Employee Health & Safety Representative Meeting

Date: Thursday 13th February 2020
Time: 11:00am-12:00pm
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
HSRs were introduced Deanne Catmull welcomed the attendees.

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

APOLOGIES
Apologies were received from the following HSRs:

<table>
<thead>
<tr>
<th>Name</th>
<th>DWG representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rinske Ginsberg</td>
<td>Fine Arts &amp; Music Performing Arts/(Theatre)</td>
</tr>
<tr>
<td>John Christou</td>
<td>University Services/Academic Services - Scholarly Services South</td>
</tr>
<tr>
<td>Melody Eotvos</td>
<td>Fine Arts &amp; Music/Music</td>
</tr>
<tr>
<td>Christopher Nolan</td>
<td>Fine Arts &amp; Music Performing Arts/(Music Theatre)</td>
</tr>
<tr>
<td>Michael Dale</td>
<td>International House/International House</td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
</tr>
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<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lynda Boldt</td>
<td>University Services/Research, Innovation &amp; Commercialisation (Parkville)</td>
</tr>
<tr>
<td>Aira Nuguid</td>
<td>Medicine, Dentistry and Health Sciences/School of Biomedical Sciences - Anatomy and Neuroscience</td>
</tr>
<tr>
<td>Cheryl Augustine</td>
<td>Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent’s</td>
</tr>
<tr>
<td>Kate Hayes</td>
<td>Chancellery/Chancellery</td>
</tr>
<tr>
<td>Jessie Malignaggi</td>
<td>University Services/Academic services: Student Success</td>
</tr>
<tr>
<td>Jennifer Fox</td>
<td>Science/BioSciences Teaching (formerly Biology Labs)</td>
</tr>
<tr>
<td>Benjamin Circona</td>
<td>Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)</td>
</tr>
</tbody>
</table>

### 2 CONFIRM PREVIOUS MINUTES (Paper 2)

Meeting minutes from Meeting 4/2019 were confirmed by Paula Mitchell and seconded by Deanne Catmull as a true and accurate record of the meeting.

### 3 ACTION ITEMS

**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.

<table>
<thead>
<tr>
<th>3.1 Incident/Near Misses Reporting</th>
<th>Chair/Physics HSR Update 1/20: Shirley was unable to attend the meeting therefore this issue will be brought forward to the next HSR meeting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3.2 HSR List</th>
<th>Health and Safety Services Team Update 1/20: In progress. HSR list DWGs have been confirmed but it would be preferable to include when</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSR List to be reviewed to confirm DWGs.</td>
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</tr>
</tbody>
</table>
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
* Post meeting note. Item completed. The cleaners are starting earlier so are not creating hazards for employees whilst they are working.

### 4 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

#### 4.1 What’s happening at the OHSC
The OHSC has yet to meet for 2020.

#### 4.2 Progress of items previously raised at the OHSC
Deanne Catmull discussed the progression of HSR items raised at OHSC meeting 4/2019 with the Associate Director, Health and Safety in January and provided the following updates:

1. Difficulties finding Business Partners for HSRs in certain DWGs- The Health and Safety Services Team appear to have updated the webpage since this issue was identified late last year. Deanne has been able to easily match Business Partners to DWGs and HSRs. If HSRs still have trouble, please contact Deanne.

2. HSR communication to members of their DWG- no email lists exist for some areas. How do HSRs communicate information? HSRs to request this information from their business partner. HSRs can contact Deanne/OHS-enquiries if they are having issues.

3. ERMS and HSR notification emails: Stefan to respond more formally later but provided some information as below. When a report is submitted the following individuals receive notification:
   a. Supervisors – will NOT have information concerning HSR notification as it is not up to the supervisor to determine if the incident information is shared with an HSR.
   b. Individual reporting the incident- An individual reporting the incident on behalf of another employee.
of the injured person will also NOT receive information regarding HSR notification as it is not up to that individual to determine if the report is shared with the HSR.

c. Injured/Affected person- WILL receive details on how to notify the HSR of an incident. It is then up to that injured/affected individual to determine if they would like the report shared with the HSR.

d. Business Partner- receives the email but would not be in a position to share the details of a report with the HSR unless the injured/affected person agrees. They will document and share at local OHS committee meetings.

4. Coffee with an HSR program-financials. Options for funding:

1. Visa Debit card- easiest and most convenient option (pre-loaded). Mentor HSRs to submit receipts to OHS-enquiries (take a picture or scan receipts).

2. Person (Mentor) pays, then claims reimbursement through i-expenses. For a claim under $40-70 no receipt required. Stefan would provide a cost code and it will go to mentor’s supervisor to approve (administrative burden).

3. Generate tabs at nominated cafes. This can become more complicated.

Supervisor approval:
No supervisor permission required if program takes place at lunch time.
During work time the supervisor must be given sufficient notice.
Deanne to type up a mentor “duty of obligation” for HSR mentors to sign. This will include the basic principles of the program.
Program will undergo a 6 month trial with funding.

4.3 Items to be raised at the OHSC
No items were raised. Deanne Catmull

5 OTHER BUSINESS

5.1 HSR Roster (Paper 5.1)
Deanne referred committee members to Paper 5.1 in the Agenda. Volunteering and developing new skills are a great asset for your CV and yearly PDF. Deanne Catmull
discussions. Deanne has encouraged all HSRs to click on the One Drive link sent around and volunteer for at least one duty in 2020. All templates and information required to do each role will be supplied by Deanne and is very much appreciated. This committee cannot run without the assistance from our HSR volunteers and meeting do run the risk of being cancelled if volunteer positions are not filled.

