



## **Employee Health & Safety Representative Meeting 3 Agenda**

**Date:** Friday, 16<sup>th</sup> September 2022

**Time:** 11:30am – 12:30pm

**Location:**

<https://unimelb.zoom.us/j/87519531222?pwd=ZFpJWCtzNlhiYm1nVTR2aGhwM1VTdz09>

(if prompted for password, please enter: HSR2022)

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

### **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>	<b>INTRODUCTIONS</b>  <b>WELCOME</b>  <b>ATTENDANCE</b>  <b>APOLOGIES</b>  Paul Cheng Victoria Rayner (Centre for Youth Mental Health) maternity leave
<b>2</b>	<b>ELECTION OF HSRs TO THE OHSC</b> All of the HSR positions on the University OHSC have been recently filled; so we currently have 6 HSRs and 4 alternatives. Alternatives are welcome to attend any meeting and may fill an HSR vacancy, with voting rights, if they are absent.

3	<b>GUEST SPEAKER</b> None today			
4	<b>CONFIRM PREVIOUS MINUTES</b>			
5	<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> <table border="1" data-bbox="336 555 1369 2031"> <tr> <td data-bbox="336 555 935 2031"> <b>5.1 Health and Safety issue: Windows in John Medley Building-</b>  (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 6<sup>th</sup> 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. </td> <td data-bbox="935 555 1369 2031"> <b>Cathy Alizzi</b>  Update:  Many Service Now requests to have windows open have been submitted and also hazard reports for ambient heat reasons. No air conditioning and many rooms become very hot in summer. Staff have been told they can work from home on a hot day, but not always plausible for academic staff. A meeting held to discuss changing the way windows could be opened, eg. bars on the windows or a grill. They didn't want to spend a lot of money on a building that will be refurbished in 2-5 years. Tinting doesn't make a large difference. There are chill beams in some locations but the windows do not open in those areas and they are not circulating air. Ventilation for COVID – CO2 monitors in most rooms. There are a few air purifiers in teaching areas. They are not </td> </tr> </table>		<b>5.1 Health and Safety issue: Windows in John Medley Building-</b> (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 6 <sup>th</sup> 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.	<b>Cathy Alizzi</b> Update: Many Service Now requests to have windows open have been submitted and also hazard reports for ambient heat reasons. No air conditioning and many rooms become very hot in summer. Staff have been told they can work from home on a hot day, but not always plausible for academic staff. A meeting held to discuss changing the way windows could be opened, eg. bars on the windows or a grill. They didn't want to spend a lot of money on a building that will be refurbished in 2-5 years. Tinting doesn't make a large difference. There are chill beams in some locations but the windows do not open in those areas and they are not circulating air. Ventilation for COVID – CO2 monitors in most rooms. There are a few air purifiers in teaching areas. They are not
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		<p>putting them in staff rooms or rooms where staff can meet students. There is progress since the last HSR meeting in 2021 because the HSRs in their area have persevered with management and have kept bringing it forward as an ongoing unresolved issue. They also held a public meeting with employees and within two days, they had higher management from the University attend the site. Ben Gook mentioned that with the portable CO2 monitors, you can download an app on your phone and you can store a few days of data. Redmond Barry and other buildings on campus have also had these sash windows changed without consultation and may encounter the same problems in terms of temperature and ventilation.</p> <p><b>Complete. Windows are now being changed to allow for ventilation</b></p>	
	<p><b>5.2 Hazard issue: The covered walkway with runs from Elizabeth St to Barry St</b> People are not supposed to ride their bikes along this stretch of walkway, yet people still do. The signage that says “Walk your bike” is not adequate. It’s becoming dangerous having bike riders</p>	<p><b>HSRs on campus</b></p> <p>Heather Daykin:</p> <ul style="list-style-type: none"> <li>○ Stefan Delaney (director of Health and Safety at the University) told us that those areas are not</li> </ul>	

	<p>weave in and around people on such a narrow walkway.</p>	<p>under the control of the Uni. It is the Metro Tunnel Project and Rail Projects Victoria who are responsible for those areas.</p> <ul style="list-style-type: none"> <li>○ In the past, strategies have been tried such as traffic controllers and customer service people to try and address this issue in the past</li> <li>○ Katherine Geddes (UoM liaison with the Metro Tunnel Project) has frequently raised these safety concerns for pedestrians at meetings.</li> <li>○ We suggested more signage around areas of high risk, so that people exiting buildings (such as the Med building or PDI/ Alan Gilbert) could be alerted to look out for cyclists in those areas.</li> <li>○ Stefan/University will request the Metro Tunnel Project team to review their risk controls including signage and customer service contractors. They will also review signage on campus to alert pedestrians to the risks near exits.</li> <li>○ Waiting for more information about this at the next OHSC which is coming up soon.</li> <li>○ Cathy Alizzi mentioned that she submitted hazard reports for Gate</li> </ul>	
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		<p>10 but did not receive any feedback.</p> <ul style="list-style-type: none"> <li>○ Heather encouraged HSRs at the forum to submit a hazard report or report via Snap, Send, Solve, to keep reporting the hazard.</li> <li>○ Paula Mitchell said that signage will be updated for the PDI (organised through Katherine Geddes).</li> </ul> <p><b>In progress</b></p>	
<b>6</b>	<b>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>		
	<b>6.1</b> What's happening at the OHSC	<b>Paula Mitchell/Heather Daykin</b>	
	<b>6.2</b> Progress of items previously raised at the OHSC	<b>Paula Mitchell/Heather Daykin</b>	
	<b>6.3</b> Items to be raised at the OHSC	<b>Heather Daykin</b>	
<b>7</b>	<b>OTHER BUSINESS</b>		
	<b>7.1 Health and Safety Committee/Management issues:</b> HSR colleagues are having issues with management and DWG communication. Unable to communicate with DWG Suggestions that management will communicate with worker on our behalf. This came to a head when management wanted to dissolve the OHS committees and did not want to us to consult with the DWG members	<b>Helen Billman-Jacobe</b>	
	<b>7.2</b> Coffee with an HSR update	<b>Heather Daykin</b>	
<b>7</b>	<b>NEXT MEETING</b> <b>Friday 25<sup>th</sup> November 2022</b>		

Circulation: All Employee HSRs at UoM

**University HSR 2022 Meeting Schedule**

**Location:**

**Zoom**

<b>Time</b>	<b>Day</b>	<b>Date</b>
<del>11am-12pm</del>	<del>Friday</del>	<del>18<sup>th</sup> March</del>
<del>11am-12pm</del>	<del>Friday</del>	<del>10<sup>th</sup> June</del>
11am-12pm	Friday	9-16 <sup>th</sup> September
11am-12pm	Friday	25 <sup>th</sup> 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.