

THE UNIVERSITY OF MELBOURNE

HEALTH AND SAFETY REPRESENTATIVES MEETING MEETING 3/2019 — WEDNESDAY, 28 AUGUST 2019

A meeting of the Health and Safety Representatives was held on Wednesday, 28 August 2019, in Tutorial Room 273, Level 2, Chemistry Building.

1. ATTENDANCE

1.1. WELCOME/APOLOGIES

PRESENT:

Deanne Catmull (Chair)	William Shieh (EEE)
Victoria Rayner (CYMH)	Harpreet Bhatia (Stop 1)
Meredith Potter (Chemistry)	Heather Daykin (Pharmacology)
Lynda Boldt (RIC)	Cathy Alizzi (Arts — SSPS)
John Christou (Brownless)	Hayley Barker (General Practice)
Lynn Tran (Biochemistry)	Kate Hayes (Chancellery)
Andres Diaz (Veterinary, Parkville)	Shirley Els (Physics)
Raelene McIntyre (Veterinary, Werribee)	Hexing Yang (Health and Safety)
Paulo Vaz-Serra (ABP)	Colin James (MDHS)

In Attendance: Ms Leanne Fisher (Minute Taker)

APOLOGIES:

Aira Nugid (SBS)	Ivan Werner (Infrastructure Services)
Ashley Cross (MCM)	Amy Hampson (Dep Otolaryngology)
Lyndall Grant (Performing Arts, Theatre)	Graham Sadler (Engineering)
Christopher Nolan (Performing Arts, Music Theatre)	
Leanne McCredden (Scholarly Services West)	Wayne Davidson (MSPGH)
Samuel Barber (Reuse Services)	Geoffrey Duke (Engineering)
Bronwyn Bell (MSPGH)	Christopher Nolan (VCA)
Melody Eotvos (MCM)	Breanna McInnes (Infrastructure Services)
Jessie Malignaggi (Global Learning)	Sandra Macriyiannis (Acad Services)
Benjamin Cirona (People and Culture)	Paula Mitchell (SBS)

1.2 INTRODUCTIONS

Deanne Catmull welcomed the attendees and apologised for the cancellation of the 1st HSR meeting in 2019.

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

2. ELECTION OF THREE HSRs — OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Chair informed the Committee that two current positions held by Heather Daykin and Deanne Catmull on the Occupational Health and Safety Committee were due to conclude. An additional position is available on OHSC replacing Sioe See Volaric who is no longer the HSR of Chemistry. An overview of obligations and participation was provided to the Committee. The

Committee was also advised that if any HSR is unable to attend an OHSC meeting, an Alternate can attend in the HSR's place.

Ms Heather Daykin and Ms Deanne Catmull both advised that they would be renewing their term of office on OHSC. The Committee called for nominations for the additional vacant position on OHSC. Ms Kate Hayes (Chancellery) and Ms Harpreet Bhatia (Stop 1) both nominated for the vacant position on the OHSC.

Ms Raelene McIntyre (Veterinary, Werribee) nominated as an Alternate.

The Committee was delighted that two nominations had been received and an election will be conducted via email. Ms Hexing Yang (Health and Safety) was appointed Returning Officer. The Minute Taker was asked to prepare documentation for the election and distribute to all HSRs to undertake voting offline.

3. GUEST SPEAKER: HEXING YANG- HEALTH, SAFETY AND EMERGENCY OFFICER.

Ms Hexing Yang spoke in place of Mr Andrew Everett who was unable to attend the meeting due to illness. Ms Yang was welcomed to the committee by Ms Catmull and spoke about the role of a Health and Safety Representative (HSR) within a Designated Working Group (DWG). Ms Yang also provided background on the Occupational Health and Safety Committee (OHSC); as well as membership. The Committee was advised that Minutes of OHSC can be found through the Health and Safety website:

<https://safety.unimelb.edu.au/management/communication/committees> .

A number of HSRs expressed concern about not being aware of incidents/near misses that occur in their relevant areas, due to the ERMS system not providing employees with the opportunity to notify their HSR directly when the reports are submitted. The Committee expressed the importance of effective communication and relationships between OHS business partners and HSRs in terms of OHS performance and outcomes. One HSR expressed concerns over their working relationship with their business partner. There have been other reports outside of this meeting.

