

**THE UNIVERSITY OF MELBOURNE**  
**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

Thursday 1st November, 11:00 am

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

**AGENDA**

1. Attendance
  - 1.1 Welcome
  - 1.2 Introductions
2. Guest Speaker: Clayton Larkin (WorkSafe Victoria)  
Topic: PINS (Provisional Improvement Notices- when to write one up and how to write one up correctly)
2. Confirm minutes of the last meeting
3. Occupational Health & Safety Committee (OHSC)
  - 3.1 What's happening at the OHSC (Please see Traffic Management Working Group Minutes attached and Contractor Management document F.Y.I)
  - 3.2 Progress of items previously risen at the OHSC
  - 3.3 Items to be raised at the OHSC
4. Terms of reference endorsement
5. Other Business
6. Next meeting:  
Dates for next year to be advised. Any suggestions?

Circulation: All Employee HSRs