



Employee Health & Safety Representative Meeting

Date: Thursday 27th May 2021

Time: 3-4pm

Location: <https://unimelb.zoom.us/j/81502128584>

Chair: Ms Deanne Catmull, HSR Melbourne Dental School

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.

1	<p>INTRODUCTIONS HSRs and our meeting guest were introduced. Deanne Catmull welcomed all attendees.</p> <p>ATTENDANCE</p> <table border="1"> <thead> <tr> <th>HSR/guest name</th> <th>DWG/Department</th> </tr> </thead> <tbody> <tr> <td>Deanne Catmull (Chair/Minutes)</td> <td>Melbourne Dental School</td> </tr> <tr> <td>Jessie Malignaggi</td> <td>Chief Operating Officer Portfolio- Student and Scholarly Services - Student Success</td> </tr> <tr> <td>Peter Woelert</td> <td>Education-Melbourne Graduate School of Education</td> </tr> <tr> <td>Hayley Barker</td> <td>MDHS- Melbourne Medical School - Berkeley</td> </tr> <tr> <td>Charmaine Peters</td> <td>Fine Arts and Music- Academic Support Office</td> </tr> <tr> <td>Alexandra Harvey</td> <td>Science- Biosciences 4 (Zoology)</td> </tr> <tr> <td>Victoria Rayner</td> <td>MDHS- Faculty Operations and individual centres - Centre for Youth Mental Health</td> </tr> <tr> <td>Meredith Potter</td> <td>Science- Chemistry</td> </tr> <tr> <td>Renzo Fenati</td> <td>Engineering and Information Technology- Chemical and Biomedical Engineering (B)</td> </tr> <tr> <td>Lynda Boldt</td> <td>Chief Operating Officer Portfolio- Research, Innovation & Commercialisation - Parkville</td> </tr> </tbody> </table>	HSR/guest name	DWG/Department	Deanne Catmull (Chair/Minutes)	Melbourne Dental School	Jessie Malignaggi	Chief Operating Officer Portfolio- Student and Scholarly Services - Student Success	Peter Woelert	Education-Melbourne Graduate School of Education	Hayley Barker	MDHS- Melbourne Medical School - Berkeley	Charmaine Peters	Fine Arts and Music- Academic Support Office	Alexandra Harvey	Science- Biosciences 4 (Zoology)	Victoria Rayner	MDHS- Faculty Operations and individual centres - Centre for Youth Mental Health	Meredith Potter	Science- Chemistry	Renzo Fenati	Engineering and Information Technology- Chemical and Biomedical Engineering (B)	Lynda Boldt	Chief Operating Officer Portfolio- Research, Innovation & Commercialisation - Parkville
HSR/guest name	DWG/Department																						
Deanne Catmull (Chair/Minutes)	Melbourne Dental School																						
Jessie Malignaggi	Chief Operating Officer Portfolio- Student and Scholarly Services - Student Success																						
Peter Woelert	Education-Melbourne Graduate School of Education																						
Hayley Barker	MDHS- Melbourne Medical School - Berkeley																						
Charmaine Peters	Fine Arts and Music- Academic Support Office																						
Alexandra Harvey	Science- Biosciences 4 (Zoology)																						
Victoria Rayner	MDHS- Faculty Operations and individual centres - Centre for Youth Mental Health																						
Meredith Potter	Science- Chemistry																						
Renzo Fenati	Engineering and Information Technology- Chemical and Biomedical Engineering (B)																						
Lynda Boldt	Chief Operating Officer Portfolio- Research, Innovation & Commercialisation - Parkville																						

Heather Daykin	MDHS- School of Biomedical Sciences - Pharmacology and Therapeutics
Astari Kusumawardani	Law-Law Faculty
Paulo Vaz-Serra	Architecture, Building and Planning- Academic
Wayne Davidson	MDHS- Melbourne School of Population and Global Health (A)
Sue Hill	MDHS- School of Psychological Sciences
Katie Wood (Guest)	NTEU
Mark Betar	Engineering and Information Technology- Electrical Mechanical and Infrastructure Engineering (B)
Phoebe Lawther	Chancellery-Chancellery (employee rep for Kate Hayes)
David Collins	Engineering and Information Technology- Chemical and Biomedical Engineering (A)
Benjamin Cirona	MDHS- Faculty Operations and individual centres - Faculty Services (B)
David Chan	Engineering and Information Technology- Professional Support Groups
William Shieh	Engineering and Information Technology- Electrical Mechanical and Infrastructure Engineering (A)
Aira Nuguid	MDHS- School of Biomedical Sciences - Anatomy and Neuroscience
Paula Mitchell	MDHS- School of Biomedical Sciences - MDHS @Doherty
Colin James	MDHS- Faculty Operations and individual centres - Faculty Services (A)
Rula Paterson	Chief Operating Officer Portfolio- Student and Scholarly Services - Student Success
Sunnia Rajput	Science- Bio21 Institute
John Christou	Chief Operating Officer Portfolio-Student and Scholarly Services - Scholarly Services South
Winnie Huang	Education- Melbourne Graduate School of Education