Deanne Catmull is working towards a plan for improving these relationships in 2020 as well as a program for educating HSRs on their roles within the University environment and mentoring programs which will be discussed in Other Business.

4. CONFIRM MINUTES FROM PREVIOUS MEETING

The Minutes of Meeting 2/2019 held on Wednesday, 8 May 2019, were confirmed as an accurate record.

The Committee asked if the list of HSRs could be reviewed and confirm DWGs.

5. OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

5.1 WHAT'S HAPPENING AT THE OHSC

The OHSC met on the 5th of June 2019. Deanne Catmull also referred to the OHS newsletter which committee members receive and do cover many of the items discussed at the OHSC.

The take-up rate for flu vaccinations for 2019 was 70 per cent (1,000 more than in 2018).

The OHSC now tables upcoming HSR TOO expiry as a way of notifying areas and local OHS business partners/OHS committees to begin an election process in accordance with the OHS Act 2004.

Health and Safety Roles and Responsibilities and Managing Information training modules are about to go live in TrainME.

Deanne listed the recently processes in Promapp and reminded HSRs to read them and provide feedback to the Health and Safety Services team during the consultation phase.

First Aid training is provided for staff who work in remote areas.

5.2 PROGRESS OF ITEMS PREVIOUSLY RAISED AT THE OHSC

The Committee discussed appropriate behavior training for RHD students, as this is a grey area. Undergraduate students come in under the Provost and staff are covered by training via TrainMe and HR. There is a positive workplace module, however, it is focused at employees and not students.

5.3 ITEMS TO BE RAISED AT THE OHSC

The Committee was informed that Faculty committees can submit reports to OHSC as a way of escalating any issues that cannot be solved at the local level or have wider OHS implications across the University.

6. OTHER BUSINESS

6.1 COFFEE WITH A HSR PROGRAM-CALL FOR VOLUNTEERS

Deanne Catmull introduced the concept for the program which will aim to create a will give all new/lesser experienced HSRs an opportunity to meet with a more experienced HSR for a coffee/hot drink at a mutually convenient time and location. The discussions will be informal and set in a café to create a comfortable environment, encouraging free and open communication. The program aims to provide some clarity, direction, advice, feedback and support to staff as they settle into their role as a University HSR.

Deanne Catmull, Andres Diaz, Heather Daykin and Hayley Barker have volunteered as mentors to participate in the pilot program.

Meredith Potter (Chemistry) has expressed interest in participating in the program as a mentee. Any other HSRs interested in participating, please contact Deanne Catmull: dcatmull@unimelb.edu.au

6.2 R U OK? DAY — 12 SEPTEMBER 2019

The Committee was advised that events will be held around the Campus on 12 September 2019 for R U OK Day. There is additional information on the Wellbeing website.

6. NEXT MEETING

The next meeting of the HSR Committee will be held on **Wednesday, 13 November 2019**, in Tutorial Room 273, Level 2, Chemistry Building (153), commencing at **2.00 pm**.

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.

Action item table:

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.*

NO	ITEM	ACTION	OFFICER/S RESPONSIBLE	STATUS
1 Aug 2019	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.	Chair/Physics HSR	
2 Aug 2019	HSR List	HSR List to be reviewed to confirm DWGs	Health and Safety Services Team	
3 Aug 2019	Coffee with a HSR program: meet with new Mentees	Meet with new HSR Chemistry.	Deanne/Andres/Heather/Hayley	
4 May 2019	Building 199- Cleaning	Cleaning timing for building 199, University services building. They are conducting cleaning early morning before and during staff arrival.	Jessie Malignaggi	In progress - Deanne suggested submitted a near miss report or a hazard report through ERMS and negotiating to do hazardous tasks early or after hours. Geoff suggested Jessie contacts Tony Campbell to discuss. Jessie has lodged a report through Service Now and spoken to Con but the matter has not been resolved. Deanne has recommended documenting as much as possible and channelling the issue through ERMS.

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	In progress-awaiting further UPDATE from OHSC
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