



## Employee Health & Safety Representative Meeting

**Date:** Thursday 25<sup>th</sup> February 2021

**Time:** 2-3pm

**Location:** <https://unimelb.zoom.us/j/81113632009>

**Chair:** Ms Deanne Catmull, HSR Melbourne Dental School

### AGENDA

*The University employee Health and Safety Representatives acknowledge the Wurundjeri people who are the Traditional Custodians of this Land. We pay respects to the Elders, past, present and emerging of the Kulin Nation and extend that respect to other Indigenous Australians.*

<b>1</b>	<p><b>INTRODUCTIONS</b></p> <p><b>WELCOME</b></p> <p><b>APOLOGIES</b></p>		
<b>2</b>	<p><b>CONFIRM PREVIOUS MINUTES (Paper 2)</b> HSR Meeting 3_2020</p>		
<b>3</b>	<p><b>ACTION ITEMS</b></p> <p>PLEASE NOTE: <i>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.</i></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;"> <p>3.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.</p> </td> <td style="width: 30%; text-align: center;"> <p><b>Chair/Physics HSR: ON HOLD (due to COVID19)</b></p> </td> </tr> </table>	<p>3.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.</p>	<p><b>Chair/Physics HSR: ON HOLD (due to COVID19)</b></p>
<p>3.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.</p>	<p><b>Chair/Physics HSR: ON HOLD (due to COVID19)</b></p>		

	<p>3.2 HSR List HSR list to be reviewed to confirm DWGs.</p>	<p><b>Health and Safety Services Team: Completed. HSR list updated. DWGs better clarified</b></p>
	<p>3.3 Coffee with an HSR Program – Financials Chair to follow up on potential funding options.</p>	<p><b>Chair: ON HOLD (due to COVID19). Chair to re-visit this in OHSC Meeting 1 2021</b></p>
<b>4</b>	<b>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>	
	<p><b>4.1</b> What’s happening at the OHSC</p>	<p><b>Deanne Catmull</b></p>
	<p><b>4.2</b> Progress of items previously raised at the OHSC</p>	<p><b>Deanne Catmull</b></p>
	<p><b>4.3</b> Items to be raised at the OHSC</p>	<p><b>Deanne Catmull</b></p>
<b>5</b>	<b>OTHER BUSINESS</b>	
	<p><b>5.1</b> <a href="#">HSR Roster</a></p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.2</b> Psychosocial Health Standard- VTHC <a href="https://www.ohsrep.org.au/psychosocial_hazards">https://www.ohsrep.org.au/psychosocial_hazards</a></p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.3</b> NTEU Webinar- HSR Support Officers</p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.4</b> Health and Safety Services Team changes</p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.5</b> HSR Term of Office Expiry</p>	<p><b>Deanne Catmull</b></p>
<b>6</b>	<b>NEXT MEETING</b>	
	<p><i>Thursday 27<sup>th</sup> May 3-4pm via Zoom:</i> <a href="https://unimelb.zoom.us/j/81502128584">https://unimelb.zoom.us/j/81502128584</a></p>	

Circulation: All Employee HSRs  
**University HSR 2021 Meeting Schedule**

**Location:**

**Zoom, unless otherwise stated (depending on current state regulations)**

<b>Time</b>	<b>Day</b>	<b>Date</b>
2pm	Thursday	25 February
3pm	Thursday	27 May
3pm	Thursday	26 August
3pm	Thursday	25 November

## HSR Term of Office Expiry approaching:

Under s55 of the OHS Act 2004: “A Health and Safety Representative for a designated work group holds office for the following period (not exceeding 3 years)”

The following HSRs should speak to their local Health and Safety Business Partner

<https://safety.unimelb.edu.au/people/community/local-contacts> or member of their local OHS committee regarding the nomination process in your DWG. HSRs can re-nominate as many times as they like for the position.

Information on the nomination/election process can be found here under “Electing a new HSR”:

<https://safety.unimelb.edu.au/people/community/hsr-dwg>

HSR	DWG	Expiry date
Paulo Vaz Serra	Architecture-Academic	23 February 2021
Cathy Alizzi	Faculty of Arts	27 Mar 2021
Naomi Adams	Fine Arts and Music- Infrastructure and Operations	8 Feb 2021
Shirley Els	Physics	11 Oct 2020
Ben Michael	Fine Arts and Music- Film and Television	27 Feb 2020
Christopher Nolan	Fine Arts and Music- Performing Arts (Music Theatre)	08 Feb 2021
Andrew Bailey	Fine Arts and Music- Production	08 Feb 2021
Hayley Barker	Melbourne Medical School- Berkeley	13 Mar 2021
Sascha Andrusiak	Science-Burnley	25 Oct 2020

