



Employee Health & Safety Representative Meeting 1 - 2022

Date: Friday 18th March, 2022

Time: 11am – 12pm

Location: Zoom meeting

Chair: Ms Heather Daykin, HSR Dept Biochemistry & Pharmacology, FMDHS

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.

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| 1 | <p>INTRODUCTIONS HSRs introduced themselves.</p> <p>WELCOME Heather welcomed all attendees. This year we no longer have the support of Deanne Catmull who was the previous leader of this group and organized so much behind the scenes. Going forward we will need to support each other to keep this invaluable forum continuing as it provides a safe place for new and old HSRs alike to learn about other areas of the University and to see how each of our DWGs compare. And it's a great place of support and to gain advice.</p> <p>ATTENDANCE (20 out of 44 HSRs) Hayley Barker, Melbourne Medical School, Berkeley (General Practice) Meredith Potter, School of Chemistry Paula Mitchell, FMDHS @Doherty Institute Ben Gook, Faculty of Arts Susan Karpasitis, Law School Dinidu Wijesurendra, FVAS Faculty, Parkville William Shieh, Department of EEE, FEIT Cathy Alizzi, Faculty of Arts Andrew Martel, Architecture, Building & Planning (academics) Lynn Tran, Biochemistry & Pharmacology (WEBs building) Heather Daykin, Biochemistry & Pharmacology (Medical building)</p> |
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| | <p>Laura Juliff, School of Computing and Information Systems, FEIT Ray Furmston, FEIT (Lab technical support) David Collins, Biomedical Engineering Sue Hill, School of Psychological Sciences, Academic Programs Winnie Huang, MGSE Cheryl Augustine, St Vincent’s Hospital/UoM David Chan, FEIT – professional staff in Melbourne Connect building Xavier Cadorel, Architecture, Building & Planning (academics) Sascha Andrusiak, Faculty of Science, Burnley campus</p> <p>APOLOGIES</p> <table border="1" data-bbox="392 544 1425 831"> <thead> <tr> <th data-bbox="392 544 895 589">Name</th> <th data-bbox="895 544 1425 589">DWG representing</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 589 895 633">Ashley Cross</td> <td data-bbox="895 589 1425 633">Faculty of Arts</td> </tr> <tr> <td data-bbox="392 633 895 712">Jessie Malignaggi</td> <td data-bbox="895 633 1425 712">Student and Scholarly Services - Student Success</td> </tr> <tr> <td data-bbox="392 712 895 757">Helen Billman-Jacobe</td> <td data-bbox="895 712 1425 757">FVAS</td> </tr> <tr> <td data-bbox="392 757 895 831">Lynda Boldt</td> <td data-bbox="895 757 1425 831">Research, Innovation & Commercialisation - Parkville</td> </tr> </tbody> </table> | Name | DWG representing | Ashley Cross | Faculty of Arts | Jessie Malignaggi | Student and Scholarly Services - Student Success | Helen Billman-Jacobe | FVAS | Lynda Boldt | Research, Innovation & Commercialisation - Parkville |
|----------------------|---|------|------------------|--------------|-----------------|-------------------|---|----------------------|------|-------------|---|
| Name | DWG representing | | | | | | | | | | |
| Ashley Cross | Faculty of Arts | | | | | | | | | | |
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| Helen Billman-Jacobe | FVAS | | | | | | | | | | |
| Lynda Boldt | Research, Innovation & Commercialisation - Parkville | | | | | | | | | | |
| 2 | <p>ELECTION OF (ONE) HSR TO THE OHSC (amend to suit the type of election)</p> <p>There was a recent call for nominations for the vacant HSR positions on the University OHSC. There were 4 positions to fill and 4 nominations were received. Therefore, the following HSRs to join the committee are:</p> <ul style="list-style-type: none"> ○ Cathy Alizzi – Faculty of Arts ○ Helen Billman-Jacobe - FVAS - Parkville (Veterinary) ○ Lynda Boldt – Research, Innovation & Commercialisation - Parkville ○ Dinidu Wijesurenda - FVAS - Faculty (Parkville) <p>Paula Mitchell and Heather welcomed these new members to the committee and are to notify Heather or Paula if they do not receive the meeting agenda and documents prior to the meeting.</p> | | | | | | | | | | |
| 3 | <p>GUEST SPEAKER</p> <p>None at this meeting – encouraged to suggest speakers for future meetings</p> | | | | | | | | | | |
| 4 | <p>CONFIRM PREVIOUS MINUTES</p> <p>Minutes from the previous meeting were confirmed unchanged (by David Chan).</p> | | | | | | | | | | |
| 5 | <p>ACTION ITEMS</p> <p><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></p> | | | | | | | | | | |