APOLOGIES

Name	DWG representing
Amy Hampson	MDHS - Otolaryngology
Christopher Nolan	Fine Arts & Music - Performing Arts (Music Theatre)
Naomi Adams	Fine Arts & Music – Infrastructure & Operations
David Belton	Science - Earth Sciences
Lynn Tran	MDHS- School of Biomedical Sciences - Biochemistry and Molecular Biology

2	<p>CONFIRM PREVIOUS MINUTES</p> <p>Minutes from the previous meeting were confirmed, unchanged (Paper 2).</p>		
3	<p>GUEST SPEAKER Presentation: Miss Katie Wood, NTEU. Title: Psychosocial Surveys and Risk Assessments.</p> <p>The roles of HSRs and the Unions are complimentary. Both HSRs and Unions have a vested interest in protecting the health and wellbeing of their colleagues. NTEU is hoping to work more closely with HSRs on OHS issues in the future.</p> <p>Katie provided an update the work the NTEU has recently conducted around Psychosocial risks associated with change processes and flexible working arrangements associated with the pandemic. NTEU has been working with the University to explore prevention strategies that will minimise any adverse mental health effects on staff affected by these changes in their workplace. These include increasing awareness of services offered to staff, such as one on one sessions with affected staff before announcing changes to the wider community, having a support person present at any briefings or meetings etc and risk mitigation strategies that are available to staff affected by change processes.</p> <p>The National branch of the NTEU has been working on mental health impacts arising from the pandemic and a broader recognition of employer responsibilities around the mental health of their employees since the pandemic has been observed e.g Victorian Mental Health and Wellbeing Levy which will commence in Jan 2022.</p> <p>The NTEU has partnered with the VTHC in developing a survey on “mentally safe workplaces” which Katie is urging HSRs to circulate to their fellow colleagues https://www.surveymonkey.com/r/RNSTKS3. They are also creating documentation which will be distributed University wide, focusing on mental health and psychosocial risk factors associated with workplace changes. The NTEU would like to engage with the HSR network to develop this document. The VTHC has also agreed to hold a training session specific for University HSRs (if requested), which will focus on mental health issues relating to OHS and psychosocial risks relating to workplace change which could be recognised as HSR refresher training.</p> <p>Action: Katie will investigate this further including any associated costs. If anyone would like to know more about Katie’s presentation, the survey or has any questions you can contact Katie via email: kathrynw@unimelb.edu.au</p>		
4	<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> <table border="1" data-bbox="392 1917 1420 2027"> <tr> <td data-bbox="392 1917 871 2027"> <p>4.1 Incident/Near Misses Reporting</p> </td> <td data-bbox="871 1917 1420 2027"> <p>Item to be deleted. No response from Shirley on this item.</p> </td> </tr> </table>	<p>4.1 Incident/Near Misses Reporting</p>	<p>Item to be deleted. No response from Shirley on this item.</p>
<p>4.1 Incident/Near Misses Reporting</p>	<p>Item to be deleted. No response from Shirley on this item.</p>		

