



Employee Health & Safety Representative Meeting 3 - 2022

Date: Friday 16th September, 2022

Time: 11:30am – 12:30pm

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.

1	<p>INTRODUCTIONS For the sake of time, introductions were not done during this meeting.</p> <p>WELCOME Heather welcomed all attendees.</p> <p>ATTENDANCE (17 out of 42 HSRs) Meredith Potter, School of Chemistry Paula Mitchell, FMDHS @Doherty Institute Dinidu Wijesurendra, FVAS Faculty, Parkville Cathy Alizzi, Faculty of Arts Andrew Martel, Architecture, Building & Planning (academics) Lynn Tran, Biochemistry & Pharmacology (WEBs building) Heather Daykin, Biochemistry & Pharmacology (Medical building) Jessie Malignaggi – Global Learning (SASS) Jinghan Lu – Dept of Infrastructure Engineering Darren Hocking – SGEAS Helen Billman-Jacobe – Veterinary Biosciences Sherah Kurnia – School of Computing and Information systems (Academic) Andie Moore – Science Administration Susan Karpasitis – Law David Chan – FEIT Professional Staff (Melbourne Connect Building) Ray Furmston – FEIT Professional Staff (Parkville)</p>
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	<p>*Melody Eotvos – Conservatorium of Music (you have been removed from the HSR list on the H&S website)</p> <p>APOLOGIES</p> <table border="1" data-bbox="392 271 1426 636"> <thead> <tr> <th data-bbox="392 271 895 315">Name</th> <th data-bbox="895 271 1426 315">DWG representing</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 315 895 398">Laura Juliff</td> <td data-bbox="895 315 1426 398">School of Computing and Information Systems, FEIT</td> </tr> <tr> <td data-bbox="392 398 895 439">Paul Cheng</td> <td data-bbox="895 398 1426 439">FVAS – Dookie (Agriculture)</td> </tr> <tr> <td data-bbox="392 439 895 479">Victoria Rayner</td> <td data-bbox="895 439 1426 479">No longer an HSR? Maternity leave</td> </tr> <tr> <td data-bbox="392 479 895 557">Phillip Knack</td> <td data-bbox="895 479 1426 557">Faculty of Architecture, Building and Planning, MSD</td> </tr> <tr> <td data-bbox="392 557 895 636">Sue Hill</td> <td data-bbox="895 557 1426 636">School of Psychological Sciences, Academic Programs</td> </tr> </tbody> </table>	Name	DWG representing	Laura Juliff	School of Computing and Information Systems, FEIT	Paul Cheng	FVAS – Dookie (Agriculture)	Victoria Rayner	No longer an HSR? Maternity leave	Phillip Knack	Faculty of Architecture, Building and Planning, MSD	Sue Hill	School of Psychological Sciences, Academic Programs
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2	<p>ELECTION OF HSRs TO THE OHSC</p> <p>Heather Daykin’s term of office on the University OHSC expired 9th Sept 2022. Therefore, Heather will send out a call for nominations for the HSR position to the group via email. Heather noted that she is happy to renominate for the 3-year position but others are welcome to nominate too. If there is more than one nomination, then an election will be held.</p> <p>Action item: Heather to send out call for nominations to the HSR group via email.</p>												
3	<p>GUEST SPEAKER</p> <p>None at this meeting</p>												
4	<p>CONFIRM PREVIOUS MINUTES</p> <p>Minutes from the previous meeting were confirmed unchanged (by Meredith Potter)</p>												
5	<p>ACTION ITEMS</p> <p>PLEASE NOTE: <i>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 1615 1426 2040"> <tr> <td data-bbox="392 1615 951 2040"> <p>5.1 Health and Safety issue:</p> <p>Windows in John Medley Building- (Cathy Alizzi).</p> <p>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.</p> </td> <td data-bbox="951 1615 1426 2040"> <p>Previous Update:</p> <p>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</p> </td> </tr> </table>	<p>5.1 Health and Safety issue:</p> <p>Windows in John Medley Building- (Cathy Alizzi).</p> <p>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.</p>	<p>Previous Update:</p> <p>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</p>										
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	<p>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>always plausible for academic staff.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>They also held a public meeting with employees and within two days, they 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</p>
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		<p>encounter the same problems in terms of temperature and ventilation.</p> <p>Complete.</p> <p>Windows are now being changed to allow for ventilation</p>
	<p>5.2 Hazard issue: The covered walkway with runs from Elizabeth St to Barry St (Jessie Malignaggi).</p> <p>This issue extends to walkways outside the Medical building, Peter Doherty Institute, Alan Gilbert blg and near Gate 10 (outside Engineering).</p> <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” is not adequate. It’s becoming dangerous having bike riders weave in and around people on such a narrow walkway.</p>	<p>Update from Heather:</p> <ul style="list-style-type: none"> ○ This is an Action item at the University OHSC and it was escalated again to the Cross Yarra Partnership who are responsible for these matters around the Metro rail project. ○ At the end of June, Paula and I received an email from Katherine Geddes with a proposal from CYP to readdress this issue. It included solutions such as new signage and stencils on the ground, putting pedestrian awareness line-marking at building entry points to prompt cyclists to slow down, placing tags on bikes parked around the construction site to encourage cyclists to walk their bikes, and communication through the Bicycle Network’s newsletter. ○ I distributed this email to the HSR community at the University and received some valuable feedback. This feedback was passed back to Katherine and Stefan Delaney. ○ New stencils on the ground were installed on the ground near the Med building (West wing approach) since the walkway has been altered ● Paula Mitchell has been told that the gantries along Grattan street will be slowly removed over the next 6 months and so nothing has been done as they proposed earlier in the year, because foot and bike traffic

