

THE UNIVERSITY OF MELBOURNE **EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

MEETING NO 1/2018 – 28th February 2018

A meeting of Employee Health & Safety Representatives was held on Wednesday 28th February 2108 in the 5th floor meeting room, Melbourne Dental School, University of Melbourne at 11.00 am.

PRESENT:

Deanne Catmull (Melbourne Dental School) **Chair**
Heather Daykin (Pharmacology and Therapeutics) **Minutes**
Sioe See Volaric (Chemistry)
Nouman Mirza (Chemical Engineering)
Shirley Els (Physics)
Lynn Tran (Biochemistry)
William Shieh (Engineering)
Vishal Chaturvedi (Biosciences - Botany)
Brendan Chaplin (Finance and Employee Services)
Matthew Grazia (RIC- Parkville)
Geoff Duke (Engineering)
Sarah Leahey (Biology)
Andrew Short (Mechanical Engineering)
Rochelle Sullivan (Continuous Improvement Specialist – Uni Services)

1. FORMAL MATTERS

1.1 Welcome/Apologies

Apologies were received from: Paula Mitchell (FMDHS Microbiology and Immunology), David Belton (Earth Sciences), Naomi Adams (Fine Arts and Music-Infrastructure and Operations), Krissy Savidis (University Services- External Relations), Andres Diaz (Veterinary and Agricultural Science-Parkville), Ben Michael (Fine Arts and Music- Film and Television), Tina Kalliakmanis (University Services- RIC Nth Melbourne), Christopher Nolan (Fine Arts and Music- Performing Arts (Music Theatre)).

1.2 Introductions

All members of the committee introduced themselves and signed the attendance roll call.

2. Guest speaker: Rochelle Sullivan – Continuous Improvement Officer from Finance and Employee Services

Topic: “YAMMER: a new social media communication tool for the University”

- Yammer is like a social media platform but for the University community.
- Can be used to communicate easily with UoM members and give/receive feedback to questions quickly
- Can make private groups where members are invited eg. Deanne has set one up for UoM HSRs, and private documents can be shared (as an alternative to email)
- Can announce Health and Safety matters to all UoM staff

- Yammer desktop notifier can be downloaded and the frequency of notifications can be changed by going to “notification preferences” eg. can make notifications daily only
- Powerpoint presentation slides from this speaker are to be disseminated with the minutes via email.
- To join, there is a link in the presentation slides: <http://www.yammer.com/unimelb.edu.au>

Deanne has set up an HSR Group on Yammer as an alternative way of receiving HSR information but this is not a replacement to the emails which will still be sent to all the UoM HSRs. This was set up with the intention to improve communication with the group.

3. Confirm minutes of the last meeting

Minutes from Meeting 4/2017 were confirmed with no changes.

It was noted that HSRs that bring issues to the forum which then become Action Items, are encouraged to follow up on these items promptly so that they can be reported back at the next meeting with the intention of resolution. This also sets a good precedent to an HSR’s DWG that HSRs are a valuable resource and “get things done”.

4. Occupational Health and Safety Committee

4.1 What’s happening at the OHSC

- The last OHSC meeting was held on Thursday 30th November, 2017. Heather Daykin provided a report from that meeting.
- Reported on the Items that were raised by the HSRs in the HSR Forum meeting #4, 2017. See responses in Item 4.2 below.
- Mr Kevin Doyle (**Director Campus Services**) reported that a hazardous material (including asbestos) database is being developed at the University so staff and contractors can easily access their locations prior to work.
- A WorkSafe asbestos management review is continuing and visited Dookie, Shepparton, Southbank and Parkville campuses.
- Review of glass glazing in the University’s childcare buildings was found to be compliant following a WorkSafe glazing safety alert in Victoria. A confined space audit has almost been completed.
- A traffic management plan and risk assessment has been completed and a report due out at the end of 2017.
- **Director Wellbeing services** (Stefan Delaney on behalf of Dan Persaud); the team was responding to a heightened level of student support during the exam period.
- The student counselling service has been moved to Stop 1, 757 Swanston street.
- New Train Me e-training modules have been released: Laboratory safety, Health and Safety Induction
- The following training modules are in development: Ionising Radiation Safety and Laser Safety, ChemWatch User
- **Associate Director, Health and Safety**; Stefan Delaney report:
- Work is underway to provide students access to Health and safety modules within TrainMe. Trial implementation with School of Engineering students commencing in early 2018. Full implementation scheduled for second quarter of 2018.
- Student feed is now live and functional in ERMS. They will now receive the same email notification as staff receive when lodging an incident.
- Trials underway for Workplace inspection module in ERMS
- Incident and hazard reporting module in ERMS is fully implemented and functioning well.

