Appropriate Workplace Behaviour within FMDHS <ul style="list-style-type: none"> >80% Completion of online module across Precinct 	<p>OHS Advisor / FMDHS Safety and Compliance Manager</p> <p>OHS Advisor / OHS Committee Members / Senior Management</p>	<ul style="list-style-type: none"> Nil Not yet reflected in completion rates 	<ul style="list-style-type: none"> Staff – updated June Student – updated March Not yet reflected in completion rates 	<ul style="list-style-type: none"> Achieved – no change since July See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i> 	<ul style="list-style-type: none">
3. Improved compliance with OHS legislation and effective implementation of the UoM OHS Management System within the School	<ul style="list-style-type: none"> Zero WorkSafe Prohibition Notices issued for 2018 Zero non-conformances at the close out of audits (Internal, External and WorkSafe – where applicable) School risk register reviewed Bi-annual workplace (OHS) inspections completed Training compliance requirements: <ul style="list-style-type: none"> >85% new staff/relocated staff/students receive local induction within 2 weeks after they have started using on HR113. >90% overall OHS mandatory training achievement – provision of quarterly training updates to Head of School 	<p>OHS Advisor</p> <p>OHS Advisor</p> <p>OHS Advisor</p> <p>OHS Advisor</p> <p>OHS Advisor</p> <p>Staff</p>	<ul style="list-style-type: none"> Achieved N/A TBC Commenced in March Not yet reflected in completion rates Issued with minutes if first committee meeting 	<ul style="list-style-type: none"> Achieved N/A Updated in July – DRAFT in review by Committee Completed in March/April Not yet reflected in completion rates See completion rates (<i>attachment 2</i>) 	<ul style="list-style-type: none"> Achieved N/A Currently in review by other Academics – pending finalization Due in October/November See completion rates (<i>attachment 2</i>) - <i>Achieved</i> See completion rates (<i>attachment 2</i>) – <i>Not Achieved</i> 	<ul style="list-style-type: none">

