

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Wednesday 13th November, 2:00 pm
Chemistry, Building 153, Level 2 Tutorial Room 273

AGENDA

1. Attendance
 - 1.1 Welcome/Apologies
 - 1.2 Introductions
2. Election of an alternate HSR to the OHSC
3. Guest speaker: Deanne Catmull. Convenor of the HSR committee and HSR for the Melbourne Dental School.
Title: "I'm a HSR...now what?"
4. Confirm minutes of Meeting 3
5. Occupational Health & Safety Committee (OHSC)
 - 5.1 What's happening at the OHSC
 - 5.2 Progress of items previously raised at the OHSC
 - 5.3 Items to be raised at the OHSC
6. Other Business
 - 6.1 Coffee with an HSR program – update
 - 6.2 Terms of Reference
 - 6.3 Health & Safety Services, Business Services team re-structure
 - 6.4 Worksafe Health and Safety Month/HSR Conference 2019
7. Next meeting: TBC Dec/Jan.

Circulation: All Employee HSRs

University HSR 2019 Meeting Schedule

Location: Chemistry, Building 153

Time	Day	Date
2 pm	Wednesday	8 May
2 pm	Wednesday	28 August
2 pm	Wednesday	13 November

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC) as an alternate.

The upcoming meeting on 13th November 2019 will elect one (1) HSR 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. The 2019 schedule is as follows:

01	06 Mar 19	Room 2016, Level 2, The Spot Building
02	5 Jun 19	Room 123, Alan Gilbert Building
03	41 Sep 19	Room G16 (Jim Potter Room), Old Physics Building
04	27 Nov 19	Room 331, Level 3, Raymond Priestly Building

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.

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> about calling for nominations for HSR 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:

<https://safety.unimelb.edu.au/people/community/hsr-dwg>

HSR	DWG	Expiry date
Breanna Mcinnes	School of Biomedical Sciences - Biomedical Sciences Animal Facility	23 rd Feb 2019- contacted
Andres Diaz	Veterinary and Agricultural Science-Parkville	7 th Dec 2019
Ashley Cross	Music - Southbank	01 Mar 2019- contacted 04/19 and 08/19.

HSRs on the OHSC:

Name	DWG	Role (member/alternate)	Elected
Ms Deanne Catmull	MDS	Member	Aug 2019
Ms Heather Daykin	School of Biomedical Sciences - Pharmacology and Therapeutics	Member	Aug 2019
Dr Andres Diaz	Veterinary and Agricultural Science	Member	Feb 2017
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Feb 2017
Ms Kate Hayes	Chancellery	Member	Aug 2019
Dr Paulo Vaz-Serra	Architecture-Academic	Member	Aug 2018
Ms Amy Hampson	Melbourne Medical School - Otolaryngology (B)	Alternate	May 2018
Mr Anton Cozijnsen	Biosciences 1, 2 &3 (Botany)	Alternate	Nov 2017

Ms Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology	Alternate	Nov 2017
Ms Raelene McIntyre	Veterinary and Agricultural Science-Werribee	Alternate	Aug 2019