- The Risk Management module in ERMS is undergoing optimisation and further development.

4.2 Progress of items previously raised at the OHSC

- Deanne is concerned about the Health and Safety culture and the understanding of HSR roles and rights in some areas at the University. It has been brought to her attention recently that a HSR has been told they do not have to attend HSR meetings and they should remove themselves from all correspondence lists. Other HSRs have also been questioned when performing duties they are entitled to perform under the Act such as attend meetings and Health and Safety discussions. This needs to be addressed at a higher level.
 - **OHSC:** Sally Eastoe and Stefan Delaney agreed to work through an action to better communicate HSR rights to the University Community.
- Deanne sought clarification from the committee regarding the definition of a Management Representation in the context of membership on divisional Occupational Health and Safety Committees.
 - **OHSC:** It was clarified by Stefan Delaney that whilst the requirements state that anyone who supervises a student or staff is a management representative, it is the intention that individuals supervising staff or students are not excluded from representing employees on a Health and Safety committee at the University. As long as this is clarified within the committee.
- Deanne would like to know if the Biohazard Laboratory training course was moving to Train ME anytime soon.
 - **OHSC:** The UoM Health and Safety team is not responsible for this training module and cannot say when, or if, it will be available on TrainMe.
- Ms Sioe See Volaric mentioned that many technical staff in Chemistry are having issues with the Health and Safety Risk Assessment module in the ERMS. She noted that several risk assessments that had been completed were “lost” and she flagged several issues with the system that her and her colleagues have experienced. Currently, Service Now is unable to assist with these requests for help.
 - **OHSC:** The Risk Assessment module has not been fully launched and is still in development. Staff can access the module and give feedback. The module won’t be fully launched until feedback has been reviewed and appropriate changes made.
- Mr Imran Zaveer advised the committee he was interested in understanding the mental health risks within his designated workgroup (DWG). One option being considered was a survey of DWG members. He would like to know how he can gain assistance with this or implement it to the wider community. He is planning to meet with representatives from the Wellness Unit but this has not yet occurred.
 - **OHSC:** Sally Eastoe confirmed that the University has a mental health strategy and this will be further developed in 2018. All organisational surveys need to go through to the University Executive for approval and the accountability on such surveys, the data they produce and mental health at the University rests with the Executive Directors; Human Resources (Sally Eastoe) and OHS (Stefan Delaney).

4.3 Items to be raised at the OHSC

See Item 5.3

5. OTHER BUSINESS

5.1 ERMS update from ground level- HSR opinions

Heather and Brendan attended the Health & Safety Community Forum 1/2018 immediately prior to this meeting where the new ERMS module for Workplace inspections was introduced and is to be made live next Monday (5th March).

The Checklists and Inspections module is to eventually replace the paper version of the Workplace inspection and replaces the Office, Laboratory and Workshop checklists with one consolidated checklist. There are 13 questions in the checklist which can have Corrective/Action Items assigned to people and can also be downloaded as an application on tablets (but not smart phones). It can track completions of checklists for reporting purposes. You can have more than one area on one checklist. Once the module has gone live on Monday, any new feedback can only be integrated into the form once an initial 6 months of it being live have passed.

5.2 TrainMe update:

New online training modules available are:

- Fire extinguisher enrolment and training
- First Aid training enrolment and training

Student feed of training history has been fed into TrainMe but no training implemented for students yet. It is being trialled with a cohort of post-grad students in the School of Engineering and not promoted yet. This is working towards having students eventually having access to all their online training in TrainMe.

5.3 Appropriate workplace behaviour training for students working alongside staff

Paula Mitchell's DWG have concerns that Research Higher Degree (RHD), Masters and Honours students don't need to complete the Appropriate Workplace Behaviour online training module since they share the same work space, which is compulsory for all UoM staff. There have been instances where students' behaviour has been inappropriate towards staff or other students, but this may not have occurred if they had done the training module which addresses that type of behaviour. See Action items and Items to be raised at the OHSC (Item 4.3).