## HSRs on the OHSC:

Name	DWG	Role (member/alternate)	Elected
Ms Deanne Catmull	MDS	Member	Aug 2019
Ms Heather Daykin	School of Biomedical Sciences - Pharmacology and Therapeutics	Member	Aug 2019
Mr Colin James	MDHS Faculty Operations and Individual Centres – Faculty Services (A)	Member	Jun 2020
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Jun 2020
Dr Paulo Vaz Serra	Architecture- Academic	Member	Aug 2018
Ms Amy Hampson	Melbourne Medical School - Otolaryngology (B)	Alternate	May 2018
Ms Kate Hayes	Chancellery	Member	Aug 2019
Mr Anton Cozijnsen	Biosciences 1, 2 &3 (Botany)	Alternate	Nov 2017
Ms Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology	Alternate	Nov 2017

Ben Michael	Film & Television	Alternate	Jun 2020
Ms Harpreet Bhatia	Academic Services - Stop 1 and Student Service Coordination	Alternate	Nov 2019



## Employee Health & Safety Representative Meeting

**Date:** 20 August 2020

**Time:** 3:00 – 4:00 PM

**Location:** Zoom (meeting ID 867665841)

**Chair:** Ms Deanne Catmull, HSR Melbourne Dental School

### MINUTES

The University employee Health and Safety Representatives acknowledge the Wurundjeri people who are the Traditional Custodians of this Land. We pay respects to the Elders, past, present and emerging of the Kulin Nation and extend that respect to other Indigenous Australians.

<b>1</b>	<p><b>INTRODUCTIONS</b></p> <p>HSRs and guests were introduced, and Deanne Catmull welcomed the attendees.</p> <p><b>WELCOME</b></p> <p>A brief around-the-table introduction was conducted to introduce the Committee members and guests. Attendance was noted by recording the Zoom meeting.</p> <p><b>ATTENDANCE</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>DWG</th> </tr> </thead> <tbody> <tr> <td>Cathy Alizzi</td> <td>Arts/Faculty of Arts</td> </tr> <tr> <td>Sasha Andrusiak</td> <td>Science/Burnley</td> </tr> <tr> <td>Cheryl Augustine</td> <td>Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's</td> </tr> <tr> <td>Harpreet Bhatia</td> <td>University Services/Academic Services - Stop 1 and Student Service Coordination</td> </tr> <tr> <td>Lynda Boldt</td> <td>University Services/Research, Innovation &amp; Commercialisation (Parkville)</td> </tr> <tr> <td>Deanne Catmull (C)</td> <td>Medicine, Dentistry and Health Sciences/Melbourne Dental School</td> </tr> <tr> <td>Benjamin Cirona</td> <td>Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)</td> </tr> </tbody> </table>	Name	DWG	Cathy Alizzi	Arts/Faculty of Arts	Sasha Andrusiak	Science/Burnley	Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's	Harpreet Bhatia	University Services/Academic Services - Stop 1 and Student Service Coordination	Lynda Boldt	University Services/Research, Innovation & Commercialisation (Parkville)	Deanne Catmull (C)	Medicine, Dentistry and Health Sciences/Melbourne Dental School	Benjamin Cirona	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)
Name	DWG																
Cathy Alizzi	Arts/Faculty of Arts																
Sasha Andrusiak	Science/Burnley																
Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's																
Harpreet Bhatia	University Services/Academic Services - Stop 1 and Student Service Coordination																
Lynda Boldt	University Services/Research, Innovation & Commercialisation (Parkville)																
Deanne Catmull (C)	Medicine, Dentistry and Health Sciences/Melbourne Dental School																
Benjamin Cirona	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)																

	David Chan	Engineering/Melbourne School of Engineering
	Wayne Davidson	Medicine, Dentistry and Health Sciences/Melbourne School of Population and Global Health (A) and (B)
	Shirley Els	Science/Physics
	Robert Gordon	Engineering/Melbourne School of Engineering
	Andrew Hammond	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences – Physiology
	Amy Hampson	Medicine, Dentistry and Health Sciences/Melbourne Medical School - Otolaryngology (B)
	Kate Hayes	Chancellery/Chancellery
	Colin James	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (A)
	Peter Mason	?
	Leanne McCredden	University Services/Academic Services - Scholarly Services West
	Paula Mitchell	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences - MDHS @Doherty
	Ben Michael	Fine Arts & Music/Film & Television
	Aira Nuguid	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences (Anatomy and Neuroscience)
	Charmaine Peters	Fine Arts & Music/Academic Support Office
	Meredith Potter	Science/Chemistry
	Victoria Rayner	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Centre for Youth Mental Health
	Graham Sadler	Engineering/Melbourne School of Engineering
	Juan Saavedra	University Services/Project Services
	Paulo Vaz-Serra	Architecture/Academic
	Bill Shieh	Engineering/Melbourne School of Engineering
	Lynn Trann	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences(Biochemistry and Molecular Biology)
	Rebekha Wunder	Chancellery/Chancellery
	<b>APOLOGIES</b>	
	<b>Name</b>	<b>DWG</b>
	Christopher Nolan	Fine Arts & Music/Performing Arts (Music Theatre)
	Jessie Malinaggi	University Services/Academic Services – Student Success
<b>2</b>	<b>CONFIRM PREVIOUS MINUTES</b>	
	Meeting minutes from Meeting 2/2020 were confirmed by Deanne Catmull and seconded by Juan Saavedra as a true and accurate record of the meeting.	
<b>3</b>	<b>ACTION ITEMS</b>	
	PLEASE NOTE: <i>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.</i>	

