



Employee Health & Safety Representative Meeting 4 - 2022

Date: Friday 25th November, 2022

Time: 11:00am – 12:00pm

Location: Zoom meeting

Chair: Ms Heather Daykin, HSR Dept Biochemistry & Pharmacology, FMDHS

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	<p>INTRODUCTIONS Introductions were not done during this meeting due to time restrictions.</p> <p>WELCOME Heather welcomed all attendees.</p> <p>ATTENDANCE The attendance list was not saved and so there is not a complete record of who attended. Please let me know if you attended and your name isn't on the list. Paula Mitchell, FMDHS @Doherty Institute Dinidu Wijesurendra, FVAS Faculty, Parkville Ben Gook, Faculty of Arts Andrew Martel, Architecture, Building & Planning (academics) Lynn Tran, Biochemistry & Pharmacology (WEBs building) Heather Daykin, Biochemistry & Pharmacology (Medical building) Jessie Malignaggi – Global Learning (SASS) Jinghan Lu – Dept of Infrastructure Engineering Darren Hocking – SGEAS Helen Billman-Jacobe – Veterinary Biosciences Sherah Kurnia – School of Computing and Information systems (Academic) Andie Moore – Science Administration</p>
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	<p>David Chan – FEIT Professional Staff (Melbourne Connect Building) Ray Furmston – FEIT Professional Staff (Parkville)</p> <p>APOLOGIES</p> <table border="1"> <thead> <tr> <th>Name</th> <th>DWG representing</th> </tr> </thead> <tbody> <tr> <td>Hayley Barker</td> <td>Melbourne Medical School - Berkeley</td> </tr> <tr> <td>Helen Hayden</td> <td>FVAS - Parkville (Agriculture)</td> </tr> <tr> <td>Susan Karpasitis</td> <td>Law Faculty</td> </tr> <tr> <td>Meredith Potter</td> <td>Chemistry</td> </tr> <tr> <td>Xavier Cadorel</td> <td>Faculty of Architecture, Building and Planning academic staff</td> </tr> <tr> <td>Paul Cheng</td> <td>FVAS - Dookie (Agriculture)</td> </tr> <tr> <td>Victoria Rayner</td> <td>Centre for Youth Mental Health (maternity leave)</td> </tr> <tr> <td>Sue Hill</td> <td>School of Psychological Sciences, Academic Programs</td> </tr> </tbody> </table>	Name	DWG representing	Hayley Barker	Melbourne Medical School - Berkeley	Helen Hayden	FVAS - Parkville (Agriculture)	Susan Karpasitis	Law Faculty	Meredith Potter	Chemistry	Xavier Cadorel	Faculty of Architecture, Building and Planning academic staff	Paul Cheng	FVAS - Dookie (Agriculture)	Victoria Rayner	Centre for Youth Mental Health (maternity leave)	Sue Hill	School of Psychological Sciences, Academic Programs
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2	<p>ELECTION OF HSRs TO THE OHSC</p> <p>Heather Daykin’s term of office on the University OHSC expired 9th Sept 2022. A call for nominations to fill the one vacancy on the OHSC was sent to the HSR list and there were two nominations accepted; Heather Daykin and Laura Juliff. Voting will close on Monday 28th November, and votes to be sent to Dani Norman as per the email sent to the group.</p> <p>Cathy Alizzi will be leaving her DWG before the end of the year and this will open up another vacancy for an HSR on the OHSC.</p> <p>Action item: Call for nominations for Cathy Alizzi’s HSR position on the OHSC in 2023.</p>																		
3	<p>GUEST SPEAKER</p> <p>None at this meeting</p>																		
4	<p>CONFIRM PREVIOUS MINUTES</p> <p>Minutes from the previous meeting were confirmed unchanged (by David Chen)</p>																		
5	<p>ACTION ITEMS</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"> <tr> <td> <p>5.1 Hazard issue: The covered walkway which runs from Elizabeth St to Barry St This issue extends to walkways outside:</p> </td> <td> <p>HSRs on campus Update: Heather Daykin – new stencils around Medical building</p> </td> </tr> </table>	<p>5.1 Hazard issue: The covered walkway which runs from Elizabeth St to Barry St This issue extends to walkways outside:</p>	<p>HSRs on campus Update: Heather Daykin – new stencils around Medical building</p>																
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	<ul style="list-style-type: none"> • Medical building • Peter Doherty Institute • Alan Gilbert bldg. • Gate 10 (outside Engineering) <p>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 weave in and around people on such a narrow walkway.</p>	<p>Lynda Boldt – new stencils around Alan Gilbert building</p> <p>Previously:</p> <ul style="list-style-type: none"> ○ This is an Action item at the University OHSC and it was escalated again to the Cross Yarra Partnership who are responsible for these matters around the Metro rail project. ○ At the end of June, Paula and Heather received an email from Katherine Geddes with a proposal from CYP to readdress this issue. It included solutions such as new signage and stencils on the ground, putting pedestrian awareness line-marking at building entry points to prompt cyclists to slow down, placing tags on bikes parked around the construction site to encourage cyclists to walk their bikes, and communication through the Bicycle Network’s newsletter. ○ I distributed this email to the HSR community at the University and received some valuable feedback. This feedback was passed back to Katherine and Stefan Delaney. ○ New stencils on the ground were installed on the ground near the Med building (West wing approach) since the walkway has been altered • Paula Mitchell has been told that the gantries along Grattan street will be slowly removed over the next 6 months and so nothing has been done as they proposed earlier in the year, because foot and bike traffic will be diverted away from those problems areas. <p>Previously: Heather Daykin:</p> <ul style="list-style-type: none"> ○ Stefan Delaney (director of Health and Safety at the University) told us that those
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		<p>areas are not 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"> ○ In the past, strategies have been tried such as traffic controllers and customer service people to try and address this issue in the past ○ Katherine Geddes (UoM liaison with the Metro Tunnel Project) has frequently raised these safety concerns for pedestrians at meetings. ○ 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. ○ 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. ○ Waiting for more information about this at the next OHSC which is coming up soon. ○ Cathy Alizzi mentioned that she submitted hazard reports for Gate 10 but did not receive any feedback. ○ Heather encouraged HSRs at the forum to submit a hazard report or report via Snap, Send, Solve, to keep reporting the hazard. ○ Paula Mitchell said that signage will be updated for the PDI (organised through Katherine Geddes). <p>Ongoing – keep on agenda to track progress</p>
	5.2	Complete:

