

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

MEETING NO 4/2018 – Friday 2nd November 2018

A meeting of Employee Health & Safety Representatives was held on Friday 2nd November 2018 in the 5th floor meeting room, Melbourne Dental School, University of Melbourne at 11.00am

PRESENT: Deanne Catmull (*Melbourne Dental School*) **Chair**
Hayley Barker (*General Practice MMS-Berkeley*) **Minutes**
Aira Nuguid (*Anothomy and Neuroscience*)
David Belton (*Earth Sciences*)
Paula Mitchell (*FMDHS, Doherty*)
Joel Scofield (*Chemical Engineering*)
William Shieh (*Electrical and Electronic Engineering*)
Ivan Werner (*Research, Innovation and Commercialisation*)
Rebekha Wunder (*Advancement, MDHS*)
Lida Rashidi (*Computing and Information Systems*)
Colin James (*MDHS - Finance*)
Cameron Fletcher (*Melbourne School of Psychological Sciences*)
Benjamin Cirona (*MDHS – Human Resources*)
Lynne Tran (*Biochemistry*)
Paulo Vaz-Serra (*School of Design, Architecture*)
Kate Hayes (*Chancellery and Advancement*)
Andrew Hammond (*MDHS*)
Geoff Duke (*Melbourne School of Engineering*)

1. FORMAL MATTERS

1.1 Welcome/Apologies

Apologies were received from: Christopher Nolan (*Fine Arts and Music- Performing Arts, Music Theatre*), Ashley Cross (*Fine Arts and Music: Southbank*), Cathy Alizzi (*Faculty of Arts*), Hamish Carr (*Law Faculty*), Leanne McCredden (*Academic Service: Research and Collections*), Shirley Els (*Physics*)

1.2 Introductions

A brief around the table introduction was conducted to introduce the Committee members. Attendance Sheet was circulated for members to sign in.

2. Confirm minutes of last meeting, Meeting 3, 16th Aug 2018

Minutes of last meeting held on the 16th Aug 2018 was confirmed by Paulo Vaz-Serra and seconded by the rest of the committee.

3. Occupational Health & Safety Committee (OHSC)

3.1 What's happening at the OHSC

- Deanne Catmull shared updates from the last Occupational Health & Safety Committee (OHSC) meeting which was held on the 22nd August 2018.
- The fieldwork risk module configuration testing with Biosciences and Geography is coming to conclusion. The next roll out will be ABP, then to the rest of the University by the end of the year.
- Health and Safety Risk Management Model is a useful resource that acts as a platform to store and share process documents. There is a module upgrade currently in planning stage addressing Inherent and residual risk. The implementation plan is in development for Q3 2019.
- A reminder that the Audit and Inspection Module is up and running, feedback is good and indicates that many have felt an improvement in the audit process.
- The Health and Safety Newsletter facilitates the sharing of higher level knowledge and improves accurate dissemination of information to a wide audience. Deanne shared points covered in Andrew's last newsletter with the committee. To subscribe to the newsletter email ohs-enquiries@unimelb.edu.au so you don't miss a thing!
- Gate 10 at the main university campus is closed until December. A reminder to be aware of signage when travelling by foot, bike or car through construction areas on Grattan St.
- It was noted that the demand for security escorts has increased in volume and could lengthen security's response times.

3.2 Progress of items previously raised at the OHSC

- Deanne reiterates when HSRs bring issues to the forum which then becomes Action items they are encouraged to follow up on these and respond to email promptly. Action items will be deleted after two meetings if the person responsible does not follow up, provide clarification to effect an amendable resolution.
- Deanne provided an update from the OHSC regarding Appropriate Workplace Behaviour training for graduate students. It was highlighted that it is currently not mandatory for the graduate school's Research Higher Degree students to undertake TrainME workplace behaviour training module as the training module is designed for staff and not students. Currently the Provost is in charge of the student policy. The HSR committee discussed their concerns around this, noting that issues have arisen in the past where students and staff share the same workplace. It was reported that the School of Chemistry are currently trialling a face-to-face training sessions as part of graduate student induction with their RHD students, structured in a similar way to the TrainME module training. Mark Rizzacasa hopes to discuss the possibility of a roll out across the Faculty.