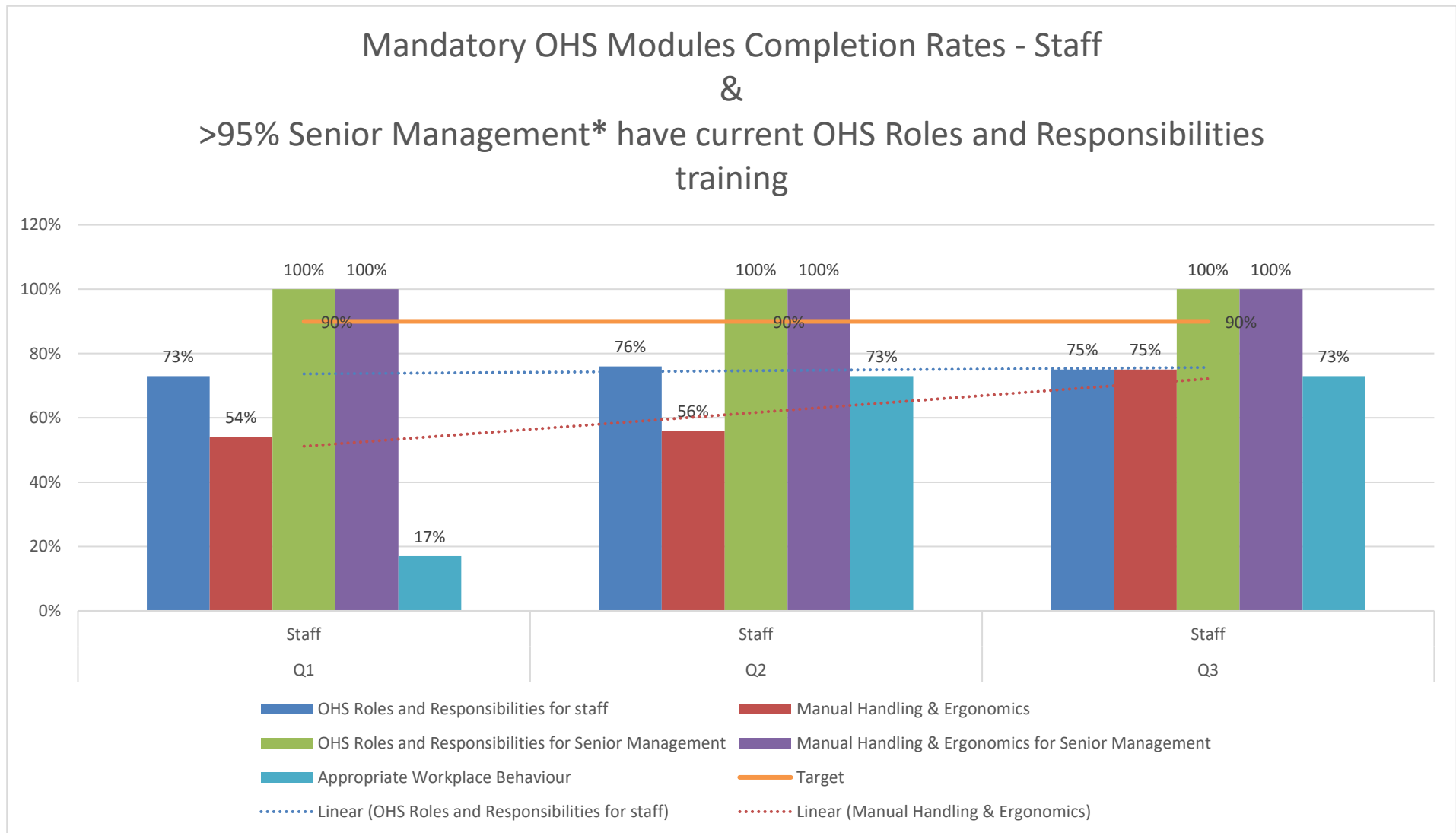
4. Reduced the occurrence or re-occurrence of workplace injuries and illnesses by improving the incident reporting awareness culture within the Faculty	<ul style="list-style-type: none"> • Provide awareness on the close out process within ERMS via an information session/email communique • 50% Reduction on incidents that are not opened or viewed in ERMS by the correct assigned person within 1 week after the incidents have been logged. 	OHS Advisor OHS Advisor / Assigned person	<ul style="list-style-type: none"> • TBC • TBC 	<ul style="list-style-type: none"> • Committee agreed to implement via email communique • TBC 	<ul style="list-style-type: none"> • Pending • See completion rates (<i>attachment 2</i>) - <i>Achieved</i> 	<ul style="list-style-type: none"> •
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Note:

* Senior Management include: Dean, Head of School, Head of Department, Academic Leads, School Manager, Director/CEO, CRM, SOM