	<p>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.</p>	
	<p>4.2 Coffee with an HSR Program – Financials Chair to follow up on potential funding options. A program designed to mentor HSRs regarding H&S issues and especially those more relevant to University. Deanne is exploring options such as holding meetings over zoom as well as face to face. Lynda Boldt, Nick Archer, David Collins, Ben Schultz, Winnie Huang, Cathy Alizzi and Peter Woelert, expressed interest in becoming mentees. Paula Mitchell volunteered to be a mentor.</p>	<p>In progress. Deanne raised this at the last OHSC meeting. Stefan will meet with Deanne and Paula before the next meeting to discuss finalizing the financials. Deanne received requests from Alex Harvey and Sunnia Rajput to be mentees. Any other requests to be a mentor or mentee can be forwarded to Deanne.</p>
	<p>4.3 VTHC HSR course with mental health focus Refer to Item 3.</p>	<p>In progress. Katie Wood to investigate this course with VTHC including dates and any associated costs.</p>
<p>5</p>	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p>	
	<p>5.1 What's happening at the OHSC</p>	<p>The OHSC met at the end of April. i) Animals on campus guidance has been drafted (guide to support staff, students and other attending the University with assistance animals, emotional support animals or pets). After consultation with the OHSC, a few amendments will be made to the document before it is finalised. More detail will be included around the responsibilities of the pet owners and local area managers to make key OHS decisions. ii) Risk Mitigation processes surrounding workplace changes were discussed at length. The committee was referred to the University Risk Register which has recently been updated to better reflect process that are in place to mitigate these risks. Stefan is</p>

		<p>welcoming HSR feedback on this. If you have feedback, please submit this to: ohs-enquiries@unimelb.edu.au</p>
	<p>5.2 Progress of items previously raised at the OHSC</p>	<p>B01- HSR items for discussion</p> <p>i) Deanne will provide an updated list of HSR alternates to the Health and Safety Services Team to fix an issue with the current Agenda and distribution lists.</p> <p>ii) Stefan will circulate a number of Service Now (knowledge-based articles) written by the IT Department (KB0018660, KB0015668 and KB0013708) to local OHS business partners which clarifies how students can gain access to shared drives so important OHS information can be viewed/shared (such as RA that are not yet on ERMS and SOPs).</p> <p>Action: Deanne asked HSRs to bring this to their local OHS committees and discuss this with their colleagues. How do your local areas share OHS information with students? Feedback can be submitted through: ohs-enquiries@unimelb.edu.au or Deanne Catmull.</p> <p>Deanne will be bringing her feedback to the next OHSC.</p> <p>iii) HSR list has changed to HTML format from a PDF format. Deanne had concerns around accessing this list in a format which would make it easier to update HSR communication lists. Stefan said that the list had been re-formatted since I raised the issue so that the list can now be easily copied/pasted into a word/excel document and lists updated that way.</p> <p>iv) HSR Promotion. With a number of re-structures and DWG re-negotiations across campus, there are now a number of HSR vacancies (consequence of a re-structure under the OHS Act 2004). Deanne has developed a promotional video for recruiting HSRs which she hopes will be published on the OHS website soon.</p>

		<p>The video has already been successfully utilised by the newly amalgamated Department of Engineering and IT and has been requested by the Faculty of Arts for use there too.</p> <p>Paula urged HSRs to check their HSR status if they have recently undergone a restructure or DWG re-negotiation. Deanne advised HSRs that they must be consulted of any DWG re-negotiations. A HSR TOO automatically expires once a DWG is re-negotiated and a new nomination process must proceed this. If a HSR is unhappy with the structure of their DWG (across multiple sites, overly large or difficult to manage), then a HSR can always request a re-negotiation at any time under the OHS Act 2004. Deanne can always assist if you are unsure and there is plenty of useful information on the OHS website around DWG re-negotiation and calling for an election/re-nomination of a HSR: Health and Safety Representatives and Designated Work Groups (unimelb.edu.au)</p>
	<p>5.3 Items to be raised at the OHSC</p>	<p>Consultation with HSRs: In particular.</p> <ul style="list-style-type: none"> - OHS Business Partner changes (due to re-structures/re-negotiation). - HSR list changes. - Health and Safety Assist.
<p>6</p>	<p>OTHER BUSINESS</p> <p>6.1 HSR alternates- re-nomination</p>	<p>Deanne has asked for current HSR alternates on the OHSC to re-nominate themselves for this position. Information will be circulated prior to the next meeting. Deanne has also called for nominations for new HSR alternates to add to the current pool. The time commitment is minimal and you are not required to do or say anything, just be a presence on the committee. The OHSC is a great learning platform and connects you</p>