	<p>ELECTION OF HSR(s) TO THE OHSC</p> <p>Heather Daykin’s term of office on the University OHSC expired 9th Sept 2022. Therefore, Heather will send out a call for nominations for the HSR position to the group via email. Heather noted that she is happy to renominate for the 3-year position but others are welcome to nominate too. If there is more than one nomination, then an election will be held.</p>	<p>Email sent out 11/11/22 Voting deadline: CoB Monday the 28th of November 2022</p>
	<p>5.3 Health and Safety Committee/Management issues:</p> <p>Helen and other HSRs at the University are having issues with management and DWG communication. Management are unwilling to share DWG member lists or email addresses so HSRs are unable to communicate with DWG members. Some areas have suggested that management will communicate with DWG members on their behalf. At FVAS, this came to a head when management wanted to dissolve the OHS committees and did not want to consult with the DWG members first. They also wanted to dissolve the OHS committees due to the compliance burden.</p> <p>The group agreed that it was inappropriate for management to consult on an HSR’s behalf.</p> <p>There are privacy concerns from managers in some areas about the release of email lists and believe that it’s a breach of privacy. In terms of the OHS Act 2004, this only relates to medical information, which is subject to privacy.</p> <p>Heather Daykin had emailed “Ask Renata” on the OHS Reps website and received a response: Under section 69 an employer must allow an HSR for the DWG to have</p>	<p>Helen Billman-Jacobe</p> <p>Helen is an apology for today’s meeting.</p> <p>Update from Heather Daykin: This issue was brought to the latest UoM OHSC meeting and there was quite a bit of discussion on it.</p> <p>Stefan Delaney said that the Section 69 quoted by “Ask Renata” (and sent to the HSR group by Heather) did not apply specifically to getting lists of DWG members because it applies to specific Regulations. Therefore, we still don’t have something from the OHS Act that gives us more power to obtain these DWG member lists. Stefan told us the UoM central OHS team would support HSRs and help to get DWG member lists if asked so that they could consult with them. It would most likely be a snap-shot in time of the member list due to the constant changes in staff.</p>