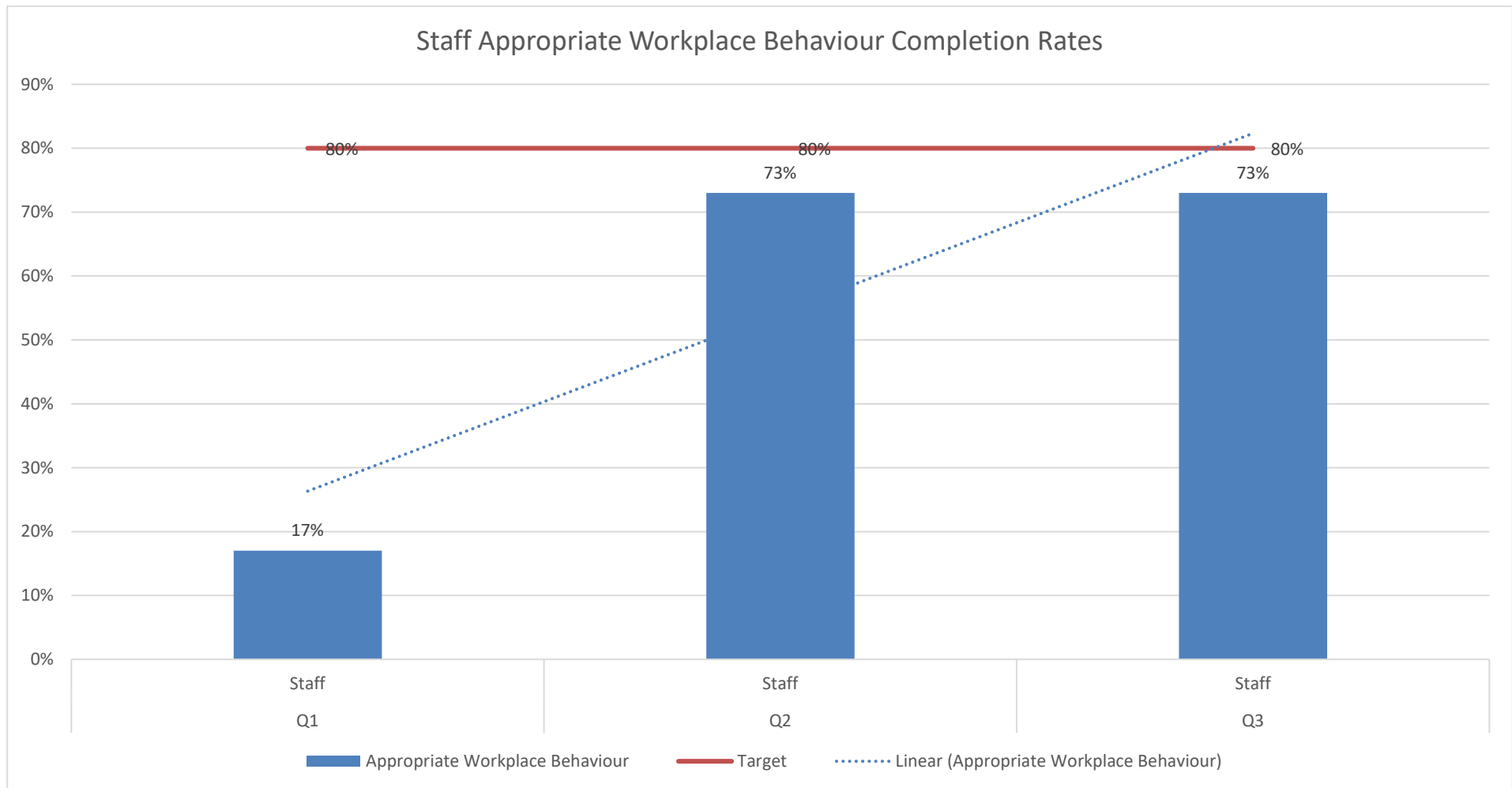
The University of Melbourne
Faculty of Medicine Dentistry and Health Sciences