3.3 Items to be raised at the OHSC

None.

4. Other Business

4.1 Survey Monkey 2018

- There was a recent call for feedback on the HSR committee meetings which was distributed to all current members. The feedback was generally quite positive, although often

submissions came from members who have not attended an HSR meeting. Members are encouraged to complete the survey – it would be great to hear feedback from members who regularly attend the HSR Meetings. A new survey will be released around December 2018.

4.2 Doodle Poll 2019 meetings

- HSR Meeting dates for 2019 were discussed amongst the committee. It is always a challenge to find meeting dates that suit a majority of members. A Doodle Next year's Meeting Dates poll will be released towards the end of November 2018.

4.3 HSR roster 2019

- A roster had been developed to share the HSR committee duties. Deanne shared what her role covers and thanked those that have assisted so far. The team effort has been working well and the committee will continue with this shared effort into the future. Deanne announced that she may not be in the role next year and plans to hand over to a team of members who can continue to work together. Minute taking can become time consuming but it is greatly appreciated and looks fantastic on your CV. To assist with minute taking Deanne has arranged to record all meetings via Zoom just for the purposes of minutes only.

4.4 All other items

(a) HSR Coffee Catch Ups

Deanne has suggested in the past that it might be valuable to put new HSRs in contact with experienced HSRs, perhaps to catch up over a coffee to discuss the role and share experience. Deanne asks anyone is interested (new or experienced) to get in touch with her over email and she can work to connect you with another HSR.

(b) Working with Children Checks (WWCC)

Working with Children Checks are now mandatory for many staff members who could potentially work with any person under the age of 18. Staff who work in a teaching or tutorial capacity will be required to complete their check to remain compliant with University regulation. The committee discussed concerns that from 2019, all fixed-term staff will be expected to cover the cost themselves. Anyone who knows of a colleague who may need to complete this check is encouraged to notify them of the new requirement.

(c) Field work First Aid

David Belton alerted HSRs to the fact that the field work first aid training is free to attend and paid for by your Department.

(d) HSR Conference 2018

- Deanne shared positive experience of her attendance at HSR Conference. She reminded the committee that HSRs are entitled to paid leave to attend the conference, and encouraged others to attend. Some take away points from the day included:
 - * HSR concerns were voiced at the conference over notification of incidents. Deanne noted that ERMS doesn't automatically send notifications of incident reports to the local HSR. This is an issue because HSRs have the power under the Act to immediately investigate incidents

in their DWG after they occur. It is feared that some HSRs will remain unaware of issues within their DWG.

* Silica/Silicosis warnings. VTHC has a silica standard in place for recommendation to the government.

* Robin Scott- State member for the seat of Preston. Recognising mental health and Workwell.

* Claire Amies- Worksafe. Worksafe 2030 (5 year plan), HSR support officers (12 month pilot in the construction industry), Launch of new ad campaign: “Everyone and every workplace”, Worksafe’s more “user friendly” website.

* “Ask Renata” - health and safety info, advice, support for HSRs . www.ohsreps.org.au

* If employees have to do OHS related tasks outside of working hours, this is classified as “Time worked”. Refer to Worksafe guide to employee representation:

<https://prod.wsvdigital.com.au/sites/default/files/2018-06/ISBN-Employee-representation-handbook-for-workplaces-2006-09.pdf>

* Infringement notices trialled e.g of areas included: “failure to notify a HSR and atmospheric monitoring”.