5.2 HSR Committee Terms of Reference (Paper 5.2)
Deanne referred committee members to paper 5.2. No feedback had yet been received but given the short notice of the meeting and meeting paper distribution, Deanne agreed to re-send this document to all HSRs for review. HSRs will be given seven days to send comments/feedback, after which time the Terms of Reference will be officially confirmed.

5.3 Any other business
HSRs discussed Coronavirus updates for lecturers/tutors and other teaching staff in preparation for the new semester. Deanne advised HSRs to enquire with their local areas to see if any measures were in place to safeguard staff and students such as LMS messages, welcome message during Lecture 1, alternatives for quarantined students (accessing lecture and tutorial information), how are local areas corresponding with their students and how is this information shared? HSRs asked for coronavirus posters to be more prominent around campus. HSRs were advised that they can print off extra copies for their local areas.

Deanne Catmull

6

NEXT MEETING
Thursday 19th May 2020, 11:00am-12:00pm, 5th Floor Meeting Room RDHM.

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>11am</td>
<td>Thursday</td>
<td>13 February</td>
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</tbody>
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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 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 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

<table>
<thead>
<tr>
<th>HSR</th>
<th>DWG</th>
<th>Expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Mason</td>
<td>Arts/Faculty of Arts</td>
<td>28 March 2020</td>
</tr>
<tr>
<td>Cheryl Augustine</td>
<td>Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent’s</td>
<td>30 April 2020</td>
</tr>
<tr>
<td>Breanna McInnes</td>
<td>School of Biomedical Sciences - Biomedical Sciences Animal Facility</td>
<td>23rd Feb 2019</td>
</tr>
<tr>
<td>Andres Diaz</td>
<td>Veterinary and Agricultural Science</td>
<td>7th Dec 2019</td>
</tr>
</tbody>
</table>

HSRs on the OHSC:

<table>
<thead>
<tr>
<th>Name</th>
<th>DWG</th>
<th>Role (member/alternate)</th>
<th>Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Deanne Catmull</td>
<td>MDS</td>
<td>Member</td>
<td>Aug 2019</td>
</tr>
<tr>
<td>Ms Heather Daykin</td>
<td>School of Biomedical Sciences - Pharmacology and Therapeutics</td>
<td>Member</td>
<td>Aug 2019</td>
</tr>
<tr>
<td>Dr Andres Diaz</td>
<td>Veterinary and Agricultural Science</td>
<td>Member</td>
<td>Feb 2017</td>
</tr>
<tr>
<td>Ms Paula Mitchell</td>
<td>School of Biomedical Sciences - MDHS @Doherty</td>
<td>Member</td>
<td>Feb 2017</td>
</tr>
<tr>
<td>Ms Calista Sim</td>
<td>Melbourne School of Health Sciences (B)</td>
<td>Alternate</td>
<td>May 2018</td>
</tr>
<tr>
<td>Dr Paulo Vaz Serra</td>
<td>Architecture-Academic</td>
<td>Member</td>
<td>Aug 2018</td>
</tr>
<tr>
<td>Ms Amy Hampson</td>
<td>Melbourne Medical School - Otolaryngology (B)</td>
<td>Alternate</td>
<td>May 2018</td>
</tr>
<tr>
<td>Ms Kate Hayes</td>
<td>Chancellery</td>
<td>Member</td>
<td>Aug 2019</td>
</tr>
<tr>
<td>Mr Anton Cozijnsen</td>
<td>Biosciences 1, 2 &amp; 3 (Botany)</td>
<td>Alternate</td>
<td>Nov 2017</td>
</tr>
<tr>
<td>Ms Lynn Tran</td>
<td>School of Biomedical Sciences - Biochemistry and Molecular Biology</td>
<td>Alternate</td>
<td>Nov 2017</td>
</tr>
<tr>
<td>Ms Harpreet Bhatia</td>
<td>Academic Services - Stop 1 and Student Service Coordination</td>
<td>Alternate</td>
<td>Nov 2019</td>
</tr>
</tbody>
</table>
## HSR Roster 2020

### Task/HSR meeting No

<table>
<thead>
<tr>
<th>Meeting 1</th>
<th>Meeting 2</th>
<th>Meeting 3</th>
<th>Meeting 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 May</td>
<td>20 Aug</td>
<td>10 Nov</td>
<td></td>
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</tbody>
</table>

### 1. Chair
Chair is usually Deanne Catmull. If Deanne cannot attend, Chair will be offered to other HSRs that sit on the OHSC.

#### Deanne Catmull

### 2. Minute taker/minute typist
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.

#### Deanne Catmull

#### Heather Daykin

#### Rebekha Wunder

#### Lynn Tran

### 3. Guest speaker selection
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).

#### Deanne Catmull

#### Deanne Catmull

#### Deanne Catmull

### 4. Check and update local HSR list

#### Deanne Catmull

#### Heather Daykin

#### Deanne Catmull

#### Amy Hampson
Our local HSR list is a private group list that Deanne created to Check the HSR list:
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.

5. Agenda
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).

6. Apologies
Collect apologies for the meeting based upon responses to calendar meeting entries and also responses gained via email.
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 meetings on relevant/hot topics as a means of increasing awareness, knowledge and active participation in OHS matters.

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.