

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

Thursday 24th of September, 11:00 am  
6<sup>th</sup> floor meeting room, Royal Melbourne Dental Hospital.

**AGENDA**

1. Attendance
  - 1.1 Welcome/Apologies
  - 1.2 Introductions
2. Guest Speaker: **Sam Hatfield (Trades Hall Council):  
Services provided by Trades Hall Council, HSR resources and the  
upcoming Victorian HSR conference**
3. Confirm minutes of the last meeting
4. Occupational Health & Safety Committee (OHSC)
  - 4.1 What's happening at the OHSC
  - 4.2 Progress of items previously raised at the OHSC
    - Terms of Reference
    - LT safety and emergency information
    - Bullying and Psychosocial hazards
    - Promoting HSRs in the University
    - OHS feedback (from Schools, Departments and Faculties)
    - Roles of HSRs and recruitment of HSRs
    - Working alone or in isolation
    - DWGs
  - 4.3 Items to be raised at the OHSC
5. Other business
  - 5.1 Incident reporting and investigation
  - 5.2 Effective management of workloads
  - 5.3 Electrical Safety
5. Next meeting: **Thursday 19<sup>th</sup> November 11:00am Seminar Room C,  
Royal Melbourne Dental Hospital**