	<p><b>3.1 Incident/Near Misses Reporting</b> Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.</p>	<p><b>Chair/Physics HSR: ON HOLD (due to COVID19)</b></p>
	<p><b>3.2 HSR List</b> HSR list to be reviewed to confirm DWGs.</p>	<p><b>Health and Safety Services Team: ON HOLD (due to COVID19).</b></p>
	<p><b>3.3 Coffee with an HSR Program – Financials</b> Chair to follow up on potential funding options.</p>	<p><b>Chair: ON HOLD (due to COVID19).</b></p>
	<p><b>3.4 HSR alternate on OHSC (maternity leave replacement)</b> Heather Daykin commenced maternity leave in July 2020. Harpreet Bhatia and Meredith Potter agreed to attend the OHSC meetings in 2020 for Heather.</p>	<p><b>Chair: COMPLETED</b></p>
<p><b>4</b></p>	<p><b>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b></p>	
	<p><b>4.1 What's happening at the OHSC</b></p> <p>Deanne C requested of the OHSC committee organiser Hexing Yang to send through the agenda for the OHSC to HSR's and alternates going forward.</p> <p>Raised concerns about the election process for HSR's, especially for outgoing HSR's. HSR's are asked to lookup and study the process for the nomination and election. Also be aware of when office is coming up for renewal/expiry and follow correct election procedures where relevant.</p> <p>Report from Dani Norman on property and campus update on the various works that have been completed across campus, and regular slip and trip audits are continuing. There was an incident at the Glyn Davis building where glass shattered spontaneously and a contractor was injured.</p> <p>Discussion around WFH and return to work documentation. Upcoming survey from HR for what services people would like in place to return to campus safely. There is an additional module on TrainMe – WFH assessment process. Remind staff there is specialist equipment available (wifi dongles, specialist office equipment etc) with a touch free pickup service.</p> <p>There is some space available for staff and students who don't have an appropriate environment. This was at 11 Barry street for staff and Bouverie Street for graduate researchers. These arrangements have been put on hold with current restrictions in place, but are likely to be in place when they ease.</p> <p>Reminder about a COVID TrainMe module required when you return to work. Only need to complete this Module once. The OHS business partner gets a copy of completion along with security to give building access. Each local area will have different daily check in procedures. Reminder – ensure permitted worker permit expires after 13 September.</p>	<p><b>Deanne Catmull</b></p>



	<p><b>4.2 Progress of items previously raised at the OHSC</b></p> <p>Items already discussed or have been postponed</p>	<p><b>Deanne Catmull</b></p>
	<p><b>4.3 Items to be raised at the OHSC</b></p> <p>David C raised the topic of sending certain experiments to students' homes, given practical experiments are a significant component for students in his Faculty. His team have put together SOP's and risk assessments for some experiments that can be done at home. David has shared the risk assessment for 'Remote Practical Work' (see attached).</p>	<p><b>Deanne Catmull</b></p>
<p><b>5</b></p>	<p><b>OTHER BUSINESS</b></p>	
	<p><b>5.1 Emergency management plans during COVID 19</b></p> <p>Emergency management plans need to be considered and raised with Health and Safety Partners. Discussions around what are the emergency management requirements as staff slowly transition back to working on campus. Considerations should include what happens if there are no first aiders or fire wardens, chief fire warden? What measures in place if there is an emergency and these staff aren't present. Trial for Barry Street being implemented. Lynn T also advised that door shut down/locked out needs to be considered in the emergency management plans. HSR asked to bring up in relevant committees.</p> <p>Paula M raised that this is the perfect opportunity to review after hours processes and how they align with the emergency management plans. Working Alone policy have been revised and on PROMAP.</p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.2 ERMS COVID behavioural reporting</b></p> <p>ERMS has a COVID behavioural reporting, to ensure return to work plans and government regulations are being followed. It allows people to report when people aren't adhering to the procedures or spaces not correctly configured.</p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.3 Digital communication and work stress in universities</b></p> <p>NTEU have been hosting national HSR meetings, providing a networking space to discuss relevant issues.</p> <ul style="list-style-type: none"> <li>• High job insecurity</li> <li>• High digitalisation</li> <li>• High zoom fatigue</li> <li>• Survey in 6-12 months to see how people are sleeping, occupation fatigue, working engagement and arrangements.</li> <li>• Job crafting – things people can do to increase autonomy and decrease the pressure in their role. Helps employees to craft their jobs to their own strengths.</li> </ul> <p>Stay tuned for more information in the coming months. The NTEU are requesting HSRs to help disseminate this information to their local areas.</p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.4 Workplace Wellness Festival 2020 – report</b></p>	<p><b>Deanne Catmull</b></p>

