



## Employee Health & Safety Representative Meeting

**Date:** Thursday 13<sup>th</sup> 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:

<b>Name</b>	<b>DWG representing</b>
Rinske Ginsberg	Fine Arts & Music Performing Arts/(Theatre)
John Christou	University Services/Academic Services - Scholarly Services South
Melody Eotvos	Fine Arts & Music/Music
Christopher Nolan	Fine Arts & Music Performing Arts/(Music Theatre)
Michael Dale	International House/International House

	Lynda Boldt	University Services/Research, Innovation & Commercialisation (Parkville)
	Aira Nuguid	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences - Anatomy and Neuroscience
	Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's
	Kate Hayes	Chancellery/Chancellery
	Jessie Malignaggi	University Services/Academic services: Student Success
	Jennifer Fox	Science/BioSciences Teaching (formerly Biology Labs)
	Benjamin Circona	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)
<b>2</b>	<b>CONFIRM PREVIOUS MINUTES (Paper 2)</b> 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.	
<b>3</b>	<b>ACTION ITEMS</b>  <i>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.</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.	<b>Chair/Physics HSR Update 1/20:</b> Shirley was unable to attend the meeting therefore this issue will be brought forward to the next HSR meeting.
	3.2 HSR List HSR List to be reviewed to confirm DWGs.	<b>Health and Safety Services Team Update 1/20: In progress.</b> HSR list DWGs have been confirmed but it would be preferable to include when

		elections were called in areas without a HSR.
	<p><b>3.3 Building 199- Cleaning</b></p> <p>Cleaning timing for building 199, University services building. They are conducting cleaning early morning before and during staff arrival.</p>	<p><b>Jessie Malignaggi</b></p> <p><b>* Post meeting note. Item completed.</b></p> <p>The cleaners are starting earlier so are not creating hazards for employees whilst they are working.</p>
<b>4</b>	<b>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>	
	<p><b>4.1</b> What's happening at the OHSC</p> <p>The OHSC has yet to meet for 2020.</p>	<b>Deanne Catmull</b>
	<p><b>4.2</b> Progress of items previously raised at the OHSC</p> <p>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:</p> <ol style="list-style-type: none"> <li>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 <a href="#">Deanne</a>.</li> <li>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 <a href="#">Deanne/OHS-enquiries</a> if they are having issues.</li> <li>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: <ol style="list-style-type: none"> <li>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.</li> <li>b. Individual reporting the incident- An individual reporting the incident on behalf</li> </ol> </li> </ol>	<b>Deanne Catmull</b>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>4. Coffee with an HSR program-financials.</p> <p><u>Options for funding:</u></p> <ol style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>3. Generate tabs at nominated cafes. This can become more complicated.</li> </ol> <p><u>Supervisor approval:</u>  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.</p>	
	<p><b>4.3</b> Items to be raised at the OHSC  No items were raised.</p>	<p><b>Deanne  Catmull</b></p>
<p><b>5</b></p>	<p><b>OTHER BUSINESS</b></p> <p><b>5.1 HSR Roster (Paper 5.1)</b>  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</p>	<p><b>Deanne  Catmull</b></p>

	<p>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.</p>	
	<p><b>5.2 HSR Committee Terms of Reference (Paper 5.2)</b> 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.</p>	<p><b>Deanne Catmull</b></p>
	<p><b>5.3 Any other business</b> 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.</p>	<p><b>Deanne Catmull</b></p>
<b>6</b>	<p><b>NEXT MEETING</b> <i>Thursday 19th May 2020, 11:00am-12:00pm, 5<sup>th</sup> Floor Meeting Room RDHM.</i></p>	

## University HSR 2020 Meeting Schedule

### Location:

**Meeting 1 and Meeting 4: Seminar Room A, Ground floor, RDHM.**

**Meeting 2 and Meeting 3: 5<sup>th</sup> floor meeting room, RDHM.**

Time	Day	Date
11am	Thursday	13 February

11am	Tuesday	19 May
3pm	Thursday	20 August
3pm	Tuesday	10 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>

**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>

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 <sup>rd</sup> Feb 2019
Andres Diaz	Veterinary and Agricultural Science/Parkville	7 <sup>th</sup> 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



## HSR Roster 2020

<u>Task/HSR meeting No</u>	<u>Meeting 1</u>	<u>Meeting 2 (19 May)</u>	<u>Meeting 3 (20 Aug)</u>	<u>Meeting 4 (10 Nov)</u>
<p><b><u>1. Chair</u></b> 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><b><u>2. Minute taker/ minute typist</u></b> 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	Heather Daykin	Rebekha Wunder	Lynn Tran
<p><b><u>3. Guest speaker selection</u></b> 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		Deanne Catmull
<p><b><u>4. Check and update local HSR list</u></b></p>	Deanne Catmull	Heather Daykin	Deanne Catmull	Amy Hampson

<p>Our local HSR list is a private group list that Deanne created to Check the HSR list:  <a href="http://safety.unimelb.edu.au/data/assets/pdf_file/0008/1780487/HSR-list.pdf">http://safety.unimelb.edu.au/data/assets/pdf_file/0008/1780487/HSR-list.pdf</a> 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 (<a href="mailto:dcatmull@unimelb.edu.au">dcatmull@unimelb.edu.au</a>) (Deanne will send a template for this process). Please notify Deanne and <a href="mailto:ohs-enquiries@unimelb.edu.au">ohs-enquiries@unimelb.edu.au</a> if there is someone who needs to be added or deleted from the University list.</p>				
<p><b><u>5. Agenda</u></b>  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	Amy Hampson	Amy Hampson	Rebekha Wunder
<p><b><u>6. Apologies</u></b>  Collect apologies for the meeting based upon responses to calendar meeting entries and also responses gained via email.</p>	Deanne Catmull	Deanne Catmull	David Chan	

# 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.

**Original Version created:** 18<sup>th</sup> November 2015

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**Authorised by:** The University Health and Safety Representatives Committee

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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.

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