



Employee Health & Safety Representative Meeting 1 Agenda

Date: Friday 18th March, 2022

Time: 11am – 12pm

Location:

<https://unimelb.zoom.us/j/82144778571?pwd=VFVZZzNBexlMNzU1cWtDM2xEZHlUT09>

Chair: Heather Daykin, HSR, Department of Biochemistry & Pharmacology
(Medical Building)

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.

1	INTRODUCTIONS WELCOME ATTENDANCE APOLOGIES Lynda Boldt
2	ELECTION OF HSRs TO THE OHSC Results of recent call for nominations & newly elected HSR members to the OHSC.
3	GUEST SPEAKER None today
4	CONFIRM PREVIOUS MINUTES (Paper 2 B1)

5

ACTION ITEMS

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.*

<p>5.1 Health and Safety issue: Windows in John Medley Building- (Cathy Alizzi). During the lockdown Dept Facilities at the request of the OHS Department installed window blockers on all the windows in the John Medley Building. Now the sash windows open 10cm only at the bottom, instead of being able to be opened at the top, near the ceiling. John Medley has no air conditioning and the north side of the building heats up when the sun hits the windows and bricks. This was done without consultation with the Faculty of Arts HSRs (me [Cathy Alizzi] and Trudie Malloy), or the DWG. I found out from the school manager that it was done as a safety measure in case staff or students fall or throw themselves out the window. But now the thermal comfort and the ventilation in all offices (except 6th floor which is not affected and does have A/C) have been compromised. Sash windows are meant to open at the top so that ventilation and cool air can enter the office. I have had many complaints from SPSS staff about it in writing (can be provided if required), wanting the blocks removed, complaining about stuffiness and heat, even staff on the cooler, south side of the building.</p>	<p>(Cathy Alizzi) In progress. The thermal issue in the building still remains, having trouble sourcing all the required information. Ventilation data has been gathered but Cathy is yet to see this data. Cathy will raise this at the next OHS meeting (COVID-19 concern). It is suggested to take a photograph of thermometer as evidence of extreme temperatures. There has been no consultation with staff or the HSR on any aspect of these works which is in breach of the OHS Act 2004. It has been suggested that Cathy uses the UoM local issue resolution procedure to work through this issue. Cathy is also ironing out the issue of being re-nominated as HSR in her DWG. There are some issues with DWG structure and representation that are being sorted out across the University.</p> <p>Cathy will speak to this Action item at the next meeting.</p>
<p>5.2 Hazard issue: The covered walkway with runs from Elizabeth St to Barry St (Jessie Malignaggi). People are not supposed to ride their bikes along this stretch of</p>	<p>HSRs on campus, Jessie Malignaggi</p>

	<p>walkway, yet people still do. The signage that says “Walk your bike” is not adequate. It’s becoming dangerous having bike riders weave in and around people on such a narrow walkway.</p>	
	<p>5.4 Hazard issue: Pedestrian crossing, corner of Grattan and Barry St (Jessie Malignaggi). Cars that come from Barry St and turn right into Grattan don’t realise that there is a pedestrian crossing right there around the corner. Some cars are not stopping for people crossing the street. Report concerns to: Katherine Geddes, Assistant Project Director x 43930. Or use Snap Send Solve app to log OHS issues.</p>	<p>Update from Jessie at next meeting. If no update, then remove from Action items. Jessie clarified that it is the Pedestrian crossing of Grattan and Leicester Street. The response is that safety auditing has been conducted, and it was found that it complies with safety requirements with appropriate visibility and signage. Because it had no other complaints or feedback from the public regarding this crossing, so there is no action that will be taken this time. Jessie will check again once back on campus. Deanne suggests that more complaints are logged through Snap and Solve. Jessie or others can also raise this through their local OHS committees.</p>
	<p>5.3 Snap Send Solve – David Chan had issue with the app when the location is not strictly on campus – the report went to Melb City Council rather than UoM but not sure if then getting to UoM? David to pass on locations of those requests to show Stefan Delaney.</p>	<p>David Chan</p>
	<p>5.4 Lack of consultation with Faculty of Arts HSRs with regards to transparency of information about air quality and ventilation in the John Medley Building in particular, and in all Faculty of Arts buildings in general. Correspondence sent to Business Partner on 22 October requesting the particulars of any ventilation audit that had been carried out. Attached is the</p>	<p>Cathy Alizzi Carried over from Meeting 4, 2021.</p>

	response. Neither link sent in the response included the information requested. Due to lack of transparency HSR is advising staff with offices in John Medley who wish to return to campus that there may be risks around doing this.	
6	OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	
	6.1 What's happening at the OHSC	Paula Mitchell/Heather Daykin
	6.2 Progress of items previously raised at the OHSC	Paula Mitchell/Heather Daykin
	6.3 Items to be raised at the OHSC	Heather Daykin
7	OTHER BUSINESS	
	7.1 MS Teams and the HSR forum Roster	Heather Daykin
	7.2 Coffee with an HSR mentor	Heather Daykin
	7.3 e-scooters on campus	Heather Daykin
	7.4 HSR Term of office expiry, re-election as an HSR & DWG renegotiations - overview	Heather Daykin
	7.5 Any other business	Heather Daykin
7	NEXT MEETING <i>Friday 10th June, 2022</i>	

Circulation: All Employee HSRs at UoM
University HSR 2022 Meeting Schedule

Location:
Zoom

Time	Day	Date
11am-12pm	Friday	18 th March
11am-12pm	Friday	10 th June
11am-12pm	Friday	9 th September
11am-12pm	Friday	25 th November

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.

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.

HSR Alternate: Alternate HSR committee member for the OHSC. They are a pool of HSRs that can act as replacements for HSR committee members on the OHSC if they are unable to attend a meeting.

NTEU: National Tertiary Education Union. Organisation which represents employees in the national tertiary sector with regards to workplace rights and conditions, OHS etc.