		<p>will be diverted away from those problems areas.</p> <p>Previously: Heather Daykin:</p> <ul style="list-style-type: none"> ○ Stefan Delaney (director of Health and Safety at the University) told us that those areas are not under the control of the Uni. It is the Metro Tunnel Project and Rail Projects Victoria who are responsible for those areas. ○ In the past, strategies have been tried such as traffic controllers and customer service people to try and address this issue in the past ○ Katherine Geddes (UoM liaison with the Metro Tunnel Project) has frequently raised these safety concerns for pedestrians at meetings. ○ We suggested more signage around areas of high risk, so that people exiting buildings (such as the Med building or PDI/ Alan Gilbert) could be alerted to look out for cyclists in those areas. ○ Stefan/University will request the Metro Tunnel Project team to review their risk controls including signage and customer service contractors. They will also review signage on campus to alert pedestrians to the risks near exits. ○ Waiting for more information about this at the next OHSC which is coming up soon. ○ Cathy Alizzi mentioned that she submitted hazard reports for Gate 10 but did not receive any feedback. ○ Heather encouraged HSRs at the forum to submit a hazard report or report via Snap, Send, Solve, to keep reporting the hazard. ○ Paula Mitchell said that signage will be updated for the PDI
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		<p>(organised through Katherine Geddes).</p> <p>Ongoing – keep on agenda to track progress</p>		
<p>6</p>	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p> <table border="1" data-bbox="392 389 1374 2063"> <tr> <td data-bbox="392 389 1174 2063"> <p>6.1 What’s happening at the OHSC</p> <p>Items of note from the University OHSC Meeting 1 held on 23rd June, 2022:</p> <ul style="list-style-type: none"> • The HSR and DWG list on the University Health and Safety website is still being reviewed and should be completed by the end of Q3. Originally this was Q2, but apparently, they needed to review the list due to expiry of HSR terms. • Safe Zone App testing phase is complete and the app was to be made live a few days after the meeting. For those who may not have heard about this new App, it’s purpose is to notify people of emergencies in their area, and to make it easy to notify someone of a risk or emergency. • Presentation by Sam Montalto from the Faculty of Science, who spoke about 3 Health and safety initiatives that were recently implemented for their faculty: <ul style="list-style-type: none"> ○ Review of field work risk management, particularly around the risk of COVID ○ Laboratory Safety Management workshops – these were implemented to familiarise and remind lab managers and local area responsible persons of their health and safety roles and responsibilities in an in-person setting. They are encouraged to bring examples from their labs and to engage in discussions and activities during the workshop ○ ERMS incident data quality checks – purpose was to review this years’ incident reports in ERMS to then use to track incident trends in the future. A challenge was how to report Agency of Injury; an example was slipping on a wet floor – was it caused by the indoor environment, the outdoor environment or “other materials, substances or objects”? He also listed the data fields which would be checked • COVID-19 report – COVIDSafe plan was updated and resolved after a consultation period back in April </td> <td data-bbox="1174 389 1374 2063"> <p>Heather Daykin</p> </td> </tr> </table>		<p>6.1 What’s happening at the OHSC</p> <p>Items of note from the University OHSC Meeting 1 held on 23rd June, 2022:</p> <ul style="list-style-type: none"> • The HSR and DWG list on the University Health and Safety website is still being reviewed and should be completed by the end of Q3. Originally this was Q2, but apparently, they needed to review the list due to expiry of HSR terms. • Safe Zone App testing phase is complete and the app was to be made live a few days after the meeting. For those who may not have heard about this new App, it’s purpose is to notify people of emergencies in their area, and to make it easy to notify someone of a risk or emergency. • Presentation by Sam Montalto from the Faculty of Science, who spoke about 3 Health and safety initiatives that were recently implemented for their faculty: <ul style="list-style-type: none"> ○ Review of field work risk management, particularly around the risk of COVID ○ Laboratory Safety Management workshops – these were implemented to familiarise and remind lab managers and local area responsible persons of their health and safety roles and responsibilities in an in-person setting. They are encouraged to bring examples from their labs and to engage in discussions and activities during the workshop ○ ERMS incident data quality checks – purpose was to review this years’ incident reports in ERMS to then use to track incident trends in the future. A challenge was how to report Agency of Injury; an example was slipping on a wet floor – was it caused by the indoor environment, the outdoor environment or “other materials, substances or objects”? He also listed the data fields which would be checked • COVID-19 report – COVIDSafe plan was updated and resolved after a consultation period back in April 	<p>Heather Daykin</p>
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	<p>2022. Further changes have been made in relation to vaccination requirements. The broader COVID focus is on ventilation, and the University continues to provide free P2 masks and RATs for all students and staff.</p> <ul style="list-style-type: none"> • Incident on campus - Heather brought up the lack of communication and support surrounding a suicide incident that occurred on campus earlier this year. Classes that were being held in the building at the time of the incident were allowed to walk past the site when their classes had finished rather than being diverted away. <ul style="list-style-type: none"> ○ Lack of specific follow-up with teaching staff and classes that were in the building at the time, and were allowed to walk past the incident site at the end of class ○ Gaps in follow-up with a student group running an event near the incident ○ Incident site control feedback has been taken on board and they are reviewing how to better coordinate these consequential issues that arise during traumatic events 		
	<p>6.2 Progress of items previously raised at the OHSC</p> <ul style="list-style-type: none"> • First aid kits – adding extra items such as asthma inhalers and Epipens <ul style="list-style-type: none"> ○ I spoke on behalf of Dinidu who brought it up at the previous HSR meeting. ○ He wanted to know the University’s stance on adding these items to First Aid kits across the university, in particular in the areas where there are undergrad students, and whether there are restrictions for under 18’s ○ Stefan Delaney (director of Health and Safety) clarified that there are specific references in the new First Aid Compliance Code in regards to asthma inhalers and Epipens, and there is already a risk assessment for the use of Epipens in the Childcare centres ○ At the time of the meeting, the University’s review of their policies and processes for first aid were still under progress, and were released for consultation and feedback on the 4th August. ○ Stefan confirmed that the new Promapp will include a guidance document which staff can use 	<p>Heather Daykin</p>	