	<p>Talks around workplace wellness over two days.</p> <p>A variety of topics were covered including:</p> <ul style="list-style-type: none"> <li>• Meditation to manage isolation and loneliness when working from home, increase productivity, mood and motivation.</li> <li>• Protecting our mental health during a pandemic: creating an inclusive and respectful environment, developing holistic wellness/wellbeing programs (e.g Step-tember) and how the government has/is assisting Victorian workers through advertising and care packages.</li> <li>• Engaging with men and getting male employees discussing mental health-: “Man-up documentary”.</li> <li>• Structuring a workplace that promotes wellbeing and company values.</li> <li>• Creating relevant wellbeing programs.</li> <li>• Workplaces of the future. Revamping the open plan office space and utilising spaces for bigger impact. Re-inventing workspaces to accommodate more flexible working arrangements and wellness culture.</li> <li>• Lessons from Australia’s best workplaces: Listening and engaging with staff, share success stories, keep it simple, and consultation.</li> <li>• Impacts of diet and exercise on mental health and wellbeing.</li> <li>• Using mindfulness, compassion and selflessness in the workplace to change your wellbeing. Wellbeing should be more important than a KPI. Compassion = empathy with action.</li> </ul> <p>A key message was the introduction of a ‘wellness break’ or “wello” where the break taken is short but is both meaningful and purposeful. Examples include breathing exercises, meditation and stretching, wellness rooms, wellness pods, apps on devices and computers.</p> <p>In addition, do small things to create space to separate work and home. The pandemic is exacerbating mental health issues or creating ones and mindfulness/meditation can help. Play a going home song to finalise your day, have a separate work/home mug, have 15 minutes of guilt free in your day, build your ideal day with use of oils, naps, podcasts, decorating your workspace etc always remembering that change takes time and it is ok to have periods of not feeling ok.</p>	
	<p><b>5.6 Campus Activity Framework</b></p> <p>Victoria asked whether the campus activity framework document had been approved. Deanne C confirmed she had seen a finalised copy.</p>	<p><b>Victoria Rayner</b></p>
	<p><b>5.6 Mental Health Champions Program</b></p> <p>Mental Health Champions program in the Faculty of Science is being run by the HR dept. The program is creating a group of Mental Health Champions who check in on colleagues within workplaces. Important to make HSR’s are made aware of the program, as wellbeing is important in our roles as HSR. Rolled out next week.</p>	<p><b>Sascha Andrusiak</b></p>
<p><b>6</b></p>	<p><b>NEXT MEETING</b></p> <p><i>Tuesday 10 November 2020, 3:00 – 4:00 pm</i></p>	

	<i>Seminar Room A, Ground Floor, Royal Dental Hospital of Melbourne OR via Zoom (TBC).</i>
--	--

Circulation: All Employee HSRs

University HSR 2020 Meeting Schedule

Location:

Meeting 1 and Meeting 4: Seminar Room A, Ground floor, RDHM.

Meeting 2 and Meeting 3: 5<sup>th</sup> floor meeting room, RDHM.

<b>Time</b>	<b>Day</b>	<b>Date</b>
<del>11am</del>	<del>Thursday</del>	<del>13 February</del>
<del>11am</del>	<del>Tuesday</del>	<del>19 May</del>
<del>3pm</del>	<del>Thursday</del>	<del>20 August</del>
3pm	Tuesday	10 November

**TERMINOLOGY/ABBREVIATIONS:**

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

**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>

**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.

**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.

**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.

**P/G:** Post graduate.

**TOO:** Term of Office. Refers to the length of served as a HSR. According to the OHS Act 2004, the TOO for a HSR is a period not exceeding 3 years. After this time a HSR can be re-elected, but must go through a formal election process within their DWG.

**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>

**U/G:** Under graduate.

**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.

**WFH – Working from Home**

**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.

**WPI: Work Place Inspection**

**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.

