

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Thursday 20th October, 11:00 am

Seminar Room B, Ground Floor at the Melbourne Dental School, 720
Swanston St Carlton (The Royal Melbourne Dental Hospital)

AGENDA

1. Attendance
 - 1.1 Welcome
 - 1.2 Introductions
2. Confirm minutes of the last meeting
3. Occupational Health & Safety Committee (OHSC)
 - 3.1 What's happening at OHSC
 - 3.2 Progress of items previously raised at OHSC
 - 3.3. Items to be raised at OHSC
4. Other Business
5. Next meeting:
Meeting dates TBC

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
11 am	Thursday	20 October

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), Leanne Fisher (2 Mar 2014).

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.

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING
Thursday 4th August 2011, 11am

MINUTES

A meeting of University Employee Health & Safety Representatives (HSRs) was held on Thursday 4th of August in Seminar Room B, Ground floor, Melbourne Dental School, 720 Swanston Street.

1. Attendance

Present: Deanne Catmull (Dental School), Paul Donald (Scholarly Information), Steve Adams (Engineering), Jane Howard (Microbiology), Peter Barron (Bookshop), Micheal Polani (Science), Leanne Fisher (University Secretary's Department), Brendan Kehoe (Vet Science), Dean Mulholland (Engineering), Marcey Bunyon (Faculty of Arts), Ashley Cross (VCA), Betty Kitchener (Centre for Youth Mental Health), Hamish McLean (Melbourne Law School), Angus Macdonald (MU Student Union – Theatres), Lynda Gilbert (Knowledge Partnerships), and David Watson (Melbourne School of Engineering).

Apologies: Heather Daykin (Pharmacology), Lindsay Rayner (Bio Chem & Mol Biology), Sarah Epskamp (Potter), Irene Stanley (Biochemistry and Molecular Biology), Kate Nowell (Zoology), Libby Green (VCA), Greg Pullen (UoM Commercial Ltd, Parkville).

2. Confirmation of Minutes

The minutes from the meeting held on 3rd of February 11 were confirmed unchanged.

3. Occupational Health & Safety Committee (OHSC)

3.1 What's happening at OHSC

- Briefing notes have been released by OHSC and will be published on the web: <http://www.go.unimelb.edu.au/asi> Please let your local area EHS coordinators and other staff/ reps know about this.

The meeting noted:

3.2.0 A letter of thanks is been sent to Sarah Epskamp thanking her for her contribution to the OHSC over the years.

3.2.1 The three volunteer HSR alternatives for the OHSC have been endorsed.

3.2.3 A reminder to all the HSRs that local matters can be referred to the OHSC for discussion.

3.2.4 Three new publications have been released on the web. See safety-info@unimelb.edu.au for more information.

3.2.5 The traffic management group will start to meet soon.

3.2.6 The waste management working group has met and a verbal report was given. A roll out of new desk bins has commenced. They are designed to minimise landfill waste and usage of plastic bin liners.

It was discussed that these bins shouldn't be used for food waste as that has the potential to start rotting if not removed promptly. Concern was raised about who will be in charge of emptying and cleaning the desktop bins? Who will ensure that cleaning is getting done? What are the H&S implications for this, especially if people use these bins to discard food/drink waste?

Action: Deanne Catmull to pass on Judith Alcom's details and email for a response and will this to the next HSR meeting.

3.2.7 The workload advisory committee has met and a verbal report was given at the meeting. The committee is currently tackling academic workloads but is having trouble gaining comprehensive statistics and data in order to make sensible recommendations. The committee is trying to sort out their options.

3.2.8 Worksafe work health program is progressing. Soon staff will be able to receive free health checks. More information is coming.

3.2.9 The staff influenza program 2011 is in full swing at the time of this meeting and should be finished soon. There was a high demand for vaccinations this year.

3.3 Items to be raised at OHSC

The meeting noted

University Traffic Management:

- Pelham and Barry St junctions (an issue with many near misses at the site recently, not always witnessed. It occurs mostly from pedestrians including students with ipods that become distracted and do not pay attention to the road and international students who may be having trouble understanding road laws. Staff is suggesting Security presence during peak times to help direct students and pull u those who do not obey the road rules?)
- Professors Walk (issue with bicycles, riders not paying attention to signs. Could we create some speed humps to slow riders down?)

Casuals and DWG:

- Casuals in some areas are not being included in meetings, DWG' s. WorkSafe have determined that they need to be but as a result, areas need to pay them a minimum wage to attend these meetings and seeing as they may also nominate for a HSR position, they may not always be accessible to staff due to their working patterns. How do we tackle this issue especially with the WHS safety laws coming into effect in January 2012? Can we make DWG consisting of just "casual staff"?

Lifts:

- Staff have been complaining of the unnecessarily use of the lifts when only going up or down a single level or so. This increases the cost of maintenance and running significantly and is easily avoidable. Can signs be created across the University to make all staff, student, and visitors more "green friendly" when it comes to this matter?

4. Other Business

Update on WorkSafe, DWG negotiations – Paul Donald

The meeting noted:

4.1 Worksafe has determined that casuals are a part of DWGa across the university and must be included in HSR meeting, DWG, meetings etc. They also have the right to nominate themselves for HSRs. Trades Hall are now involved in this discussion.

4.2 The issue of payment for casual staff required come to HSR meetings is been discussed. Is this practical for a department, area or school?

Should there be a separate DWG for casual employees?