	<p>for their local area, and it will include a risk assessment for these additional items.</p> <ul style="list-style-type: none"> • E-scooters – communication to users on campus <ul style="list-style-type: none"> ○ This was the second time we brought this issue to the OHSC ○ Stefan Delaney confirmed that to report e-scooters that have been left in dangerous places on/near campus we can use Snap Send Solve, and it is a maintenance request that goes directly to the facilities team in the Uni Service Centre. ○ We want guidance material for the use of bikes and e-scooters on campus, which would also include how to report an incident or hazard in Snap Send Solve or ERMS. The idea is to decrease the time it takes to find the information on how/where to report incidents. This was supported by the committee and Stefan. • Reporting incidents/hazards on campus (not inside buildings) <ul style="list-style-type: none"> ○ It's not clear about who should be assigned to incident or hazard report when it occurs on campus, for both students or staff. This is not communicated on the University Health and Safety website. ○ For students who do not have any roles within the University (according to Themis), they are assigned by default on ERMS to the Health and Safety Business partner of the Faculty with the course they are enrolled in. ○ For staff, the report should be assigned (by default) in ERMS to your primary supervisor according to Themis. 		
	<p>6.3 Items to be raised at the OHSC</p> <ul style="list-style-type: none"> • Concerns about HSRs finding it difficult to access DWG member lists in some areas of the University (see Item 7.1). There is a disconnect between management and the stance that HSRs are not entitled to a DWG list due to privacy issues. There needs to be a policy/document to outline the role of the employer to provide such information to HSRs so that HSRs don't continue to come up against resistant managers who do not want to share that information. This makes it difficult or 	<p>Helen Billman-Jacobe</p>	