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| | <p>5.1 Health and Safety issue: Windows in John Medley Building- (Cathy Alizzi). During the lockdown Dept Facilities at the request of the OHS Department installed window blockers on all the windows in the John Medley Building. Now the sash windows open 10cm only at the bottom, instead of being able to be opened at the top, near the ceiling. John Medley has no air conditioning and the north side of the building heats up when the sun hits the windows and bricks. This was done without consultation with the Faculty of Arts HSRs (me [Cathy Alizzi] and Trudie Malloy), or the DWG. I found out from the school manager that it was done as a safety measure in case staff or students fall or throw themselves out the window. But now the thermal comfort and the ventilation in all offices (except 6th floor which is not affected and does have A/C) have been compromised. Sash windows are meant to open at the top so that ventilation and cool air can enter the office. I have had many complaints from SPSS staff about it in writing (can be provided if required), wanting the blocks removed, complaining about stuffiness and heat, even staff on the cooler, south side of the building.</p> | <p>(Cathy Alizzi) In progress.</p> <p>Update: Many Service Now requests to have windows open have been submitted and also hazard reports for ambient heat reasons. No air conditioning and many rooms become very hot in summer. Staff have been told they can work from home on a hot day, but not always plausible for academic staff. A meeting held to discuss changing the way windows could be opened, eg. bars on the windows or a grill. They didn't want to spend a lot of money on a building that will be refurbished in 2-5 years. Tinting doesn't make a large difference. There are chill beams in some locations but the windows do not open in those areas and they are not circulating air. Ventilation for COVID – CO2 monitors in most rooms. There are a few air purifiers in teaching areas. They are not putting them in staff rooms or rooms where staff can meet students. There is progress since the last HSR meeting in 2021 because the HSRs in their area have persevered with management and have kept bringing it forward as an ongoing unresolved issue. They also held a public meeting with employees and within two days, they</p> |
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| | | <p>had higher management from the University attend the site.</p> <p>Ben Gook mentioned that with the portable CO2 monitors, you can download an app on your phone and you can store a few days of data.</p> <p>Redmond Barry and other buildings on campus have also had these sash windows changed without consultation and may encounter the same problems in terms of temperature and ventilation.</p> |
| | <p>5.2 Hazard issue: The covered walkway with runs from Elizabeth St to Barry St (Jessie Malignaggi). People are not supposed to ride their bikes along this stretch of walkway, yet people still do. The signage that says “Walk your bike” is not adequate. It’s becoming dangerous having bike riders weave in and around people on such a narrow walkway.</p> | <p>Jessie was still absent so the HSRs at the meeting were asked for their observations..</p> <p>Cathy Alizzi and Heather noted that they have seen cyclists riding in pedestrian-only locations including the covered walkways on Grattan street; outside Engineering and the corner of Grattan st and Royal Parade. Heather encouraged the committee members to submit hazard reports on ERMS or using Snap Send Solve.</p> <p>Supervisor for Hazard reports on ERMS is Katherine Geddes, but noted that she has not heard any feedback from submitting those reports.</p> <p>This issue will be brought to the next University OHSC meeting.</p> |
| | <p>5.3 Hazard issue: Pedestrian crossing, corner of Grattan and Barry St (Jessie Malignaggi). Cars that come from Barry St and turn right into Grattan don’t realise that there is a pedestrian crossing right there around the corner. Some cars are not stopping for people crossing the street.</p> | <p>Update from Jessie at next meeting. If no update, then remove from Action items.</p> <p>No update from Jessie so this will now be removed from the action items list. Heather encouraged HSRs to submit Hazard/incident reports if you see anything dangerous.</p> |