Action item table:

Date	Item	Action	Person Responsible	Status
Nov 2016	Emergency Management Response	Emergency Management Response Team issue. Procedures are not transparent and who to contact in emergency is unclear	Brendan Chaplin Deanne Catmull	Complete Issued has been addressed. External company managing the plan which wasn't working for 12 months but it now fixed.
Nov 2016	Plans for HSR committee meeting 2017	Deanne to look at re-scheduling meetings to avoid school holidays etc. Try to encourage more HSRs to attend meetings.	Deanne Catmull	Almost complete Deanne has rotated the days the committee meets. The timing is still not appropriate for some who teach. Suggest moving 2018 meetings (half) to an afternoon timeslot. Deanne had sent out a Doodle Poll and a survey to encourage higher attendance in 2018. Feedback: HSRs generally

				happy with meeting format and content. Deanne to pass on the feedback and how many people responded to the Doodle poll
Nov 2016	Review of afterhours processes	Engineering have called to review their after-hours procedures and processes as they have been deemed unworkable. Engineering were to arrange a meeting with central OHS. Are there wider problems across campus? Would a phone app improve things?	Engineering and Stefan Delaney	Complete The new Working in Isolation Policy is really good. This policy addresses after hours processes. Has this been integrated into the area? Does it cover the concerns in Engineering? Other areas in Engineering use their own local processes rather than the UoM Working in Isolation process.
Nov 2016	Earth Sciences Health and Safety roles	Concerns that an OHS officer in Earth Sciences who is leaving the position will have their roles distributed amongst several other staff. How will the dilution of this role affect Health and Safety change within that DWG. There are changes in the way the Health and Safety team communicates with staff causing issues.	?? David Belton??	In progress Ongoing discussions are being had in this area. The new system is working to a point. Still no key person to go to for various matters. Needs clarity. Deanne informed David to take this to their next OHS meeting and to define who does what so that all staff can be made aware. David Belton was emailed prior to the meeting with no response. This item will be deleted if not addressed at the next meeting.
Nov 2017	ERMS and HSR notification	Are HSRs being notified of incidents under the new system? How does this compare to the old system?	Deanne	Ongoing for 2018 Deanne asked if any HSRs were receiving Incident Reports since the new system has been implemented and how that compares to the old system in THEMIS. Only a few were able to answer in this meeting and most were saying it was too early to gauge. HSRs encouraged to follow up with their local H&S business partner whether there have been incidents/hazards reported without their knowledge.
Nov 2017	Health and Safety Culture	Understanding HSRs rights and responsibilities (right to attend meetings and perform duties they are entitled to perform	Deanne Catmull Stefan Delaney Sally Eastoe	In progress Deanne is concerned about the Health and Safety culture and the understanding of HSR roles and rights in some areas at the University. It has been brought to her attention

		when required under the Act).		recently that a HSR has been told they do not have to attend HSR meetings and they should remove themselves from all correspondence lists. Other HSRs have also been questioned when performing duties they are entitled to perform under the Act such as attend meetings and Health and Safety discussions. This needs to be addressed at a higher level.
Nov 2017	Membership on divisional Occupational Health and Safety Committees.	Clarification regarding the definition of a Management Representation in Academic areas where there are high % "Management reps" because they supervise students.	Deanne Catmull Stefan Delaney	Complete Deanne sought clarification from the committee regarding the definition of a Management Representation in the context of membership on divisional Occupational Health and Safety Committees. Staff who manage & supervise staff/students can still be employee representatives on OHS committees as long as their role on the committee is clarified when appointed. It doesn't exclude them. This was clarified at the UoM OHSC in Dec 2017.
Nov 2017	Progress on Lab based Train me course	When will the Biohazard Laboratory Practice course be available on Train me?	Deanne Catmull Stefan Delaney	Complete Deanne would like to know if the Biohazard Laboratory training course was moving to Train ME anytime soon. Taken to UoM OHSC and it is unknown if, or when, this training will be made available on TrainMe. It is up to OREI, not the UoM H&S team.
Nov 2017	ERMS	Issues with Risk Assessment Module	Sioe See Volaric Stefan Delaney	Complete Ms Sioe See Volaric mentioned that she was having issues with the Health and Safety Risk Assessment module in the ERMS. She noted that several risk assessments were "lost" and she flagged several issues with the system. Currently, Service Now is

				unable to assist with these requests for help. From the UoM OHSC; Risk Assessment module has only had a “soft” launch and any feedback to the UoM H&S team is welcome. It is still being tested and under development.
Nov 2017	Mental Health survey	Mr Imran Zaveer wants to introduce a mental health survey within his DWG	Imran Zaveer Sally Eastoe Stefan Delaney	In progress Mr Imran Zaveer advised the committee he was interested in understanding the mental health risks within his designated workgroup (DWG). One option being considered was a survey of DWG members. He would like to know how he can gain assistance with this or implement it to the wider community. He is planning to meet with representatives from the Wellness Unit but this has not yet occurred. Taken to the UoM OHSC in 2017: Imran can contact Stefan Delaney to further clarify the purpose of the survey.
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 work space, which is compulsory for all UoM staff	Paula Mitchell	Issue to be taken to the UoM OHSC in March 2018.

7. NEXT MEETING: Thursday 24th May 2018, 2pm. 5th Floor meeting room, Royal Melbourne Dental Hospital, Swanston street.