

THE UNIVERSITY OF MELBOURNE

EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

MEETING NO 1/2014 — 13th February 2014

A meeting of Employee Health & Safety Representatives was held on Thursday 13th February 2014 in the 5th floor meeting room, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT: Deanne Catmull (Melbourne Dental School) **Chair and Minutes**
Leanne Fisher (University Secretary's Department)
Geoff Duke (Engineering)
Irene Stanley (Biochemistry and Molecular Biology)
Heather Daykin (Pharmacology)
Paula Mitchell (Microbiology)
Anton Cozijnsen (Botany)
Steve Adams (Engineering)
Bryan McGowan (Chemistry)-Observer OHS Management Rep for the HSR election on behalf of John Carmichael
Marcus Bunyan (Arts)
Billie Hunne (Anatomy)
Darren Tucker (Engineering)

1. FORMAL MATTERS

1.1 Welcome/Apologies

The Chair welcomed everyone to the first meeting of the Employee Health & Safety Representatives for 2014. Apologies received from Boon Lay Ong (Architecture), Carol Horsman (Pharmacology), Cherie Winter (VCA), Kirsty Altis-Downie (ITS – Workspace), Ashley Cross (VCA), Dominique Hes (Architecture), Jennifer Scott (Chemistry), Jenny Mercer (CYMH), Kirsty Turner (Botany), Kylie White (VCA), Phoebe Churches (Student Union), Michael Poloni (Computing and Information Systems Science) Warick Harvey (Scholarly Information)

1.2 Introductions

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

2. ELECTION of (1) HSR to the UNIVERSITY OHSC

An election of one Health and Safety Representative was undertaken, in accordance with the University's Occupational Health and Safety Committee's Standing Resolution 02/2009-07. The election was conducted in the presence of Mr Bryan McGowan on behalf of Mr John Carmichael (Observer/Scrutineer, Chemistry).

One nomination was received for the position– Paula Mitchell (Microbiology). Paula Mitchell was re-elected unanimously for the period of 3 years from the next University OHSC meeting. Nomination was seconded by Anton Cozijnsen.

3. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting 4/2013 of the Employee Health & Safety Representative Group held on Thursday, 7th November 2013, were confirmed unchanged.

4. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)

4.1 What's happening at OHSC?

No items to discuss. The first meeting for the year has been postponed to February 26th

4.2 Progress of Items Previously Raised at OHSC

No items to discuss. The first meeting for the year has been postponed to February 26th. Deanne has asked for some progress information on several of the items discussed in Meeting 4 last year. A report will be given at the next meeting. Deanne will also forward the Traffic Management Committee meeting minutes to all HSRs for reference as discussed in the last meeting.

4.3 Items to be Raised at OHSC

- A number of complaints and near misses had been voiced in and around Tin Alley of late. The pedestrian footpath is currently not big enough for prams which makes pick up and drop off difficult and dangerous at the child care centre. The general consensus is that the traffic along this strip should be one way ONLY. Is this possible? Can the Traffic Management Committee comment on this?
- Is there a web link to the Traffic Management Committee meeting minutes?
- All other issues raised in Meeting 4 have been placed onto the Agenda for discussion at the next OHSC. Deanne will report back next meeting.

5. OTHER BUSINESS

- On behalf of the committee Deanne wishes to thank Carol Horsman and Martin Boland for their long standing service, commitment and contribution to the HSR meetings and wish them well with their future endeavours.
- The HSR committee meeting Terms of Reference is due for review. Deanne will send these around prior to the next meeting for approval by the next meeting. Deanne also asked if we could adhere to the section "Office bearing positions" which state the need for a rotating chair and rotating minute taker. Marcus has offered to take the minutes for the next HSR committee meeting. Thank you.
- There are some major changes being made to the National Privacy Act. The changes will come into effect in March. Leanne Fisher has suggested for someone to present at the next meeting from The University Secretaries Department which will aim to explain the implications at an OHS level.
- Marcus Bunyan spoke of getting someone to present on the policies and procedures behind building works and asbestos safety. Someone from PC&S would be appropriate. The OHSC HSR committee representatives will approach Colin Reiter.
- The committee will trial having two guest speakers present at the next meeting for 10 minutes each.

6. NEXT MEETING

Thursday the 8th of May 2014, 11am. Seminar Room C, Royal Melbourne Dental Hospital.
Guest speakers T.B.C. Note: There will be two guest speakers at the next meeting.