



Employee Health & Safety Representative Meeting

Date: Thursday 13th February 2020
Time: 12:30pm-1:30pm
Location: Seminar Room A, Ground Floor RDHM.
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.

1	INTRODUCTIONS WELCOME APOLOGIES	
2	CONFIRM PREVIOUS MINUTES (Paper 2)	
3	ACTION ITEMS 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>	
	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.	Chair/Physics HSR
	3.2 HSR List HSR List to be reviewed to confirm DWGs.	Health and Safety

		Services Team
	3.3 Building 199- Cleaning Cleaning timing for building 199, University services building. They are conducting cleaning early morning before and during staff arrival.	Jessie Malignaggi
4	OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	
	4.1 What's happening at the OHSC	Deanne Catmull
	4.2 Progress of items previously raised at the OHSC	Deanne Catmull
	4.3 Items to be raised at the OHSC	Deanne Catmull
5	OTHER BUSINESS	
	5.1 HSR Roster (Paper 5.1)	Deanne Catmull
	5.2 HSR Committee Terms of Reference (Paper 5.2)	Deanne Catmull
6	NEXT MEETING <i>Thursday 19th May 2020, 11:00am-12:00pm, 5th Floor Meeting Room RDHM.</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: 5th floor meeting room, RDHM.

Time	Day	Date
11am	Thursday	13 February
11am	Tuesday	19 May
3pm	Thursday	20 August
3pm	Tuesday	10 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
Peter Mason	Arts/Faculty of Arts	28 March 2020
Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's	30 April 2020
Breanna Mcinnes	School of Biomedical Sciences - Biomedical Sciences Animal Facility	23 rd Feb 2019
Andres Diaz	Veterinary and Agricultural Science/Parkville	7 th Dec 2019

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
Dr Andres Diaz	Veterinary and Agricultural Science	Member	Feb 2017
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Feb 2017
Ms Calista Sim	Melbourne School of Health Sciences (B)	Alternate	May 2018
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
Ms Harpreet Bhatia	Academic Services - Stop 1 and Student Service Coordination	Alternate	Nov 2019

THE UNIVERSITY OF MELBOURNE

HEALTH AND SAFETY REPRESENTATIVES MEETING
MEETING 4/2019 — WEDNESDAY, 13 NOVEMBER 2019

A meeting of the Health and Safety Representatives was held on Wednesday, 13 November 2019, in Tutorial Room 273, Level 2, Chemistry Building.

1. ATTENDANCE

1.1. WELCOME/APOLOGIES

PRESENT: Deanne Catmull (Chair- Melbourne Dental School)
William Shieh (Melbourne School of Engineering)
Paula Mitchell (School of Biomedical Sciences - MDHS @Doherty)
Heather Daykin (School of Biomedical Sciences - Pharmacology and Therapeutics)
Wayne Davidson (Melbourne School of Population and Global Health A and B)
Cathy Alizzi (Faculty of Arts)
Juan Saavedra (Project Services)
Colin James (Faculty Operations and individual centres - Faculty Services (A))
Shirley Els (Physics)
David Chan (Melbourne School of Engineering)
Andrew Hammond (School of Biomedical Sciences – Physiology)
Paulo Vaz-Serra (Architecture-Academic)
Aira Nugid (School of Biomedical Sciences - Anatomy and Neuroscience)
Andrew Short (Engineering)
Robert Gordon (Melbourne School of Engineering)
Sunnia Rajput (Bio21)

APOLOGIES: Ashley Cross (Music - Southbank)
Harpreet Bhatia (Academic Services Stop 1 and Student Service Coordination)
Helen Morgan (Academic Services - Scholarly Services East)
Meredith Potter (Chemistry)
Christopher Nolan (Performing Arts, Music Theatre)
Lynda Boldt (RIC)
Victoria Rayner (Centre for Youth Mental Health)
Hayley Barker (General Practice)
Amy Hampson (Otolaryngology)
Raelene McIntyre (Veterinary, Werribee)
Kate Hayes (Chancellery)
Graham Sadler (Engineering)
Benjamin Circona (Faculty Operations and individual centres - Faculty Services (B))
Kate Brody (Otolaryngology)
Jessie Malignaggi (Global Learning)
Jennifer Fox (Biosciences Teaching)
Brooke Farrugia (Melbourne School of Engineering)

1.2 INTRODUCTIONS

Deanne Catmull welcomed the attendees to the last meeting for 2019.

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

2. ELECTION OF AN ALTERNATE HSR TO THE OHSC

The Chair informed the Committee that one nomination had been received for the position of an HSR alternate committee member on the OHSC. An alternate committee member can attend the OHSC in place of a standing committee member if they are unable to attend.

