

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

Thursday 3 February, 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. Speaker (A local OHS specialists)
3. Confirm minutes of the last meeting
4. Occupational Health & Safety Committee (OHSC)
  - 4.1 What's happening at OHSC
  - 4.2 Progress of items previously raised at OHSC
  - 4.3. Items to be raised at OHSC
5. Other Business
  - 5.1 Protection of HSRs (Paul Donald)
6. Next meeting:  
28 April 2011 (and election)

Circulation: All Employee HSRs

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**University HSR 2011 Meeting Schedule**

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

<b>Time</b>	<b>Day</b>	<b>Date</b>
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

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**THE UNIVERSITY OF MELBOURNE**  
**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**  
**20 October 2010**

**MINUTES**

A meeting of University Employee Health & Safety Representatives (HSRs) was held on Wednesday 20 October 2010 at 11:00 am the Ian Potter Museum of Art Board room (level 3).

**1. Attendance**

Present: Deanne Catmull (Dental School) (Chair), Steve Adams (Engineering), Sarah Epskamp (The Potter), Carol Horsman (Pharmacology), Heather Daykin (Pharmacology), Lindsay Rayner (Bio Chem & Mol Biology), Peter Barron (Bookshop), Holly Custance (Ophthalmology/CERA), Joanne Bowman (University Library), Rosie O'Halloran (OHS/Injury Management) [Election scrutineer]

Apologies: Jennifer Scott, Micheal Polani, Paul Donald, Jane Howard, Lynda Gilbert, Stuart Thyer, Mark Postlethwaite, Brendan Kehoe

**2. Nomination and election of three (3) members to the Occupational Health & Safety Committee**

Welcome

**The meeting noted and welcomed** election scrutineer Rosie O'Halloran (OHS / Injury Management) to the meeting.

Election process

**The Chair called for nominations** to elect three (3) members to Occupational Health & Safety Committee. Three nominations were received (Steve Adams (Engineering), Lindsay Rayner (Bio Chem & Mol Biology), Jane Howard (Micro & Immuno)). Steven Adams, Lindsay Rayner, and Jane Howard were elected unopposed to represent HSRs at, and to fill three (3) vacant positions on, the Occupational Health & Safety Committee.

The Chair called for an HSR to act as an alternate to represent HSR OHSC members in their absence. Any HSR interested in taking up this role should contact Sarah Epskamp.

**3. Rosie O'Halloran, OHS Advisor and Ergonomist/Occupational Therapist speak on her role**

Rosie O'Halloran provided the meeting with an overview of her role with the OHS/Injury Management. Rosie works 3 days per week with the unit, focusing on ergonomics. Highlighted for the meeting was her strategies for educating P&CS services project managers on ergonomics and the benefits of ensuring that standards are met. Discussion focused on project managers, workplace design, and consultation (example ERC).

**Rosie O'Halloran left the meeting.**

**4. Confirmation of Minutes**

The minutes from the meeting held on 20 October 10 were confirmed.

## 5. Occupational Health & Safety Committee (OHSC)

### What's happening at OHSC

#### **The meeting noted:**

- That there is now updated OHS collateral for the 'If you are injured' posters and the 'Visitor Information Guide' cards. HSRs were asked to remove old posters. To obtain an updated version contact the Manager of Injury Management, Peter Robertson; For replacement guides contact Matt Bennett.
- That there has been changes to the Accident Compensation Act, staff should be aware that it now requires the University to commence return to work arrangements as soon as it becomes aware of an employee being incapacitated for employment due to a work-related injury or illness.
- That it is the role of the OHSC to nominate three potential candidates for the role of Chair of the Workload Advisory Committee. Human Resource put forward a paper which suggested that their nominations were the only to be consider, one of these nominations was a vacant position. The HSRs on the Committee argued that the process was flawed and sought more time to put forward alternative candidates.
- The advice that reports can be submitted from local meetings to the OHSC and the meeting was encouraged to make use of this means of communicating with the OHSC.
- That it was important to ensure that all near misses and incidents are documented and reported as it provided the grounds for raising and resolving ongoing issues in the workplace.
- That Mr Delaney is setting up a Traffic Management Working Group and has called for HSRs to join.

### Progress of previous issues

**The meeting noted** that progress of the implementation of the PRINCE2 system. It was reported that Bob Pollock attend the OHSC meeting to explain the PRINCE2 system implementation. Updated information on system is now available on the P&CS website. The OHSC emphasize the need to response at a local level to arising issues and ensure that they are report. It was noted that the Dental School would be one of the first to implement the PRINCE2 system. HSR for the School, Deanne Catmull has been invited to join a working group and will report back on the process.

### Items to be raised at OHSC

**The meeting noted** that there were no items to be raised at OHSC.

## 6. Other Business

Nil

## 7. Next meeting

**The meeting noted** that the 2011 meeting schedule is subject to the OHSC's schedule. It is anticipated that the schedule will be circulated in the near future.