	<p><i>An employer must also provide such other facilities and assistance to an HSR for the DWG as are necessary to enable the HSR to exercise their powers under the OHS Act.</i></p> <p>Agreement by the group that this issue should be brought to the OHSC, as it applicable across multiple faculties.</p>	
	<p>7.2 Coffee with an HSR mentor update:</p> <ul style="list-style-type: none"> • This is an initiative that has come out of this forum where newer HSRs can have the opportunity to have a one-on-one chat with a mentor HSR to discuss any questions you have about being an HSR. • Our current mentors are: <ul style="list-style-type: none"> ○ Paula Mitchell ○ Heather Daykin ○ More mentors are welcome • Since our last HSR meeting, Paula and I have met with at least 5 new HSRs for a one-on-one, which have brought up some interesting questions and local DWG-specific questions. A key issue is how to communicate effectively with your DWG, and what to do if management isn't supportive of it, which Helen has brought up today. • Paula and I are happy to meet with more of you over the next few months if anyone is interested. 	<p>Heather Daykin</p>
	<p>7.3 Any other business</p> <ul style="list-style-type: none"> • Darren questioned the role and responsibility of an HSR in terms of students at the University. The group confirmed that HSRs do not legally represent students, unless they are in an employed capacity (eg. Prac class demonstrator, etc). • Students can be directed to Student Services • It was noted by the group, that a health and safety issue for a student in our workplace is often an issue for employees and therefore can be investigated/supported from that point of view. An option could also be to ask the staff in the same area as the student if they have found the same issue/s (if relevant). • OHS reps conference in October 2022 (last 2 years it was held at the end of Oct) 	<p>Darren Hocking</p> <p>Heather Daykin</p>

	<ul style="list-style-type: none"> ○ This one-day event can be used as your 1-day per year allocated HSR training day which is ○ Highly recommended ○ HSR-only event which creates a very supportive and inspiring atmosphere ○ Not yet advertised so keep an eye out for when the date is advertised. At this point not sure if it will be online again or an in-person event 	
8	NEXT MEETING Friday 25 th September, 2022, 11:00 am-12:00 pm	

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 16 th September	11:30 am-12:30 pm	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
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
Meredith Potter	Chemistry	21 Jul 2022
Lynda Boldt	Research, Innovation & Commercialisation - Parkville	1 Aug 2022
David Belton	Science - Geography, Earth and Atmospheric Sciences	1 Sep 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 (Medical Building)	Member	Aug 2019 expired
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 (WEBs building)	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.