* Overall advice to HSRs:

- Don’t take on more than your role.
- Don’t be afraid to use your powers!
- Be realistic – resolutions aren’t always found
- Developing and maintaining a good relationship with your employer is highly valuable.
- Take photos – so valuable for documenting anything OHS related in the workplace.
- Don’t be hard on yourself! Change takes time!

Meeting closed at 11.48am.

6. Next meeting: (TBC for 2019)

Action item table:

PLEASE NOTE: *When HSRs bring issues to the forum which then become Action Items, it is advised that they follow up on these items promptly so that they can be reported back at the next meeting with the intention of resolution. Action Items will be deleted from the lists if the person responsible does not follow up or attend the next two meetings to provide clarification and a subsequently amenable resolution.*

Date	Item	Action	Person Responsible	Status
Nov 2017	ERMS and HSR notification	Are HSRs being notified of incidents under the new system? How does this compare to the old system?	Deanne	<p>Ongoing for 2018 Deanne asked if any HSRs were receiving Incident Reports since the new system has been implemented and how that compares to the old system in THEMIS. Only a few were able to respond positively at this meeting</p> <p>HSRs encouraged to follow up with their local H&S business partner whether there have</p>

				<p>been incidents/hazards reported without their knowledge.</p> <p>Amy reported that she is kept informed by email with as a pdf attachment</p> <p>Sioe See reported that she gets consulted on a verbal basis with her Health and Safety Partner Darren Rowe, on timely basis.</p> <p>Deanne reaffirms that all HSR's should be able to view the incidents as they are Action Items tabled to be resolved in Safety Meetings</p> <p>Deanne mentioned that HSR gets notified only if invited by the Safety Officer or a pdf copy of the incident is sent from the person filling in the incident report to the hsr</p>
Feb 2018	Appropriate Workplace behaviour training for post-grad/Hons students	Paula Mitchell's DWG have concerns that Research Higher Degree (RHD), Masters and Honours students are not required to complete the Appropriate Workplace Behaviour online training module since they share the same work space, which is compulsory for all UoM staff	Paula Mitchell	In progress-UPDATE
Aug 2018	Air conditioning Level 1, 202 Berkeley St, Carlton	<p>Fix air-conditioning. The room was experiencing high temperatures which were deemed uncomfortable. High temperatures can lead to fatigue and heat-related sickness.</p> <p>Section 21(1) of the Occupational Health and Safety Act 2004 (the OHS Act) requires employers to provide and maintain a working environment that is safe and without risk to employees' health, so far as is reasonably practicable. This compliance code</p>	Hayley Barker	<p>UPDATE</p> <p>Hayley shared the results of ERMS ticket raised in relation to air flow issue and malfunctioning air conditioner in room 112, Level 1, 202 Berkeley St. Although Hayley has still not received any response or updates from Facilities, the air unit has been replaced. The committee agreed the importance of raising issues in the ERMS system.</p> <p>Hayley noted that she has communication issues once jobs have reach contractors – it was the contractor himself that notified a student working in the room that all occupants would need to vacate the space while the work took place. No notification was provided to the HSR or office</p>

		<p>provides practical guidance to employers on how to comply with the law in relation to providing adequate facilities for employees. Download document from: https://www.worksafe.vic.gov.au/resources/compliance-code-workplace-amenities-and-work-environment. Optimum comfort for sedentary work is between 20°C and 26°C, depending on the time of the year and clothing worn.</p>		<p>manager. It was also noted that ceiling tiles are still missing since the replacement, so Hayley has reported this separately via the Snap, Send, Solve app (as well as noting it within the original ERMS report). Hayley plans to update the committee on the outcome.</p>
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TERMINOLOGY/ABBREVIATIONS:

ERMS: Enterprise Risk Management System. ERMS contains modules to carry out Workplace Inspections, store risk registers, Incident reporting, Incident/Hazard register please see the link: <https://www.riskcloud.net/prod/?ccode=uom>

Health and Safety business partner:

Health and Safety business partners are available to provide support and advice on health and safety matters in your area (eg. OHS Manager, OHS coordinator, OHS advisor, Laboratory Manager etc). To find your local Health and Safety Business partner, click here:

<https://safety.unimelb.edu.au/people/community/local-contacts>

TrainMe: Train Me is the University online training platform for most core compliance and Health and Safety Specialist courses. See the following link for more information:

<https://safety.unimelb.edu.au/#training>

OREI: Office of Research Ethics and Integrity. The office maintains its commitment to responsible research with honesty, responsibility and accountability, which demonstrates respect for animals used in research, research participants and the environment.