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| | <p>Report concerns to: Katherine Geddes, Assistant Project Director x 43930. Or use Snap Send Solve app to log OHS issues.</p> | |
| | <p>5.4 Snap Send Solve – David Chan had issue with the app when the location is not strictly on campus – the report went to Melb City Council rather than UoM but not sure if then getting to UoM? David to pass on locations of those requests to show Stefan Delaney.</p> | <p>David Chan (Complete) Encouraged the use of Snap Send Solve to log an incident. If the incident happens outside of a building it's a bit more difficult to determine the location.</p> |
| | <p>5.5 Lack of consultation with Faculty of Arts HSRs with regards to transparency of information about air quality and ventilation in the John Medley Building in particular, and in all Faculty of Arts buildings in general. Correspondence sent to Business Partner on 22 October requesting the particulars of any ventilation audit that had been carried out. Attached is the response. Neither link sent in the response included the information requested. Due to lack of transparency HSR is advising staff with offices in John Medley who wish to return to campus that there may be risks around doing this.</p> | <p>Cathy Alizzi Carried over from Meeting 4, 2021. This has been merged with Item 5.1</p> |
| <p>6</p> | <p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p> | |
| | <p>6.1 What's happening at the OHSC Paula noted a meeting that Heather and herself were invited to as HSRs to discuss the return to campus procedures for the beginning of Semester 1. There were significant concerns that unvaccinated students would come to campus and attend classes Items of note from the University OHSC Meeting 4 held on 14th December, 2021: Action items from the meeting:</p> <ul style="list-style-type: none"> • Poor communication between HSRs and OHS Business partners has led to a review of those | <p>Heather Daykin</p> |

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| | <p>processes. New positions on the central OHS team were still being filled at the time of the meeting.</p> <ul style="list-style-type: none"> • Undergoing a review of the HSR and DWG (designated work group) list on the Uni Health and Safety website as the current list is inadequate. The DWG description need more clarification and detail as to the areas they cover. TO be completed by the end of this quarter. • There is an in-progress review of the University's first aid training arrangements in light of the new First Aid compliance code. • David Chan brought up the Snap Send Solve issue where you couldn't select the University as the location in some areas, but this has been resolved. • The COVIDSafe plan has been updated and is always open for feedback on the Health and Safety website. | |
| | <p>6.2 Progress of items previously raised at the OHSC Snap Send Solve issue mentioned in 6.1 has been resolved.</p> | <p>Heather Daykin</p> |
| | <p>6.3 Items to be raised at the OHSC</p> <ul style="list-style-type: none"> • E-scooters on campus (currently no UoM policy) • Cyclists using pedestrian-only walkways around the metro rail project | <p>Heather Daykin</p> |
| <p>7</p> | <p>OTHER BUSINESS</p> <p>7.1 MS Teams and the HSR forum Roster: A Teams group has been created for HSRs to have discussions about OHS issues or to put questions to the group they may have. The HSR Forum roster document has been added to Teams for others to add their names to for volunteering for meeting tasks. Some attendees at this meeting volunteered for roles for the next meeting. Still looking for volunteers for minute-takers and doing the agenda for meetings for the rest of the year.</p> | <p>Heather Daykin</p> |

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| | <p>7.2 Coffee with an HSR mentor: We can financially support the HSR mentor program, ie. Mentors and mentees can meet over a coffee and the cost of the coffees will be covered. Heather could not locate the list of mentors and mentees who volunteered last year. Heather to try and locate it and if they can't be found, she will do another call out to the group.</p> | <p>Heather Daykin</p> |
| | <p>7.3 E-scooters on campus: Heather observed e-scooters on campus and had brought the potential safety risk of them on campus to the group. The group questioned if they could be treated the same as bicycles and there was a consensus that they should be. The main hazard is the potential trip hazard when they are left all over the campus. This probably comes from the fact that people don't have the same sense of responsibility for hire e-scooters and they would for their own e-scooters.</p> | <p>Heather Daykin</p> |
| | <p>7.4 HSR Term of office expiry, re-election as an HSR & DWG renegotiations – overview:</p> <ul style="list-style-type: none"> • If you know your term is about to expire, proactively reach out to your local OHS business partner if you have one. • They should be able to help you to begin the process of running an election and they should have an email list for your DWG that you can use for running the election process • There are many areas without local OHS business partners. If this is the case, then you will need to contact Health and Safety Assist. They have put the button on the home page for Health and Safety. • The re-election process is: <ul style="list-style-type: none"> ○ Re-negotiate the DWG (if applicable) ○ Call for nominations ○ If there are more nominations than there are positions, then a voting process should be done to elect the HSR and deputy HSR ○ If there are only enough nominations for the number of HSR positions, then those people are automatically elected ○ The OHS business partner passes on the election outcome to the Central OHS team to update the HSR list on the Uni website and they will pass on information to the new/re-elected HSRs regarding training, etc | <p>Heather Daykin</p> |