A ballot paper was circulated to all members with the Health, Safety and Emergency Officer, Ms Hexing Yang acting as Returning Officer.

Ms Yang received 10 out of 10 votes confirming the election of Ms Harpreet Bhatia (HSR-Stop1) as an alternate HSR on the OHSC. Congratulations!

**Post meeting note: The Chair would also like to acknowledge the offline election of Ms Kate Hayes as an HSR committee member on the OHSC on the 10th September 2019. Congratulations, and welcome to the OHSC!*

3. GUEST SPEAKER: MS DEANNE CATMULL (CONVENOR OF HSR COMMITTEE AND HSR OF MELBOURNE DENTAL SCHOOL) TITLE: "SO I AM A HSR, NOW WHAT?"

Deanne presented the Power point attached (Paper 3).

The presentation provided HSRs with an introduction to the newly developed: "Coffee with a HSR program" which has recently been piloted with great success.

Deanne asked for feedback on the new "Stepping up as a HSR-Useful information, resources and contacts" (page 3) provided by the Health and Safety Services team. The attachments will be sent to the University HSR list for comment in the coming weeks.

4. CONFIRM MINUTES FROM PREVIOUS MEETING

The Minutes of Meeting 3/2019 held on Wednesday, 28 August 2019, were confirmed as an accurate record.

5. OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

5.1 WHAT'S HAPPENING AT THE OHSC

The OHSC met on the 31st of October 2019.

The Animals on Campus guidelines will be available by the next meeting (includes guidance for bringing pets to work, animals in training and assistance animals).

The Coffee with a HSR program has been approved for funding. Logistics around supervision permission and financing the program need to be finalized.

A campus wide disability audit has been completed; several new handrails have been installed.

Non-complaint cladding works will commence in early November focusing on buildings deemed to have a higher flammability risk. Six buildings in total to be rectified.

Façade repair works are underway on several buildings including: Babel and Chem West.

New Gallagher access control system rolled out across campus is almost complete.

Paving works on Union Rd, Old Quad and South Lawn have been completed. More works to follow as a result of a slips, trips and falls audit on the Parkville campus.

Building 164 "Old Radiation" Heavy metal soil contamination has been processed and removed.

Several incidents have been reported to Campus/Project Services related to ceiling attachments/decorative features around campus (e.g fans, projectors, ceiling grids). Advice from Building advisors has been sought to rectify these issues.

A new Cybersecurity Training module will be released on Train Me in the next few weeks. All staff will receive an email reminder to complete this training.

5.2 PROGRESS OF ITEMS PREVIOUSLY RAISED AT THE OHSC

HSR actions were raised regarding Appropriate Workplace Behaviour for RHD students. The committee explained that the Appropriate Workplace Behaviour Training is driven by employment law which applies only to staff and policy relating to the appropriate behavior of students is covered by the Provost through student policy (Respect. Now. Always) which is how the organization chooses to operate (not driven by law). It was encouraged to report appropriate workplace behavior issues to the Faculty Student RHD Co-ordinator. Deanne encouraged HSRs to take this issue back to their local OHS committees for discussion and implementation at a local level, possibly through RHD student induction sessions as is currently undertaken by the Faculty of Science.

5.3 ITEMS TO BE RAISED AT THE OHSC

Coffee with a HSR program- finalize logistics around funding and supervision.

ERMS Incident Reporting module. Many HSRs do not receive notification of incidents via this system. Deanne was unable to locate the instructions to send reports to HSRs through the FAQ section of the module. Need to confirm if ERMS notification email still contains information to notify the HSR.

HSR list- is it possible to have another round of HSR nomination call outs in areas that do not yet have a HSR allocated?

Deanne highlighted that it remains unclear in some areas who the local OHS Business partner is. Deanne to discuss ways of rectifying this at the next OHSC.

6. OTHER BUSINESS

6.1 COFFEE WITH A HSR PROGRAM-UPDATE

Refer to Paper 3 (Power Point Presentation) and item 5.1.