OHS Act: The Occupational Health and Safety Act 2004 (OHS Act) is the main workplace health and safety law in Victoria. It sets out key principles, duties and rights about OHS.

OHS Regulations: The Occupational Health and Safety Regulations 2017 (OHS Regulations) build on the OHS Act. They set out how to fulfil duties and obligations, and particular processes that support the OHS Act. For example, they include requirements for:

- safe operation of major hazard facilities and mines
- training for high risk work
- managing and removing asbestos
- licences for specific activities

The OHS Regulations came into effect on 18 June 2017 and replaced the (old) OHS Regulations 2007.

OHSC: The Occupational Health and Safety Committee is a representative consultative 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.

OHSC Executive committee: The OHSC executive committee meets on an ad-hoc basis to discuss urgent matters that require action PRIOR to the next committee member. One ELECTED HSR committee member from the OHSC is a member of this committee along with the Associate Director of Health and Safety.

DWG: A Designated Work Group is a grouping of employees represented by an elected employee HSR.

Worksafe: WorkSafe Victoria is the trading name of the Victorian WorkCover Authority, a statutory authority of the state government of Victoria, Australia. WorkSafe Victoria plays a critical role in the lives of Victorian employers and workers - as the state's health and safety regulator and as the manager of Victoria's workers compensation scheme. In both capacities, employers and workers are at the heart of their service.

U/G: Under graduate.

P/G: Post graduate.

Yammer: University social media platform. Yammer is an enterprise social networking platform, designed to help us easily communicate and collaborate. Yammer lets us exchange knowledge, information, files and ideas in real-time and connect with colleagues we might not otherwise have the opportunity to connect with. For more information, see: <https://staff.unimelb.edu.au/about/university-services/the-way-we-work/output-pdfs/Yammer101US.pdf> Health and Safety has its own group you can join once you have a Yammer account via The University of Melbourne Groups tab.

Zoom: Zoom is a high quality video and audio online conferencing tool for desktops and smartphones. It's ideal for online classes, meetings, special events, webinars, remote working and job interviews.

WPI: Work Place Inspection

HSR: Health & Safety Representatives (HSRs) are employees elected by members of a Designated Work Group to represent and safeguard their health and safety interests. An HSR elected for a DWG may, under the *Occupational Health and Safety Act 2004 (Vic)*, do any of the following:

- Inspect any part of a workplace in which a member of the DWG works after giving reasonable notice, or without delay in the event of an incident or immediate risk to health or safety.
- Accompany an inspector during a workplace inspection involving their DWG.
- Require the establishment of a health and safety committee.
- If the member of the DWG consents, attend interviews on health or safety matters between that person and an inspector or employer.
- If the HSR is authorised to represent an independent contractor and that person consents, attend interviews on health or safety matters between that person and an inspector or employer.

VTHC: Victorian Trades Hall Council. The Victorian Trades Hall Council helps organise activities and campaigns with and on behalf of affiliated unions. Trades Hall is comprised of 40 affiliated unions, representing approximately 430,000 members in Victoria. They are supported by 8 Regional Trades and Labour Councils around Victoria, which represent workers in regional areas and organise around local issues. The Council of Trades Hall meets monthly with delegates from affiliated organisations, and is the major industrial, political and social forum for Victorian unionists. It can consider and make policy on any matter - political, industrial and otherwise.