



## Employee Health & Safety Representative Meeting 4 Agenda

**Date:** Friday, 25<sup>th</sup> November 2022

**Time:** 11:00am – 12:00pm

**Location:**

<https://unimelb.zoom.us/j/83559634400?pwd=OHFYOTFaMnF6TUhHUFZaQkcyUnUzZz09>

(if prompted for password, please enter: HSR2022)

**Chair:** Heather Daykin, HSR, Department of Biochemistry & Pharmacology  
(Medical Building)

### AGENDA

*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.*

<b>1</b>	<b>INTRODUCTIONS</b>  <b>WELCOME</b>  <b>ATTENDANCE</b>  <b>APOLOGIES</b>  Hayley Barker Helen Hayden Susan Karpasitis Meredith Potter  Victoria Rayner (Centre for Youth Mental Health) maternity leave  Cheryl Augustine – no longer an HSR
<b>2</b>	<b>ELECTION OF HSRs TO THE OHSC</b> All of the HSR positions on the University OHSC have been recently filled; so we currently have 6 HSRs and 4 alternatives.

	Alternatives are welcome to attend any meeting and may fill an HSR vacancy, with voting rights, if they are absent.			
3	<b>GUEST SPEAKER</b> None today			
4	<b>CONFIRM PREVIOUS MINUTES</b>			
5	<p><b>ACTION ITEMS</b></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" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>5.1 Hazard issue:</b>  <b>The covered walkway which runs from Elizabeth St to Barry St</b>  <b>This issue extends to walkways outside:</b></p> <ul style="list-style-type: none"> <li>• <b>Medical building</b></li> <li>• <b>Peter Doherty Institute</b></li> <li>• <b>Alan Gilbert bldg.</b></li> <li>• <b>Gate 10 (outside Engineering)</b></li> </ul> <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> </td> <td style="width: 50%; vertical-align: top;"> <p><b>HSRs on campus</b></p> <p>Update from Heather:</p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> <li>○ I distributed this email to the HSR community at the University and received some valuable feedback. This feedback was passed</li> </ul> </td> </tr> </table>		<p><b>5.1 Hazard issue:</b>  <b>The covered walkway which runs from Elizabeth St to Barry St</b>  <b>This issue extends to walkways outside:</b></p> <ul style="list-style-type: none"> <li>• <b>Medical building</b></li> <li>• <b>Peter Doherty Institute</b></li> <li>• <b>Alan Gilbert bldg.</b></li> <li>• <b>Gate 10 (outside Engineering)</b></li> </ul> <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><b>HSRs on campus</b></p> <p>Update from Heather:</p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> <li>○ I distributed this email to the HSR community at the University and received some valuable feedback. This feedback was passed</li> </ul>
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		<p>back to Katherine and Stefan Delaney.</p> <ul style="list-style-type: none"> <li>○ New stencils on the ground were installed on the ground near the Med building (West wing approach) since the walkway has been altered</li> <li>● 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 will be diverted away from those problems areas.</li> </ul> <p>Previously: Heather Daykin:</p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ In the past, strategies have been tried such as traffic controllers and customer service people to try and address this issue in the past</li> <li>○ Katherine Geddes (UoM liaison with the Metro Tunnel Project) has frequently raised these safety concerns for pedestrians at meetings.</li> <li>○ 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.</li> <li>○ Stefan/University will request the Metro Tunnel Project team to review their risk controls including signage and customer</li> </ul>	
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		<p>service contractors. They will also review signage on campus to alert pedestrians to the risks near exits.</p> <ul style="list-style-type: none"> <li>○ Waiting for more information about this at the next OHSC which is coming up soon.</li> <li>○ Cathy Alizzi mentioned that she submitted hazard reports for Gate 10 but did not receive any feedback.</li> <li>○ Heather encouraged HSRs at the forum to submit a hazard report or report via Snap, Send, Solve, to keep reporting the hazard.</li> <li>○ Paula Mitchell said that signage will be updated for the PDI (organised through Katherine Geddes).</li> </ul> <p><b>Ongoing – keep on agenda to track progress</b></p>	
	<p><b>5.2 ELECTION OF HSR(s) TO THE OHSC</b> Heather Daykin’s term of office on the University OHSC expired 9<sup>th</sup> 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>Heather to send out call for nominations to the HSR group via email</p> <p><b>In progress:</b> Email sent out 11/11/22 Voting deadline: CoB Monday the 28th of November 2022</p>	
	<p><b>5.3 Health and Safety Committee/Management issues:</b> Helen and other HSRs at the University are having issues with management and DWG communication. Management are unwilling to share DWG member lists or email addresses so HSRs are unable to communicate with DWG members.</p> <p>Some areas have suggested that management will communicate with DWG members on their behalf. At FVAS, this came to a head when management wanted to dissolve the OHS committees and did not want to</p>	<p><b>Helen Billman-Jacobe</b></p>	

consult with the DWG members first. They also wanted to dissolve the OHS committees due to the compliance burden.

The group agreed that it was inappropriate for management to consult on an HSR's behalf.

There are privacy concerns from managers in some areas about the release of email lists and believe that it's a breach of privacy. In terms of the OHS Act 2004, this only relates to medical information, which is subject to privacy.

Heather Daykin had emailed "Ask Renata" on the OHS Reps website and received a response:

Under section 69 an employer must allow an HSR for the DWG to have access to information that the employer has relating to:

- actual or potential hazards arising from the conduct of the business or plant and substances used in the workplace
- the health and safety of members of the DWG that the HSR is authorised to represent, which may include independent contractors and their employees.

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.

Agreement by the group that this issue should be brought to the OHSC, as it applicable across multiple faculties.

**Action item:**

**Heather Daykin to send email to the HSR group with the information she received from VTCH via the "Ask Renata" function on the OHS Reps website, that covers the right to communication with your DWG members**

<b>6</b>	<b>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>	
	<b>6.1</b> What's happening at the OHSC	<b>Paula Mitchell/Heather Daykin</b>
	<b>6.2</b> Progress of items previously raised at the OHSC	<b>Paula Mitchell/Heather Daykin</b>
	<b>6.3</b> Items to be raised at the OHSC	<b>Heather Daykin</b>
<b>7</b>	<b>OTHER BUSINESS</b>	
<b>7</b>	<b>NEXT MEETING</b>	

Circulation: All Employee HSRs at UoM

### University HSR 2022 Meeting Schedule

**Location:**

**Zoom**

<b>Time</b>	<b>Day</b>	<b>Date</b>
<del>11am-12pm</del>	<del>Friday</del>	<del>18<sup>th</sup> March</del>
<del>11am-12pm</del>	<del>Friday</del>	<del>10<sup>th</sup> June</del>
<del>11am-12pm</del>	<del>Friday</del>	<del>16<sup>th</sup> September</del>
11am-12pm	Friday	25 <sup>th</sup> 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.