



Employee Health & Safety Representative Meeting

Date: Thursday 25th February 2021

Time: 2-3pm

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

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.

1	<p>INTRODUCTIONS</p> <p>HSRs and guests were introduced, and Deanne Catmull welcomed the attendees.</p> <p>WELCOME</p> <p>A brief round -the-table introduction was conducted to introduce the committee members and guests. Attendance was noted by recording the zoom meeting and attendees adding their names in the chat function.</p> <p>ATTENDANCE</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>Nick Archer</td><td>Education / Melbourne Graduate School of Education</td></tr><tr><td>Mark Betar</td><td>Engineering / Melbourne School of Engineering</td></tr><tr><td>Lynda Boldt</td><td>University Services/Research, Innovation and Commercialisation - Parkville</td></tr></tbody></table>	Name	DWG	Cathy Alizzi	Arts/Faculty of Arts	Nick Archer	Education / Melbourne Graduate School of Education	Mark Betar	Engineering / Melbourne School of Engineering	Lynda Boldt	University Services/Research, Innovation and Commercialisation - Parkville
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Kate Brody	Medicine, Dentistry and Health Sciences (Melbourne Medical School-Otolaryngology (A))
Deanne Catmull ©	Medicine, Dentistry and Health Sciences/Melbourne Dental School
Benjamin Cirona	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres-Faculty Services (B)
David Collins	Engineering / Melbourne School of Engineering
Wayne Davidson	Medicine, Dentistry and Health Sciences/Melbourne School of Population and Global Health (A) and (B)
Winnie Huang	Education / Melbourne Graduate School of Education
Colin James	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres – Faculty Services (A)
Leanne McCredden	University Services/Academic Services – Scholarly Services West
Jessie Malignaggi	Chief Operating Officer Portfolio/ Student and Scholarly Services – Student Success
Paula Mitchell	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences – MDHS @ Doherty
Trudie Molloy	Arts / Faculty of Arts School of Languages and Linguistics
Aira Nuguid	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences (Anatomy and Neuroscience)
Meredith Potter	Science/School of Chemistry
Victoria Raynor	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres – Centre for Youth Mental Health
Ben Schultz	Medicine Dentistry and Health Sciences / Melbourne School of Health Sciences (B)
William Shieh	Engineering/Melbourne School of Engineering
Paulo Vaz-Serra	Architecture, Building and Planning / Academic
Dinidu Wijesurendra	Veterinary and Agricultural Science / Parkville
Peter Woelert	Education / Melbourne Graduate School of Education
APOLOGIES	
Rinske Ginsberg	Fine Arts and Music / Performing Arts (Theatre)
Christopher Nolan	Fine Arts & Music / Performing Arts (Music Theatre)
Graham Sadler	Engineering and IT / Melbourne School of Engineering

	Andrew Hammond	Medicine, Dentistry and Health Sciences / School of Biomedical Sciences – Physiology						
	Melody Eotvos	Fine Arts and Music / Music						
	David Chan	Engineering / Melbourne School of Engineering						
	Lynn Tran	Medicine, Dentistry and Health Sciences School of Biomedical Sciences – Biochemistry and Molecular Biology)						
2	<p>CONFIRM PREVIOUS MINUTES</p> <p>Deanne Catmull apologised for Meeting 4/2020 cancellation due to a lack of volunteers on the HSR Roster.</p> <p>Minutes from Meeting 3/2020 were confirmed by Deanne Catmull as an accurate record with one amendment.</p>							
3	<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>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.</td> <td>On hold. Chair/Physics HSR. Chair will follow up with Shirley Els.</td> </tr> <tr> <td>3.2 HSR List HSR list has been updated on the Health and Safety website, looks quite different now as webpage. It is now easier to identify your business partner. It may need a few refinements in terms of how it is updated. Would like to see business partners actively seeking to recruit HSR's where there are blanks.</td> <td>Completed. HSR list updated by the Health and Safety Services Team. DWGs better clarified</td> </tr> <tr> <td>3.3 Coffee with an HSR Program – Financials Chair to follow up on potential funding options. A programme designed to mentor HSRs regarding H&S issues and especially those more relevant to University. Deanne is exploring options such as holding meetings over zoom as well as face to face.</td> <td>In progress. Chair will follow up and bring up at next OHSC meeting</td> </tr> </table>		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.	On hold. Chair/Physics HSR. Chair will follow up with Shirley Els.	3.2 HSR List HSR list has been updated on the Health and Safety website, looks quite different now as webpage. It is now easier to identify your business partner. It may need a few refinements in terms of how it is updated. Would like to see business partners actively seeking to recruit HSR's where there are blanks.	Completed. HSR list updated by the Health and Safety Services Team. DWGs better clarified	3.3 Coffee with an HSR Program – Financials Chair to follow up on potential funding options. A programme designed to mentor HSRs regarding H&S issues and especially those more relevant to University. Deanne is exploring options such as holding meetings over zoom as well as face to face.	In progress. Chair will follow up and bring up at next OHSC meeting
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	<p>Lynda Boldt, Nick Archer, David Collins, Ben Schultz, Winnie Huang, Cathy Alizzi and Peter Woelert, expressed interest in becoming mentees.</p> <p>Paula Mitchell volunteered to be a mentor.</p>	
<p>4</p>	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p> <p>4.1 What's happening at the OHSC</p> <p>Meeting occurred at the end of 2020, Deanne was unable to attend but did receive notes. Thank you, Kate Hayes.</p> <p>a) Concerns were raised mainly around return to campus and COVID safe practices and the consultation and communication with HSRs around those practices. Stefan Delaney has now developed a manager's guide for all return to campus planning, and within that guide it stipulates the need to consult with employees and their representatives. HSRs should bring this to their local OHS committees and if HSRs would like to see the guide, they can request one from management.</p> <p>If a HSR is not a member of their OHS committee Deanne encouraged them to join and attend them. HSRs have a right under the Act to be consulted about any workplace change that has health and safety implications.</p> <p>Deanne commented that it would be ideal when new HSRs started, they had access to a contact list of employees in their DWG and their location.</p> <p>HSRs were reminded that DWGs can be re-negotiated at any time if requested by the HSR. Paula Mitchell confirmed that DWGs had been restructured successfully in the faculty of MDHS. If HSRs are concerned about their DWG structures, Deanne can organise a meeting to discuss the process and provide assistance.</p> <p>b) Concerns were raised regarding how students access OHS material, especially risk assessments and SOPs (Sharepoint). Stefan Delaney is looking into this with IT.</p> <p>Deanne Catmull</p>	