LOCATION: MSPS – OHS Online Training Completion Rates 2018



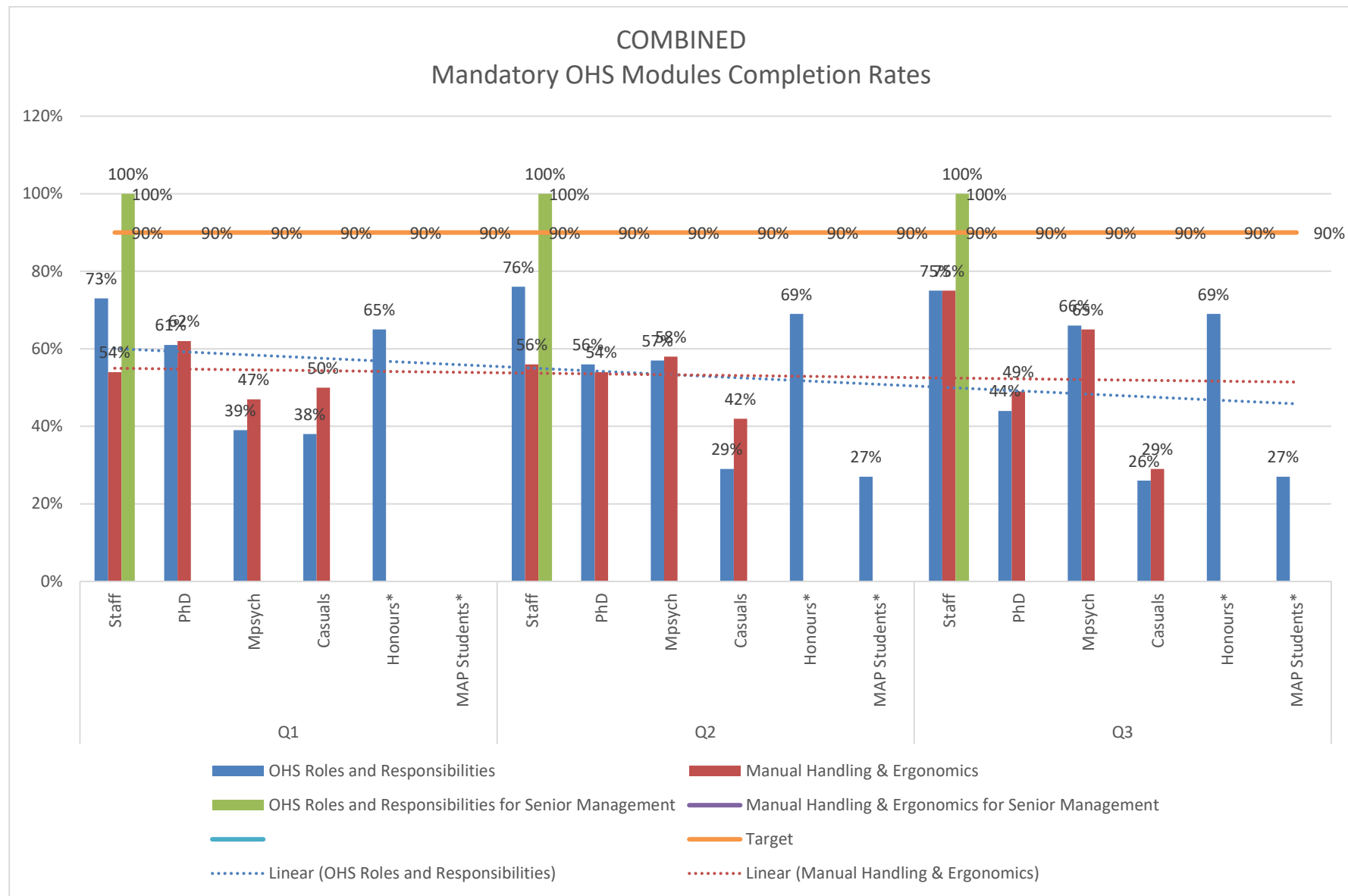
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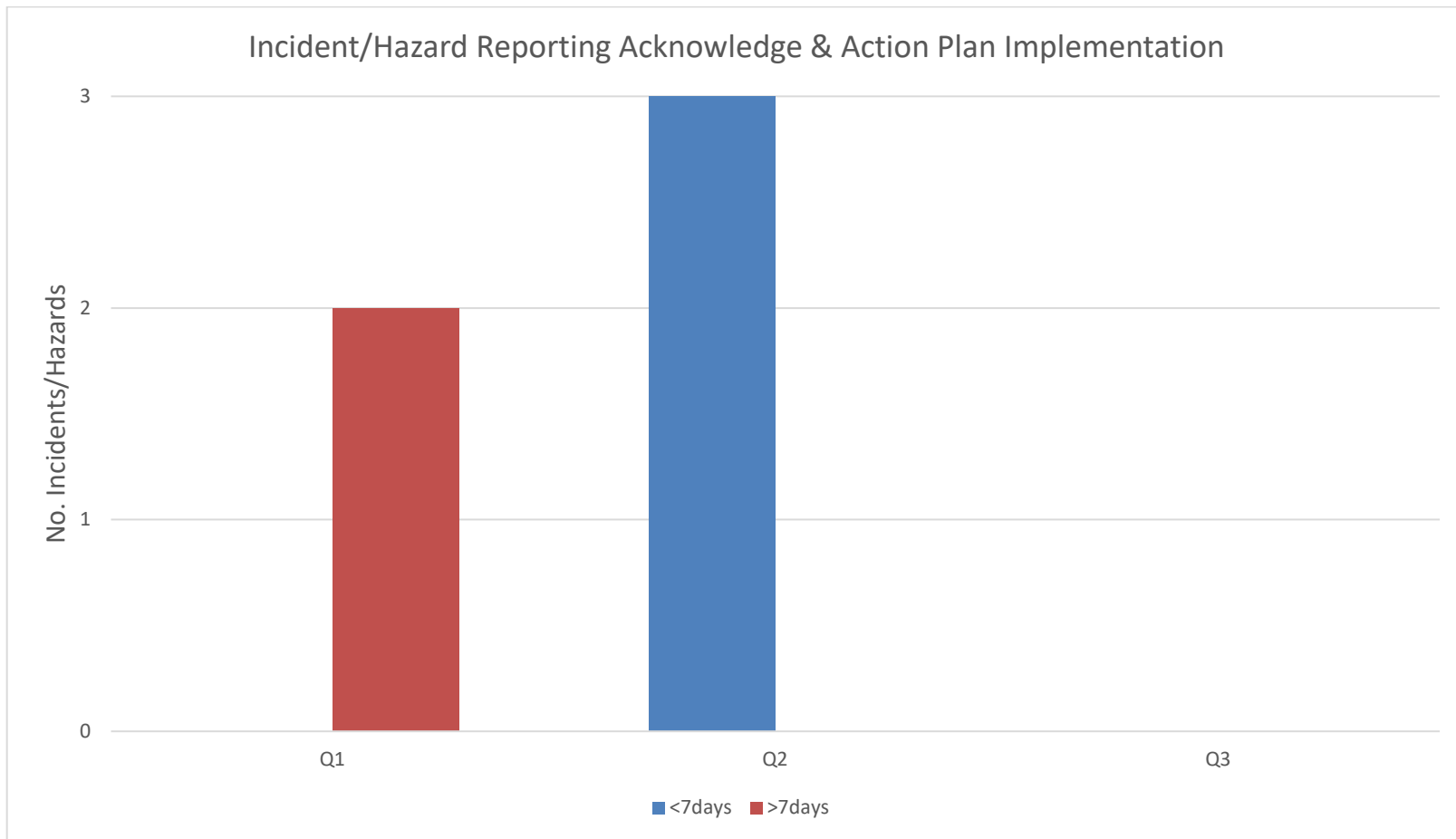
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