		<p>with broader OHS information and issues that occur University wide. David Chan volunteered to be an alternate on the OHSC.</p> <p>Action: Deanne to reach out to alternates and ask them to re-nominate. Nominations (including David's from today), will be circulated before the next meeting and confirmation of those nominations will be tabled at the next meeting.</p>
	<p>6.2 HSR Roster- Meeting 3 call for volunteers</p> <p>Reminder that there are still some positions on the roster to be filled. Without your help, this committee cannot run. These roles provide a fantastic opportunity to expand your skillset, give back to the network, and are looked at favourably in your CV and PDRs. Templates and instructional material are provided and are easy to follow.</p>	<p>Deanne referred all HSRs to the link: HSR Roster We need a minute taker/typist for the next meeting. The job can be split into two or combined. Meetings are recorded which makes the job super easy. Deanne also provides all templates and assistance. If we cannot fill this position before the next meeting, the meeting will be cancelled. Your assistance is very much appreciated. Deanne thanked all HSR roster volunteers that have volunteered so far this year.</p>
	<p>6.3 HSR meeting 3 (return to campus)</p>	<p>Item deferred to the next meeting pending restrictions.</p>
	<p>6.3 Health and Safety Business partner contacts/ Health and Safety Assist</p>	<p>A number of DWGs have recently been re-negotiated/re-structured and a number of OHS Business Partners no longer have a job as a result of the Pandemic Reset Program. This is now reflected on the OHS website where it is now very difficult to find an OHS Business Partner for some areas. In the latest OHS newsletter the new Health and Safety Assist service is now available to answer OHS questions, share knowledge and escalate matters to the right people when needed. In areas where there is currently no Business Partner, all OHS enquiries will be forwarded to Health and Safety Assist for addressing. Please circulate this information in your local area if you are one of the DWGs affected by these changes.</p>

		Please let Deanne know if you have any trouble with this service.
<p>6.4 Health and Safety issue: (window blockers on windows in the John Medley Building)</p> <p>During the lockdown when everyone was working from home, Facilities at the request of the OHS Department installed window blockers on all the windows in my school, in the John Medley Building. Now the sash windows open 10 cm 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 and Trudie Molloy), 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 SSPS 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>	Cathy was not present in the meeting. Deanne will need to discuss this with Cathy offline.	
<p>6.6 Hazard issue: The covered walkway which runs from Elizabeth St to Barry St</p>	Jessie spoke on the hazards currently present in the walkway. Deanne has provided information for Jessie to submit to address these	

	<p>People are not supposed to ride their bikes along this stretch of walkway, yet people still do. The signage that says ‘Walk your bike’ just isn’t adequate and there isn’t enough signage. It’s becoming dangerous having bike riders weave in and around people on such a narrow walkway.</p>	<p>hazards. As these hazards are present off campus, they cannot be addressed via our Health and Safety Team. Deanne provided the contact for the Melbourne Metro project which the University has used in the past for OHS issues: Katherine Geddes Assistant Project Director x 43930. You can also use the Snap Send Solve app to log OHS issues as well.</p>
	<p>6.7 Hazard issue: Pedestrian crossing corner of Grattan and St Barry: 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. Many times I’ve seen cars not stopping for people crossing the street.</p>	<p>Jessie outlined hazards present with the new pedestrian crossing and cars turning into Grattan St from Barry St. Jessie has contacted Katherine on the 20/5/21 and has had no response yet. Deanne suggested that Jessie send a follow up email and also use Snap Send Solve as an alternative. If any other HSRs have observed these hazards, please submit your concerns to Katherine or via the Snap Send Solve app. The more reports that are received for a particular hazard, the better the chance it will be addressed quickly.</p>
	<p>6.8 HSR Term of Office Expiry</p>	<p>Deanne referred HSRs to the Agenda. If you are a HSR that has a TOO expired or expiring, please ensure that you contact your Business Partner or a member of your local OHS committee and get election processes initiated so that you can be re-elected and not drop off University communication lists. If you are leaving the University, please let your local Business Partner or a member of your OHS committee know so they can call for nominations in your DWG and find a replacement for you. They should also be notifying the Health and Safety Services team as well so their lists can be updated.</p>
<p>7</p>	<p>NEXT MEETING <i>Thurs 26th August 2021 3-4pm</i></p>	

Circulation: All Employee HSRs

University HSR 2021 Meeting Schedule

Location:

Zoom, unless otherwise stated (depending on current state regulations)

Time	Day	Date
2pm	Thursday	25 February
3pm	Thursday	27 May
3pm	Thursday	26 August
3pm	Thursday	25 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>

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.