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| | <ul style="list-style-type: none"> • Please remember, if management talks about changing the structures of DWGs in your area, THEY MUST CONSULT with those members of the DWGs. They are in breach of the OHS Act if they do not. Even if there are no elected HSRs in the DWG or the HSR Terms of Office have expired, they still MUST consult. If you hear that there will be a change of DWGs, follow up with the OHS business partner to let them know that you would like the DWG members involved. • The University has documents and processes available on their website that they should follow <p>Please continue to feel welcome to contact Heather or the Health and Safety Assist line to seek help about questions. If you don't think your local OHS business partner (if you have one) is offering the right advice or you need another opinion, please seek out other HSRs in this forum.</p> <p>Paul noted that after she reviewed the HSR and DWG list, there are some Faculties or areas where there are no HSRs. There should be a call for nominations once a year. Paula suggested to take this issue to the next OHSC meeting and it was agreed upon to do this.</p> | |
| | <p>7.5 Any other business</p> <p>None due to time running out.</p> | |
| 8 | <p>NEXT MEETING Friday 10th June, 2022, 11am-12pm</p> | |

Circulation: All Employee HSRs of UoM
University HSR 2022 Meeting Schedule

| Meeting | Date | Time | Location |
|---------|----------------------------------|-----------|----------|
| 1 | Friday 18 th March | 11am-12pm | Zoom |
| 2 | Friday 10 th June | 11am-12pm | Zoom |
| 3 | Friday 9 th September | 11am-12pm | Zoom |
| 4 | Friday 25 th November | 11am-12pm | Zoom |

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>

Whoever is on the roster for updating the list will notify the Chair of who has expired/expiring (usually marked in red on the HSR list. Chair will notify the person responsible for compiling the Agenda.

| HSR | DWG | Expiry date |
|--------------------------|---|-------------|
| Melody Eotvos | Music | 4 Feb 2022 |
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| Rula Paterson | Student and Scholarly Services - Student Success | 20 Feb 2022 |
| Jessie Malignaggi (DHSR) | Student and Scholarly Services - Student Success | 20 Feb 2022 |
| Ami Atkinson (DHSR) | Student and Scholarly Services - Student Success | 20 Feb 2022 |
| John Christou | Student and Scholarly Services - Student Success | 20 Feb 2022 |
| Leanne McCredden | Student and Scholarly Services - Student Success | 20 Feb 2022 |
| Sam Barber | Infrastructure Services - Campus Services | 4 Mar 2022 |
| Heather Daykin | School of Biomedical Sciences - Biochemistry and Pharmacology (Medical Building) | 19 May 2022 |
| Sunnia Rajput | Bio21 Institute | 20 Jun 2022 |
| Jennifer Fox | BioSciences Teaching (formerly Biology Labs) | 4 Jul 2022 |
| Anton Cozijnsen | Biosciences 1, 2 &3 (Botany) | 4 Jul 2022 |
| Meredith Potter | Chemistry | 21 Jul 2022 |
| Lynn Tran | School of Biomedical Sciences - Biochemistry and Pharmacology (WEBs building) | 24 Jul 2022 |

HSRs on the OHSC:

HSRs on the OHSC (6 voting positions plus alternates):

| Name | DWG | Role (member/alternate) | Elected |
|----------------------|--|--------------------------------|----------------|
| Heather Daykin | School of Biomedical Sciences – Biochemistry & Pharmacology | Member | Aug 2019 |
| Paula Mitchell | School of Biomedical Sciences - MDHS @Doherty | Member | Jun 2020 |
| Cathy Alizzi | Faculty of Arts | Member | March 2022 |
| Lynda Boldt | Research, Innovation & Commercialisation - Parkville | Member | March 2022 |
| Helen Billman-Jacobe | Faculty of Veterinary & Agricultural Sciences - Parkville (Veterinary) | Member | March 2022 |
| Dinidu Wijesurenda | Faculty of Veterinary & Agricultural Sciences – Faculty (Parkville) | Member | March 2022 |
| Lynn Tran | School of Biomedical Sciences - Biochemistry and Molecular Biology | Alternate | Nov 2017 |
| David Chan | Engineering & Information Technology – Professional Support Groups | Alternate | |
| Sunnia Rajput | Bio21 Institute | Alternate | |
| Meredith Potter | Chemistry | Alternate | |

Please note: HSR members on the committee have voting rights if a vote is required. Alternates can attend meetings as a substitute for an absent HSR member (and therefore hold voting rights), or as an alternative to observe and be involved in discussions, but does not hold voting rights in the alternate capacity.

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC) as a committee member

The upcoming meeting on date TBC to the OHSC as an alternate committee member.

Alternates help fill the vacancies we occasionally get on the OHSC when regular HSR committee members cannot attend.

All HSRs are encouraged to nominate for these positions and participate in the election process.

The following information has been included to provide some background information on the committee.

What is the role of the 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.

Who are the members of OHSC?

Management Representatives

Dean or Executive Director appointed by the Vice-Chancellor or nominee

Dean of a Faculty or Graduate School or nominee

Executive Director, Human Resources and OHS or nominee

Executive Director, Infrastructure Services or nominee

Executive Director, Academic Services & Registrar or nominee

Associate Director, Health and Safety or nominee

Employee Health and Safety Representatives

Six employee Health and Safety Representatives (HSR), elected by the University's employee HSRs in accordance with the Terms of Reference of this Committee.

The term of office for other than ex-officio members is three years.

Alternates

Each committee member may nominate an alternate to represent the committee member in their absence.

HSR members may only nominate alternate from the pool of current employee HSRs from the University of Melbourne.

Management representative members may only nominate alternate from the pool of current management representatives from the University of Melbourne.

Office Bearing Positions

Chairperson: A Committee Chairperson shall be a Dean or Executive Director appointed by the Vice-Chancellor, endorsed by the Committee at the first meeting of each calendar year.

Deputy Chairperson: A Deputy Chairperson shall be an employee HSR member elected by the OHSC. The Term of Office for the Deputy Chairperson shall be one year.

Minutes Secretary: The OHSC may appoint a minute's secretary to support the committee. The Minutes Secretary shall not hold voting rights.

Committee Secretary: The Associate Director, Health and Safety shall act as Committee Secretary to support the Committee.

Gender balance observers

Nominated by the Chair, if required.

Observers – without voting rights

One student nominated by UMSU Incorporated. One nominee of the President, University of Melbourne Graduate Student Association.

Other observers as determined by the Committee and invited by the Committee Secretary. Observers may provide reports to the OHSC.

Quorum

The Quorum for the Committee is six (6) members, at least three (3) of whom must be employee Health and Safety Representatives.

What is the term of office?

The term of office for other than ex-officio members is three years.

How often does the OHSC meet?

The Committee meets 4 times a year.

What is the election process?

A summary of the nominee's election statements will be circulated to all HSRs for consideration.

HSRs will vote for their preferred candidate/s using an election ballot form which will be circulated via email with the election statements. The ballot paper will then be filled out by the HSRs and sent back to the returning officer (usually a member of the Health & Safety Services, Business Services team) who will also verify the counting. The candidate with the majority of votes will be elected. The Returning Officer will report back to the OHSC for confirmation. Results will be circulated to all HSRs.

I am an elected HSR committee member on the OHSC and cannot attend a meeting, what is the process?

HSR committee members who cannot make a meeting should arrange one of the alternates to attend on their behalf. You should also notify Hexing Yang: hexing.yang@unimelb.edu.au as committee secretary of the OHSC, for noting and reporting.

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.

HSR Alternate: Alternate HSR committee member for the OHSC. They are a pool of HSRs that can act as replacements for HSR committee members on the OHSC if they are unable to attend a meeting.

NTEU: National Tertiary Education Union. Organisation which represents employees in the national tertiary sector with regards to workplace rights and conditions, OHS etc.