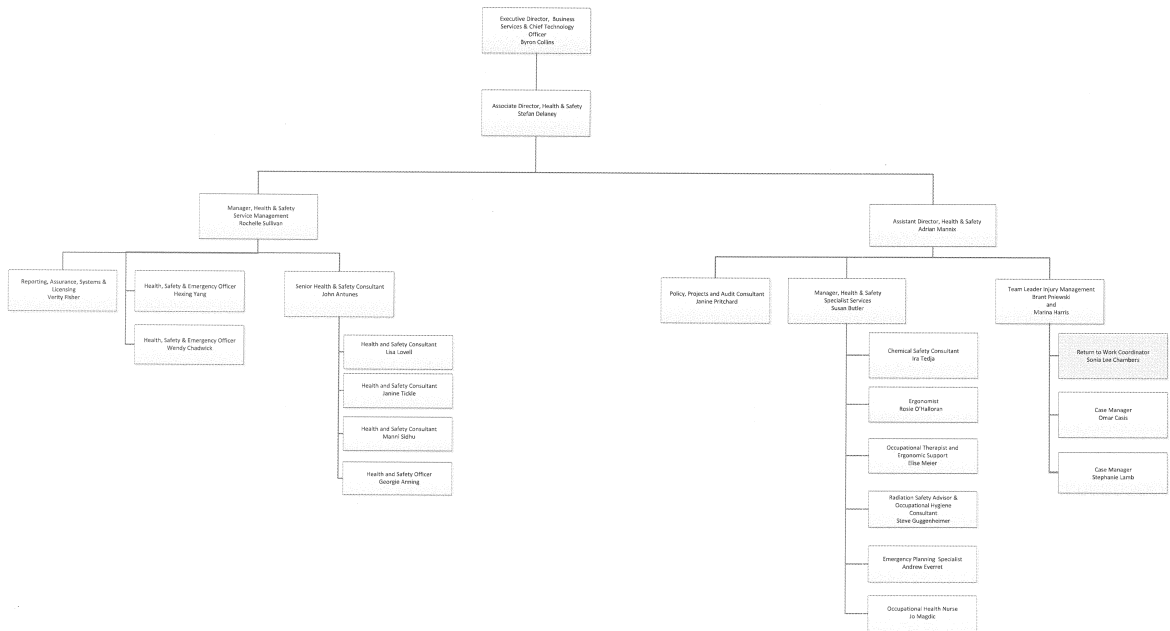
6.2 TERMS OF REFERENCE

To be reviewed Meeting 1/2020.

6.3 HEALTH AND SAFETY SERVICES, BUSINESS SERVICES TEAM RE-STRUCTURE

Deanne referred to an email from Susan Butler dated: 4th of October 2019. The new structure of the Health and Safety Services team can be found within the following flow chart:

Health & Safety Services, Business Services



6.4 WORKSAFE HEALTH AND SAFETY MONTH/HSR CONFERENCE 2019

Worksafe’s Health and Safety Month (main day) and the HSR conference ran back to back this year with some similar themes. Deanne encouraged all HSRs to take advantage of the paid leave entitlements under s69 of the Act to attend next year. Information and advice learnt is invaluable. Each HSR will take away key messages which will be different for everyone, hence the importance of attendance.

MP Jill Hennessy announced the introduction of Industrial Manslaughter Laws which will see up to 16.5 million dollar penalty fines given to negligent companies and up to 20 yrs jail for individuals who carry out dangerous work practises and possess unsafe equipment in workplaces. These laws will extend to silicosis claims.

A new annotated version of the OHS Act 2004 for HSRs was released by Victorian Trades Hall Council and a free copy given to every HSR that attended the conference. This annotated version is designed to assist HSRs in applying the legislation to various workplace OHS scenarios.

Look out for a new Employee Representatives guide from Worksafe coming in the new year.

Worksafe have a new HSR support advisor Kim Giles, contact details:

Office: 9940-4193 Mobile: 0478347799 email: kim_giles@worksafe.vic.gov.au

Key topics included: Workplace mental health and the “Workwell” program: https://www.workwell.vic.gov.au/toolkit?gclid=EAlaIqObChMIkrrw99jg5QIVzqmWCh2mvwf7EAYASAAEgI8wvD_BwE

HSR of the Year (Daniel Gili-Diamond Valley Pork) and the importance of getting out on the floor and talking to the employees you represent about OHS concerns. This can be during lunch breaks, at meetings or through Union representatives. Issue PINS where there is an immediate danger to OHS in the area, gain trust in your fellow employees and follow through with any concerns they may have Don’t be afraid to issue PINS on s35 (Consultation). This will be a Worksafe focus in the new year.

Gendered violence in the workplace. What is it? Non –sexual based, Gender based hiring, gender inequity, inappropriate allocation of tasks, racism, jokes, language. We normally think of OHS issues as physical things that kill you. What about the silent killers? Mental Health! Emerging issue but no clear laws to address it. It is not really addressed by anti-discrimination (more focused on sexual harassment) or not really addressed under OHS laws either (mental health but no expansion). Fair Work legislation only really deals with the bullying side of things. Regulation needs to come from a blended combination of the two using prevention styled framework given in the OHS laws combined with complexity of discrimination issues.