	<p>c) A reminder to HSRs involved in Teaching and Learning- please be aware of COVID safe training and health declarations to be filled out before return to campus. Ensure physical distancing, wear masks where instructed, refer to the educators guide available for teaching staff, look for COVID safe ambassadors on campus and submit regular COVID safe behaviour reports (via ERMS).</p> <p>d) Works have been completed around campus, façade inspections, cladding safety work and roof work.</p> <p>e) Slips trips and audits are continuing across campus and will continue to increase as people return, and work will be done to minimise the hazards.</p> <p>f) Serious incidents – none of any note to report. There was a significant drop in reported incidents due to working from home. Please note that working from home is still considered a work place which the employer needs to ensure is safe and ergonomically sound. Incidents must still be reported.</p>	
	<p>4.2 Progress of items previously raised at the OHSC</p> <p>Animals on campus guidance was put on hold due to COVID– To be re-visited with return to campus and will be back on the Agenda again next meeting.</p>	<p>Deanne Catmull</p>
	<p>4.3 Items to be raised at the OHSC</p> <p>a) HSR list b) Coffee with an HSR Program</p>	<p>Deanne Catmull</p>
<p>5</p>	<p>OTHER BUSINESS</p> <p>5.1 HSR Roster</p> <p>Reminder that there are still some positions on the roster to be filled. Without your help, this committee cannot run. These roles provide a fantastic opportunity to expand your skillset, give back to the network, and are looked at favourably</p>	<p>Deanne Catmull</p>

	<p>in your CV and PDRs. Templates and instructional material are provided and are easy to follow. See the link: HSR Roster</p>	
	<p>5.2 Psychosocial Health Standard VTHC</p> <p>https://www.ohsrep.org.au/psychosocial hazards</p> <p>The VTHC has released a Psychosocial Health Standard, you are encouraged to look at this document. Please table this at your local OHS committees.</p>	<p>Deanne Catmull</p>
	<p>5.3 NTEU Webinar – HSR Support Officers</p> <p>Deanne intends to ask one of the HSR support officers from NTEU to give a presentation at one of our next meetings. These officers are dedicated to helping HSRs in the workplace, navigate legislation, resolving local issues etc.</p>	<p>Deanne Catmull</p>
	<p>5.4 Health and Safety Services Team changes</p> <p>Due to restructure, there have been departures in Health and Safety Services team. Deanne will invite somebody to come in from the H&S services team to give a presentation on the new structure and how people in the new roles will be supporting us and the services available. Steve Guggenheimer (Radiation Officer) and Su Butler (Deputy Director of Health and Safety) are both leaving the University.</p>	<p>Deanne Catmull</p>
	<p>5.5 HSR Term of Office Expiry</p> <p>HSRs were asked to refer to the Agenda for upcoming expiry dates. HSRs listed should contact their OHS business partner ASAP. The term of office for a HSR is 3 years. Note: Engineering is currently renegotiating their DWGs, therefore all HSRs will have to go through a re-election process. If anyone has any questions/queries, please refer them to Deanne.</p>	<p>Deanne Catmull</p>
<p>6</p>	<p>NEXT MEETING <i>Thursday 27th May 3-4pm via Zoom:</i> https://unimelb.zoom.us/j/81502128584</p>	

Circulation: All Employee HSRs
University HSR 20201 Meeting Schedule

Location:

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

Time	Day	Date
2pm	Thursday	25th February
3pm	Thursday	27 th May
3pm	Thursday	26 th August
3pm	Thursday	25 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.

