

**THE UNIVERSITY OF MELBOURNE**  
**EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

Thursday 24<sup>th</sup> of May 2018, 2:00 pm  
5<sup>th</sup> floor meeting room, Royal Melbourne Dental Hospital.

**AGENDA**

1. Attendance
  - 1.1 Welcome/Apologies
  - 1.2 Introductions
  
2. Confirm minutes of the last meeting
  
3. Election of two HSRs to the OHSC
  
4. Guest Speaker:  
Dani Norman - Senior Health and Safety Consultant for University Services. Finance and Employee Services.  
**“The OHS Operations team: who’s on it and how can they help you.”**
  
5. Occupational Health & Safety Committee (OHSC)
  - 5.1 What’s happening at the OHSC
  - 5.2 Progress of items previously raised at the OHSC
    - Appropriate Workplace Behaviors for students
    - Trainme
    - Action Item table
  - 5.3 Items to be raised at the OHSC
  
6. Other business
  - 6.1 Zoom video and web conferencing tool
  - 6.2 Train me “Drop-in sessions”
  - 6.3 Service now – “Snap, Send, Solve” and bulk emails
  - 6.4 HSR Roster of Meeting 3 2018
  - 6.5 Any other business
  
7. Next meeting: **Thursday 24<sup>th</sup> August 2018, 11am 5<sup>th</sup> floor meeting room, Royal Melbourne Dental Hospital**