Psychosocial hazards and safe systems of work.

Psychosocial hazards (workload, pace, schedule) can lead to a mental health outcome. You can be harmed well before diagnosis and this is where we need to focus our attention.

It is most important that consultation and job design is considered as a prevention strategy.

How can we measure psychosocial status in the workplace? Workplace surveys. Culture and leadership. Can we incorporate this into workplace inspections as an alternative?

Focus on the language used –it’s not mental health, it is just “health”. It is not psychosocial safety, it’s just “safety”.

Need a “preventative first aid” program. Most current “mental health first aid” programs are great, but lack the preventative focus required.

Resilience training is ineffective e.g. Noise: we can’t train you so you can better adapt to noise in a workplace? This type of training doesn’t work for hazards.

Need psychosocial hazard identification in risk management.

Measuring OHS performance/outcomes. Presentation by Sharon O Neill based upon GRI403 overview: Global standard of reporting. **The way we currently measure safety is counterproductive.** It isn’t a physical property.

Getting the number is not the ultimate objective, we need insight into what the numbers tell us. Focus on the positives e.g. the number of days without loss time injury rather than focus on the negative (number of lost days LTIs).

LTI are a measurement of poor safety, not safety itself. They are an interpretation of damage to a business-how many event have disrupted our workplace (with links to financial costs) when our focus should be on the damage to the individual. An injury could occur on a Friday for example, then the employee recovers by the Mon (hence it is not recorded-inaccurate account of injury).

Make reports easier to understand (use charts, diagrams, colours etc).

Have better risk matrices with more focus on residual risk factors and consequences e.g How affective is training? Don’t just focus on numbers of training completed or uptake or compliance. How many events have happened that were not accounted for on the risk register?

Safety culture surveys- how do employees rate safety at the workplace?

6. NEXT MEETING

The meeting dates for the HSR Committee in 2020 will be confirmed in Dec/Jan. Please look out for an upcoming Doodle Poll to select appropriate days and times that work for you. Have a Merry Christmas and a very relaxing break! See you in 2020!

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>

RHD: Research Higher Degree Students.

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 **W**ork **G**roup 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.

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.*

NO	ITEM	ACTION	OFFICER/S RESPONSIBLE	STATUS
1 Aug 2019	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.	Chair/Physics HSR	In progress- HSR has contacted their Business Partner but is still not receiving Incident Reports.
2 Aug 2019	HSR List	HSR List to be reviewed to confirm DWGs	Health and Safety Services Team	In progress- Deanne met with Ms Hexing Yang and Ms Rochelle Sullivan in October to discuss the list. Hexing has added email hyperlinks to HSR names
3 Aug 2019	Coffee with a HSR program: meet with new Mentees	Meet with new HSR Chemistry.	Deanne/Andres/Heather/Hayley	Completed- Pilot program a success with very positive feedback. Program has been accepted for funding once logistics have been finalized with supervisor approval and financing.
4 May 2019	Building 199- Cleaning	Cleaning timing for building 199, University services building. They are conducting cleaning early morning before and during staff arrival.	Jessie Malignaggi	In progress – No update since August. Deanne suggested submitted a near miss report or a hazard report through ERMS and negotiating to do hazardous tasks early or after hours. Geoff suggested Jessie contacts Tony Campbell to discuss. Jessie has lodged a report through Service

				Now and spoken to Con but the matter has not been resolved. Deanne has recommended documenting as much as possible and channelling the issue through ERMS.
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 workspace, which is compulsory for all UoM staff	Paula Mitchell	Completed- See item 5.1 with recommendations for local areas. Any queries, please email Deanne Catmull: dcatmull@unimelb.edu.au

HSR Roster 2020

<u>Task/HSR meeting No</u>	<u>Meeting 1</u>	<u>Meeting 2</u>	<u>Meeting 3</u>	<u>Meeting 4</u>
<p><u>1. Chair</u> Chair is usually Deanne Catmull. If Deanne cannot attend, Chair will be offered to other HSRs that sit on the OHSC.</p>	Deanne Catmull	Deanne Catmull	Deanne Catmull	Deanne Catmull
<p><u>2. Minute taker/ minute typist</u> Happy for the role to be split if this makes it easier. Please stipulate if you would like the role split in this form. If the role is split, the minute taker MUST transfer a copy of the attendance roll call and the minute template with minutes to the typist via email after the meeting or if written in a clear and legible manner, it can be passed to the typist after the meeting). Templates for taking the minutes will be supplied prior to each meeting by the Chair as well as a template to type the minutes up which will usually be a copy of the previous meeting minutes which can be easily cut and pasted. The typist must send the copy of the minutes plus any supplementary information (Guest speaker presentations, brochures, scanned information and contact details etc) to the Chair 2 weeks after the HSR meeting for review and circulation.</p>	Deanne Catmull			
<p><u>3. Guest speaker selection</u> Find a current area of interest and locate a Guest speaker to come and present at the meeting (10-15 min max presentation). Notify the Chair during the call out for Agenda items. (Not critical for each meeting but preferable).</p>	Deanne Catmull			Deanne Catmull
<p><u>4. Check and update local HSR list</u> Our local HSR list is a private group list that Deanne created to Check the HSR list:</p>	Deanne Catmull		Deanne Catmull	