	<p>access to information that the employer has relating to:</p> <ul style="list-style-type: none"> – actual or potential hazards arising from the conduct of the business or plant and substances used in the workplace – the health and safety of members of the DWG that the HSR is authorised to represent, which may include independent contractors and their employees. <p>An employer must also provide such other facilities and assistance to an HSR for the DWG as are necessary to enable the HSR to exercise their powers under the OHS Act.</p> <p>Agreement by the group that this issue should be brought to the OHSC, as it applicable across multiple faculties.</p>	<p>Lynn Tran commented that FVAS was moving into the Faculty of Science and it should be noted that their DWG’s may be affected by the change. Although, it was thought by a couple of HSRs that their DWGs would stay the same. Heather commented that when her Department merged with another a couple of years ago, there was renegotiation of the DWGs so that they reflected the new structure and covered all of the locations of the new Department, despite the DWG memberships hardly changing. Dinidu, who is an HSR in FVAS, said that there are ongoing discussions.</p> <p><u>Action item:</u> Heather Daykin to send email to the HSR group with the information she received from VTCH via the “Ask Renata” function on the OHS Reps website, that covers the right to communication with your DWG members Complete</p>		
6	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p> <table border="1" data-bbox="395 1599 1374 1960"> <tr> <td data-bbox="395 1599 1177 1960"> <p>6.1 What’s happening at the OHSC</p> <p>Items of note from the University OHSC Meeting 3 held on 14th October, 2022 (minutes not available yet):</p> <ul style="list-style-type: none"> • Pandemic order from the Victorian Government lapsed on the 13th October. As a consequence, the University had to update their Covid safe plan (see Item 7). </td> <td data-bbox="1177 1599 1374 1960"> <p>Heather Daykin</p> </td> </tr> </table>		<p>6.1 What’s happening at the OHSC</p> <p>Items of note from the University OHSC Meeting 3 held on 14th October, 2022 (minutes not available yet):</p> <ul style="list-style-type: none"> • Pandemic order from the Victorian Government lapsed on the 13th October. As a consequence, the University had to update their Covid safe plan (see Item 7). 	<p>Heather Daykin</p>
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	<ul style="list-style-type: none"> ○ Dinidu asked if any fellow HSRs gave feedback on the new covid-safe plan. He had concerns that it didn't include covid quarantine leave any more. ○ Heather noted that when she attended the HSR conference in October she learnt that most other Universities and institutes did not have quarantine leave like UoM did. Their staff had to use sick leave and other forms of leave. ● Encouragement to download and use the new SafeZone app ● New EAP (Employee Assistance P) provider has been initiated and they have expanded services compared to the previous provider. It is for staff and family members. ● The Psychological Health regulations are still in draft form and the release date has been pushed back to next year 		
	<p>6.2 Progress of items previously raised at the OHSC</p> <ul style="list-style-type: none"> ● Access to DWG lists was discussed (see Item 5.3) ● Katherine Geddes, the University liaison with Metro Rail spoke to the OHSC group about upcoming changes for pedestrians: <ul style="list-style-type: none"> ○ Gantries around the PDI, Alan Gilbert and Medical building are being systematically removed and foot paths closed. Not all at the same time to maintain pedestrian access. Therefore, this will affect cyclist traffic as well. 	Heather Daykin	
	<p>6.3 Items to be raised at the OHSC</p> <ul style="list-style-type: none"> ● No supporting policy around access to DWG lists for management to use as a source of information – this is still an action item at the OHSC and will be brought up again. 		
7	OTHER BUSINESS		
	<p>7.1 Covid safe plan updated: COVID safe plan has been open for consultation and ended for feedback on the 11th November. Hopefully some of you were able to give some feedback. The updated version of the Covidsafe plan has been released and available on the University website.</p>	Heather Daykin	
	<p>7.2 HSR conference:</p> <ul style="list-style-type: none"> ● There were a few familiar faces there on the day and once again it was a fantastic event. Three HSRs 	Heather Daykin	

	spoke about an issue that they resolved in the workplace and it was inspiring listening to hear them speak about their issue resolution journeys.	
	<p>7.3 Any other business</p> <ul style="list-style-type: none"> • UVet now closed and there were 80 redundancies • Psychosocial risk during this change and closure of • Cathy Alizzi put in a PIN to the Faculty of Arts for a psychosocial issue. Worksafe were called in and a review is being undertaken including Stefan Delaney and his central OHS team. The request was for more staffing. • Cathy put together her own DWG list to email her DWG members to host a meeting to raise the profile of HSRs in their DWG and promote raising psychosocial issues which is an ongoing issue. • Their local OHS business partner is doing a survey around the status of mental health in their faculty. • Next year we will continue the HSR forum meetings and keep encouraging everyone to attend when you can. You all play a very important role in our huge workplace. Thank you for the increased participation in the meetings this year with new voices speaking up to generate great health and safety discussions. 	<p>Dinidu Wijesurendra</p> <p>Ben Gook</p> <p>Heather Daykin</p>
8	NEXT MEETING TBA in 2023	

Circulation: All Employee HSRs of UoM
University HSR 2023 Meeting Schedule

Meeting	Date	Time	Location
1	TBA		
2	TBA		
3	TBA		
4	TBA		

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>

Whoever is on the roster for updating the list will notify the Chair of who has expired/expiring (usually marked in red on the HSR list. Chair will notify the person responsible for compiling the Agenda.