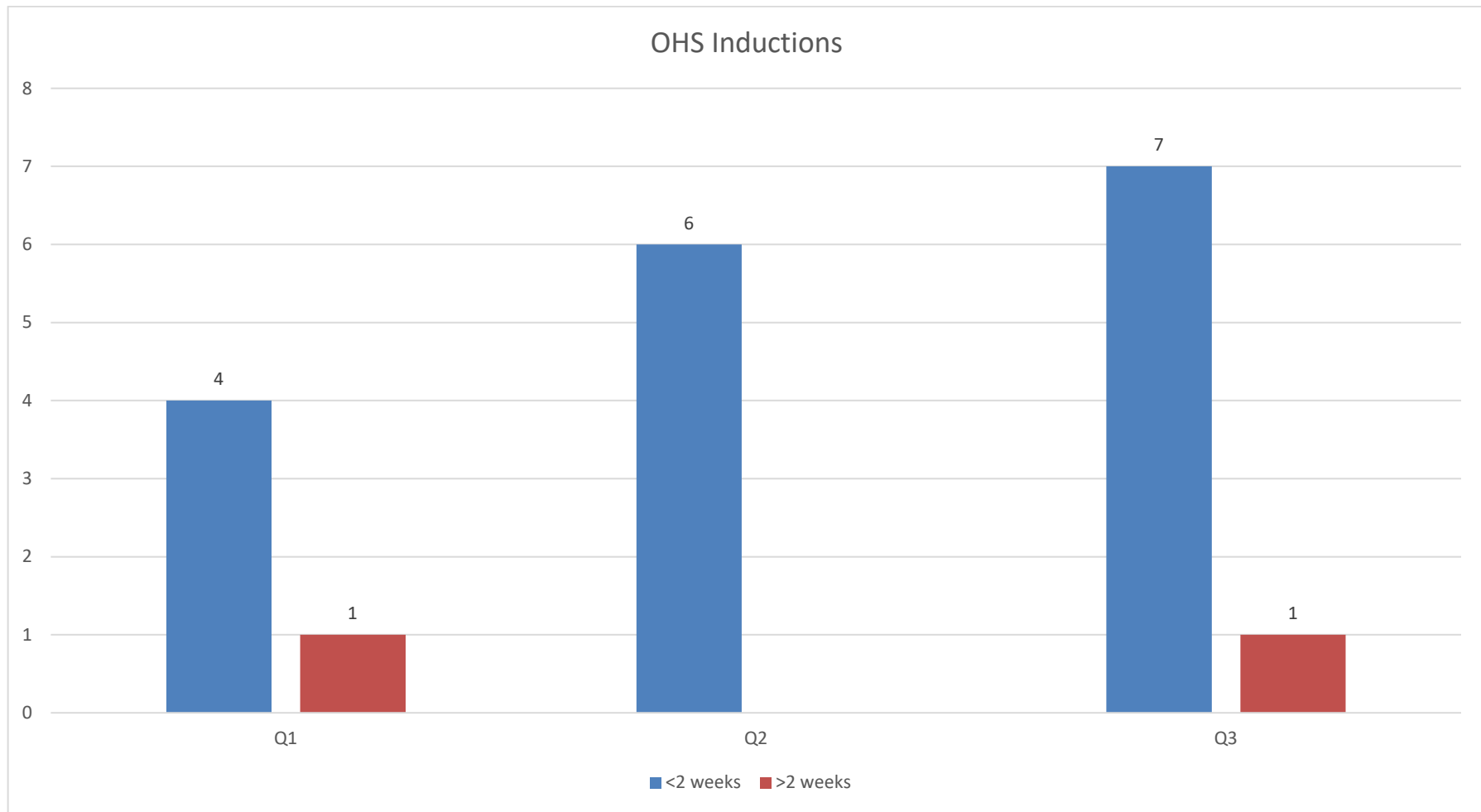
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The University of Melbourne
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LOCATION: MSPS – *OHS Online Training Completion Rates 2018*