<p>http://safety.unimelb.edu.au/data/assets/pdf_file/0008/1780487/HSR-list.pdf and compare it to the current group list (Deanne will allow administration access to do this). If someone is missing off our group list, add them in from the global address list (Instructions can be sent). If they are on our list but no longer appear on the University list, send off an email to confirm HSR status and Cc Deanne (dcatmull@unimelb.edu.au) (Deanne will send a template for this process). Please notify Deanne and ohs-enquiries@unimelb.edu.au if there is someone who needs to be added or deleted from the University list.</p>				
<p><u>5. Agenda</u> Call for HSR minute Agenda items two weeks prior to the set meeting date (template to be sent). Send out the set Agenda the Monday before each meeting including a copy of the previous meeting minutes and any other supplementary information to go with them (guest speaker presentations, scanned copies of brochures, procedures, contact details etc (Deanne can send these to you).</p>	Deanne Catmull			
<p><u>6. Apologies</u> Collect apologies for the meeting based upon responses to calendar meeting entries and also responses gained via email.</p>	Deanne Catmull	Deanne Catmull		

The University of Melbourne Health and Safety Representatives Committee

Terms of Reference

The University Health and Safety Representatives Committee is a representative consultative committee reporting to the University Occupational Health and Safety Committee as well as to local Departmental OHS committees.

1. MEMBERSHIP

The membership of this committee will be made up from all elected University HSRs.

A HSR may also choose to delegate a representative to attend meetings in their absence if they so wish. HSRs shall notify the chair of a delegate's attendance.

Office Bearing Positions

Chair: The Chair will officiate and conduct the HSR committee meetings, coordinate and oversee volunteer roles via the HSR Roster and ensure committee documentation is shared, published and available to all staff. Where the Chair cannot attend the meeting, another HSR from the current pool of HSRs on the University OHSC may chair the meeting on their behalf.

Minutes Secretary: A Minute Secretary will record the minutes on a rotating basis where required and may be any volunteer from the committee. The Minutes Secretary may also choose to type the minutes after the meeting or delegate the task to another committee volunteer.

Observers: Any member of staff that has been appointed to represent a HSR committee member in their absence.

Quorum: The quorum for the committee is six members.

2. TERMS OF REFERENCE

The University HSR Committee is an engagement and networking strategy to build attendance & participation in all matters Health and Safety across the University. The aim is also to use the meeting to:

1. Provide a report to all HSRs on matters arising at the OHSC and collect feedback to take back to the OHSC meetings.
2. Facilitate co-operation 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 by discussing unresolved local or broader issues being experienced on campus and bringing the items raised to the OHSC.
3. Elect HSRs to the OHSC in accordance with the University of Melbourne processes and procedures when the terms of office for those committee members have expired.
4. Hold quarterly meetings.
5. Invite OHS advisors/experts to present at meeting on relevant/hot topics as a means of increasing awareness, knowledge and active participation in OHS matters.

Original Version created: 18th November 2015

Version: 5.0

Authorised by: The University Health and Safety Representatives Committee

Reviewed: 13th February 2020

Next Review: February 2021

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3. STANDING AGENDA ITEMS

- Attendance/apologies.
- Introductions
- Election of HSRs to the OHSC (see above).
- Presentation by a guest speaker
- Minutes of the previous meeting including discussion on matters arising/outstanding action items from previous minutes.
- Action items remaining from previous meetings.
- Reports and correspondence received by the Committee, including a report from the University OHS Committee detailing business conducted by the OHSC.
- Items to be raised at the OHSC
- Any other business

4. DELEGATIONS

The Committee may make recommendations to the University OHSC in relation to University health and safety policies, procedures, work instructions and guidelines where required.

5. LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

6. TERMS OF REFERENCE

The Committee will review and/or amend the Terms of Reference on an annual basis.

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