HSR	DWG	Expiry date
David Belton	Science - Geography, Earth and Atmospheric Sciences	1 Sep 2022
Ashley Cross	Staff who work with the School of Music across all buildings and both the Southbank and Parkville Campus	31 Jan 2023
Phillipa Knack	Faculty of Architecture, Building and Planning professional staff	6 Apr 2023
Dinidu Wijesurendra	FVAS - Faculty (Parkville)	21 May 2023
Winnie Huang	Melbourne Graduate School of Education staff	19 Aug 2023
Nick Archer	Melbourne Graduate School of Education staff	19 Aug 2023

HSRs on the OHSC:

HSRs on the OHSC (6 voting positions plus alternates):

Name	DWG	Role (member/alternate)	Elected
Heather Daykin	School of Biomedical Sciences – Biochemistry & Pharmacology (Medical Building)	Member	Aug 2019 expired
Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Jun 2020
Cathy Alizzi	Faculty of Arts	Member	March 2022
Lynda Boldt	Research, Innovation & Commercialisation - Parkville	Member	March 2022
Helen Billman-Jacobe	Faculty of Veterinary & Agricultural Sciences - Parkville (Veterinary)	Member	March 2022
Dinidu Wijesurenda	Faculty of Veterinary & Agricultural Sciences – Faculty (Parkville)	Member	March 2022
Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology (WEBs building)	Alternate	Nov 2017
David Chan	Engineering & Information Technology – Professional Support Groups	Alternate	
Sunnia Rajput	Bio21 Institute	Alternate	
Meredith Potter	Chemistry	Alternate	

Please note: HSR members on the committee have voting rights if a vote is required. Alternates can attend meetings as a substitute for an absent HSR member (and therefore hold voting rights), or as an alternative to observe and be involved in discussions, but does not hold voting rights in the alternate capacity.

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC) as a committee member

The upcoming meeting on date TBC to the OHSC as an alternate committee member.

Alternates help fill the vacancies we occasionally get on the OHSC when regular HSR committee members cannot attend.

All HSRs are encouraged to nominate for these positions and participate in the election process.

The following information has been included to provide some background information on the committee.

What is the role of the 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.

Who are the members of OHSC?

Management Representatives

Dean or Executive Director appointed by the Vice-Chancellor or nominee

Dean of a Faculty or Graduate School or nominee

Executive Director, Human Resources and OHS or nominee

Executive Director, Infrastructure Services or nominee

Executive Director, Academic Services & Registrar or nominee

Associate Director, Health and Safety or nominee

Employee Health and Safety Representatives

Six employee Health and Safety Representatives (HSR), elected by the University's employee HSRs in accordance with the Terms of Reference of this Committee.

The term of office for other than ex-officio members is three years.

Alternates

Each committee member may nominate an alternate to represent the committee member in their absence.

HSR members may only nominate alternate from the pool of current employee HSRs from the University of Melbourne.

Management representative members may only nominate alternate from the pool of current management representatives from the University of Melbourne.

Office Bearing Positions

Chairperson: A Committee Chairperson shall be a Dean or Executive Director appointed by the Vice-Chancellor, endorsed by the Committee at the first meeting of each calendar year.

Deputy Chairperson: A Deputy Chairperson shall be an employee HSR member elected by the OHSC. The Term of Office for the Deputy Chairperson shall be one year.

Minutes Secretary: The OHSC may appoint a minute's secretary to support the committee. The Minutes Secretary shall not hold voting rights.

Committee Secretary: The Associate Director, Health and Safety shall act as Committee Secretary to support the Committee.

Gender balance observers

Nominated by the Chair, if required.

Observers – without voting rights

One student nominated by UMSU Incorporated. One nominee of the President, University of Melbourne Graduate Student Association.

Other observers as determined by the Committee and invited by the Committee Secretary. Observers may provide reports to the OHSC.

Quorum

The Quorum for the Committee is six (6) members, at least three (3) of whom must be employee Health and Safety Representatives.

What is the term of office?

The term of office for other than ex-officio members is three years.

How often does the OHSC meet?

The Committee meets 4 times a year.

What is the election process?

A summary of the nominee's election statements will be circulated to all HSRs for consideration. HSRs will vote for their preferred candidate/s using an election ballot form which will be circulated via email with the election statements. The ballot paper will then be filled out by the HSRs and sent back to the returning officer (usually a member of the Health & Safety Services, Business Services team) who will also verify the counting. The candidate with the majority of votes will be elected. The Returning Officer will report back to the OHSC for confirmation. Results will be circulated to all HSRs.

I am an elected HSR committee member on the OHSC and cannot attend a meeting, what is the process?

HSR committee members who cannot make a meeting should arrange one of the alternates to attend on their behalf. You should also notify Hexing Yang: hexing.yang@unimelb.edu.au as committee secretary of the OHSC, for noting and reporting.

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.