Further travel services to employees using Unitravel

As part of the University's commitment to employee health, safety and wellbeing, we have partnered with Healix International to provide global medical, safety and travel assistance to our employees travelling on business, effective from 27th August 2018.

For bookings made through UniTravel, the traveller's contact details (at time of booking) will be automatically provided to Healix to respond to travellers regarding their specific queries on their destination(s) and to enable Healix to locate and contact travellers globally, in the event of an emergency. Employees will be contacted via mobile phone and email from their UniTravel profile so it is important that travellers ensure that this information is correct.

Employees can telephone the **University of Melbourne Assistance Helpline any time on +61 3 8592 2300 (collect calls or 'reverse toll' charges will be accepted) or email on unimelb@healix.com**. Employees can also access online medical and travel safety information via <https://travelacle.healix.com/UOM> or via the [UniTravel dashboard](#).

- Pre-Travel Advice: if travelling to a country categorised as 'moderate risk' or higher by the Healix Global Security Operations Centre, the traveller will receive 'Pre-Travel Advisory' for the destination location via the email address in their UniTravel profile within 15 days prior to departure,
- Traveller Tracking and Monitoring: provides itinerary-specific travel and security information to the traveller and helps improve their travel experience in the event of delays, disruptions or disasters. When a 'level 4' Incident is declared (which is defined as posing an imminent risk to human life), Healix will immediately contact affected travellers, monitor their position, provide safety instructions and advise emergency evacuation where appropriate.
- Travel Alerts: delivered via SMS and email throughout the trip. *Travellers can elect to unsubscribe from receiving travel alerts at any point in time.*
- Insurance: there is no change to the University's insurance partner Chubb Business Travel Insurance or the travel insurance cover provided. Travel insurance cover is automatic for University of Melbourne staff (and their accompanying spouse/partner and dependent children) whilst undertaking authorised University business travel [Insurance webpage](#). The only change is to the process. Healix is now the first point of contact for medical and security assistance to the traveller.

Bookings made outside of UniTravel (including those lodged in 'Log my Trip' and not booked through Unitravel) should not be encouraged. We are unable to capture and provide traveller details to Healix for trips that we are not aware of. All University employees travelling on business can contact Healix for pre-trip medical and security advice, however automatic destination information, travel monitoring and proactive emergency assistance will not be provided to these employees not using Unitravel including lodging 'Log my Trip'. These employees will need to monitor the conditions of their destination(s) and should advise their supervisor of their contact details in the event of an emergency.

For more information please visit [UniTravel](#) via staff hub.

Kind Regards,

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