

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Thursday 28 April, 11:00 am

6th floor meeting room at the Melbourne Dental School, 720 Swanston St Carlton (The Royal Melbourne Dental Hospital)

AGENDA

1. Attendance
 - 1.1 Welcome
 - 1.2 Introductions
2. Nominate and elect one (1) member on to the Occupational Health & Safety Committee
3. Speaker: John Carmichael OHS advisor
4. Confirm minutes of the last meeting
5. Occupational Health & Safety Committee (OHSC)
 - 5.1 What's happening at OHSC
 - 5.2 Progress of items previously raised at OHSC
 - 5.3 Items to be raised at OHSC
6. Other Business
7. Next meeting:
4 August 2011

Circulation: All Employee HSRs

University HSR 2011 Meeting Schedule

Location: 6th floor meeting room at the Melbourne Dental School, 720 Swanston St Carlton (The Royal Melbourne Dental Hospital)

Time	Day	Date
11 am	Thursday	3 February
11 am	Thursday	28 April (Meeting will elect one HSR to OHSC)
11 am	Thursday	4 August

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC)

The upcoming meeting on 28 April 11 will elect One (1) HSR to the OHSC.

Terms of office for Health & Safety Representatives Sarah Epskamp will expiry in May, this election will fill this vacant position on OHSC.

As this is an important role, all HSRs are encouraged to nominate for this position and participate in the election process.

The following information has been included to assist you with your decision on whether to nominate.

What the role of OHSC?

The Occupational Health and Safety Committee is a representative consultative committee reporting to Planning and Budget Committee through the Risk Management Committee.

The Committee provides the peak OHS consultative mechanism of the University for management, staff and students to:

- facilitate cooperation between Management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the University.
- formulate review and disseminate standards, rules and procedures relating to health and safety that are to be carried out or complied with throughout the University.

Who are the members of OHSC?

Management Representatives:

Dean or Executive Director appointed by the Vice-Chancellor
Provost or nominee

Dean of a Faculty or Graduate School or nominee

Executive Director, Human Resources or nominee

Executive Director, Property & Campus Services or nominee

General Manager, Environment Health and Safety or nominee

Employee Health and Safety Representatives:

Six employee Health and Safety Representatives, elected by the University's employee Health and Safety Representatives in accordance with the Terms of Reference of this Committee.

Student Observers

One student nominated by UMSU Incorporated.

One nominee of the President, University of Melbourne Graduate Student Association.

Other observers as determined by the Committee and invited by the Committee Secretary.

Observers may provide reports to the OHSC.

What is the term of office?

The term of office for other than ex-officio members is three years.

HSRs on OHSC complete their terms on the following dates:

Steve Adams (23 Oct 2013), Paul Donald (23 Jul 2013), Lindsay Rayner (23 Oct 2013), Jane Howard (23 Oct 2013, Deanne Catmull (24 Mar 2013)

How often does the OHSC meet?

The Committee meets 4 times a year. The 2011 schedule is as follows:

2 March 11, 10 am

18 May 11, 2.15 - 4pm

24 August 11, 2.15 - 4pm

9 November 11, 2.15 - 4pm

How do I nominate?

The process is fairly simple. All you have to do is attend the meeting. When the Chair calls for nominations, raise your hand and put forward your name.

What is the elections process?

If one or more candidates nominate, there will be an election by secret ballot. The process will be monitored by a scrutineer who will also verify the counting. The candidate with the majority of votes is elected.

