

THE UNIVERSITY OF MELBOURNE

**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

**MEETING NO 1/2015 – 26<sup>th</sup> February 2015**

A meeting of Employee Health & Safety Representatives was held on Thursday 26th February 2015 in the 5<sup>th</sup> floor meeting room, Melbourne Dental School, University of Melbourne at 11.00 am.

**PRESENT:** Deanne Catmull (Melbourne Dental School) **Chair and Minutes**  
Billie Hunne (Anatomy and Neuroscience)  
Steve Adams (Engineering)  
Michael Poloni (IT)  
Ashley Cross (School of Music, VCA and MCM)  
Yvonne Lai (VCA & MCM)  
Corey Rabaut (NTEU)  
Irene Stanley (Biochemistry)  
Geoff Duke (Engineering)  
Leanne Fisher (University Secretary's Department)  
Paula Mitchell (Microbiology and Immunology)

**1. FORMAL MATTERS**

**1.1 Welcome/Apologies**

The Chair welcomed everyone to the first meeting of the Employee Health & Safety Representatives for 2015. Apologies were received from: Heather Daykin (Pharmacology), Warick Harvey (Scholarly Information, Southbank Library), Dominique Hes (Architecture), Jennifer Scott (Chemistry), Peter Raisbeck (Architecture), Shirley Beikirofski (Rural Health), Marcus Bunyan (Arts), Kirsty Altis (ITS), Robert Hassan (School of culture and communication), Tim Kennedy (MCM), Heather Mann (ITS), Jenny Mercer (ORYGEN), Cherie Winter (VCA).

**1.2 Introductions**

A brief around the table introduction was conducted to introduce the Committee members including all new members.

**2. Confirm minutes of the last meeting**

The Minutes of Meeting 4/2014 of the Employee Health & Safety Representative Group held on Thursday 13<sup>th</sup> November 2014, were confirmed and seconded unchanged.

**3. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)**

**3.1 What's happening at OHSC?**

- Deanne noted that the first meeting of the year had been cancelled and will be re-scheduled at a later date.

**3.2 Progress of items previously raised at the OHSC?**

- N/A.

### **3.3 Items to be raised at OHSC**

- Lecture Theatre emergency contact information that was distributed late last year is still not pinned up in some LT. Deanne Catmull is to receive a list of the applicable LT to pass onto the OHS Unit for further investigation.
- A complaint was received about the content and layout of the LT emergency information. Feedback was submitted to the OHS Unit late last year, was this addressed?
- The LT working group has only met a couple of times. An investigation and outcome was supposed to be reached at the conclusion of the working group, but has not been completed. Will there be another meeting to finalise these details?
- Can we improve the processes currently in place surrounding Bullying and Psychosocial hazards? Point carried over from last year.
- The OHSC provides an opportunity for Faculties and Departments to raise and address issues with wider University impact at a higher level but currently they do not receive any feedback. Deanne Catmull and Steve Adams met with Stefan Delaney to discuss this on the 26<sup>th</sup> of September 2014. YAMMER was discussed and Stefan asked for some more information on this to address in the New Year. It was also suggested that some templates be drawn up where each area can provide a brief summary on their Objectives and Targets, how OHS is dealt with on a day to day basis and their processes for monitoring requirements i.e. Training, incidents etc. Guest speakers were also discussed where a local HSR or OHS representative could be invited from each area over the year and provide a short 1-15 min presentation on examples of best practice and how OHS is managed in their workplace. This point has been carried over from last year and Deanne Catmull will request an update in 2015 when the OHSC holds its first meeting for the year.
- It was asked if Stefan could please forward out a document to all supervisors describing the EXACT role of a HSR in the workplace. Given the recent changes within the structure, there now appears to be some confusion between a HSR and an OHS officer/advisor in some areas.
- It was also asked if Stefan could forward out a document to all budget divisions about the legal training requirements for HSRs under the Act (5 day and one day refresher course) as well as paid leave requirements for a HSR to attend conferences such as WorkSafe week etc and the various costs associated with those.
- With the changes resulting from the BIP, there appears to be many areas where there are holes or cracks appearing in OHS roles and responsibilities. For example some areas are finding that there is no one employed to upload safety information to various web portals (intranet) and chunks of information is no longer getting published or distributed.

### **4. GUEST SPEAKERS**

- Deanne Catmull asked the committee members for some input into the Guest Speaker list for 2015. Suggestions included Stefan Delaney from the OHS Unit to speak about the changes to OHS as a result of the BIP and where the OHS unit and HSRs now lie within the University structure, as well as the changes to the various reporting lines and systems within the University.
- Another suggestion was Renata Musolino from Trades Hall Council to talk about the latest OHS updates and OHS training requirements for HSRs.
- Members also suggested to invite Corey Rabaut back to discuss OHS issues from an NTEU perspective as a result of the BIP changes.

- Also a member from Human Resources to discuss how to effectively manage workloads and/or a member from Counselling services to discuss stress management and psychological hazards in the workplace.
- HSRs discussed how we can encourage other employees to become representatives for their areas. Suggestions included a yearly Xmas BBQ put on by the OHS unit to thank staff for their contribution to OHS in the University. A story on HSRs could be placed in the MUSSE. Does the OHS Unit have any other ideas?
- HSRs on the OHSC are still to meet with Stefan to discuss changes to the DWGs and how it will affect HSRs in various areas.

## 5. OTHER BUSINESS

- One HSR asked where the University's semi-autonomous bodies fall in terms of OHS. Leanne Fisher informed the HSR that all semi-autonomous bodies e.g MU Sport and MTC fall under the University OHS systems umbrella whilst all Melbourne University private companies have their own systems, structures, reps and meetings separate to the University.
- The Faculty of Medicine, Dentistry and Health Sciences have encouraged all their student's to install the HELP app on their phones as a backup option to printed information in an emergency situation.
- It was urged that all HSRs or employees within their respective areas lodge incident reports through THEMIS if they feel as though they are experiencing an unacceptable level of stress and workloads in their workplace.
- The Terms of reference for this committee will not be approved for this year until the University have released the new templates. Will look to send these out for approval by the next meeting in May.
- The terms of reference for many OHS committees are currently being revised. Please read the TOR for your committee and note all OHS committees must include a HSR.

## 6. NEXT MEETING

The next meeting of the HSR committee will be on Thursday 14<sup>th</sup> May 2015 in Seminar Room C, Ground Floor, Royal Dental Hospital of Melbourne.