

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

**MEETING NO 2/2018 – 25<sup>th</sup> May 2018**

A meeting of Employee Health & Safety Representatives was held on Thursday 25<sup>th</sup> May 2018 in the 5<sup>th</sup> floor meeting room, Melbourne Dental School, University of Melbourne at 2.00 pm.

**PRESENT:**

Deanne Catmull (*Melbourne Dental School*) **Chair**  
Sioe See Volaric (*Chemistry*) **Minutes**  
Paula Mitchell (*FMDHS Microbiology and Immunology*)  
Amy Hampson (*Otolaryngology*)  
Hayley Barker (*General Practice MMS-Berkeley*)  
William Shieh (*EEE*)  
Andrew Hammond (*MDHS*)  
Cathy Alizzi (*SSPS, Faculty of Arts*)  
Tina Kalliakmanis (*GCCMC*)  
Peter Mason (*Arts ASO*)  
Cameron Fletcher (*MSPS*)  
Andres Diaz (*Veterinary Biosciences*)  
Dani Norman (*Senior Health and Safety Consultant for the University Services, Finance and Employees Services*)

**1. FORMAL MATTERS**

**1.1 Welcome/Apologies**

Apologies were received from: Lynn Tran (*Biochemistry and Molecular Biology*), Leanne Mccredden (*US-Academic Services: Research & Collections*), Calista Sim (*Melbourne School of Health Sciences, B*), Christopher Nolan (*Fine Arts and Music- Performing Arts, Music Theatre*), Sarah Leahey (*Science- Biology labs*), Paulo Vaz-Serra (*Architecture*), Julia Jacob (*Fine Arts and Music: Faculty Services*), Ashley Cross (*Fine Arts and Music: Southbank*), Shirley Els (*Physics*), Matthew Grazia (*RIC-Parkville*)

**1.2 Introductions**

A brief around the table introduction was conducted to introduce the Committee members including all new members. The attendance sheet was passed around for attendance to be signed in

**2. Confirm minutes of last meeting, 28<sup>th</sup> Feb 2018**

Minutes of last meeting held on the 28<sup>th</sup> Feb 2018 was confirmed by Sioe See Volaric and seconded by the rest of the committee

### 3. Election of two HSR's to the OHSC

There was a call for two HSR to be elected to the OHSC. No one expressed any interest, but Amy Hampson volunteered to sit-in as an observer/delegate for the HSR's in OHSC meetings. A second alternate nomination was received on-line from Calista Sim. Existing HSR members are Ms Deanne Catmull, Ms Heather Daykin, Dr Andres Diaz, Ms Paula Mitchell and Ms Sioe See Volaric

### 4. Guest speaker Dani Norman (Senior Health and Safety Consultant for the University Services, Finance and Employees Services)

#### Topic: "The OHS Operations team: who's on it and how they can help you"

- The Central OHS unit is semi-autonomous and works with HSRs and University Management to address Health and Safety issues. Dani introduced some of the key members of the team including: Steven Guggenheimer (Radiation Officer and Occupational Hygienist), Christian Rantzau (Chemwatch specialist, Chemical and Waste Consultant), Rosie O'Halloran (OHS Ergonomic), Wendy Chadwick (Emergency Management and Fire services, Training), Andrew Everett (Health and Service Coordinator), Peter Robinson (Injury Management and Workcover), Stefan Delaney (Health and Safety Head), Verity Fisher (ERMS). Dani's team includes four personnel whose role is essentially the same as your Health and Safety Business Partners.
- ProMapp process framework- HSRs can provide feedback to Susan Butler (Health & Safety Manager Operations, FES) on University processes before it is formalised then published to the University community
  - ❖ One example -Link on how to provide feedback on Workplace inspection <https://au.promapp.com/unimelb/Process/Minimode/Permalink/FTfs5oKHs5uNKRBCaDzt6p>
- Service Now ticketing: The Health and Safety team have now joined Service Now to manage all enquiries. When you message the team, you will now receive a ticket number to your enquiry/issue which has to be followed up or closed out. This ensures your query is attended to and doesn't get lost amongst other emails/enquiries.
- Campus Services Requests are now also managed in Service Now. It is available to all staff via Staff Hub: <https://unimelb.edu.au.service-now.com/facilities> for a facilities request. You can also log tickets for parking, relocations, security and other issues related to the physical environment of the University.
- Health and Safety (OHS Management Policy): There is a big push to prevent duplication/recreation of OHS templates eg. Workplace Inspection Template. For internal and external audits the templates written by UoM is sufficient. There is no need to re-invent the wheel.
- ERMS (Emergency Risk Management System): There is a new Workplace Inspection Module available for staff to use. Please ensure that the correct local path is used or the inspection will be re-directed to the wrong place. Corrective actions and context must be detailed so the person being notified for an action knows exactly how to respond to the request, including a specific time frame for correction. Staff with no access to iPads that wish to use the form online can borrow one from Verity Fisher. Paula Mitchell added that it is still feasible to print out these documents and complete the inspections manually (entering them into the system later).
- Students now have access to Incident Reporting in ERMS. This section was launched in Feb 2018 for electronic incident reporting however, since the launch there has been a reduction of reported incidents. Why?? Insufficient publicity? Are students intimidated by the electronic communication? Is it too time consuming? Do students know how, why,

when and who to report the issues to? Dani asked HSR's to assist in communicating this message to relevant managers/coordinators and through their local OHS committee meetings.

- New First Aid Training Provider: Log in available through TrainMe. Training is covered for all current listed First aiders.

## 5. Occupational Health and Safety Committee (OHSC)

### 5.1 What's happening at the OHSC

The last OHSC meeting was held on Wednesday 07 March, at 10.05am, Room 331, Level 3, Raymond Priestly Building.

- Andrew Everett (Health and Safety Co-ordinator) sends out Health and Safety Newsletters to [safety-news@lists.unimelb.edu.au](mailto:safety-news@lists.unimelb.edu.au). All HSR's in UoM get these newsletters. You can subscribe to newsletters at [ohs-enquiries@unimelb.edu.au](mailto:ohs-enquiries@unimelb.edu.au)  
Details of work and upcoming safety events, meetings, forums, vehicle access changes, a new XETTO trolley for loading vehicles, flu vaccinations are spelt out in these newsletters
  - ❖ Health and Safety Forum 2018. Invitation to all health and safety business partners, HSR and other safety professionals to get together and talk all things safely and upcoming projects and initiatives of University Services, Health and Safety Team. The Health and Safety team are available to listen to any questions and or concerns. You can also dial into these meetings via Zoom (instructions are usually sent out).
  - ❖ ERMS: Work Place Inspection module now live (WPI). Any questions/issues can be addressed at one of the drop-in sessions organised by Verity Fisher. They will run every Thursday in May at 12:30pm and every Monday in June at 11:30am.
- Student Access to Train ME: Stefan (Associate Director Health and Safety) reported on the commencement of a trial of Melbourne School of Engineering (MSE) RHD access to the health and safety training modules. All MSE student training records from MSE's previous training system have been uploaded. There still several steps in the technical implementation that are outstanding prior to phased implementation for health and safety training via Train Me for other students
- Enterprise Risk Management System (ERMS)  
Stefan reported Workplace Inspection Module went on live 5th March 2018.
- Kelvin Doyle (Director, Campus Services) reported changes to the traffic management of the Parkville campus given the numerous construction sites. Gate 10 has authorised access only, gate 4 has reopened for deliveries and contractor vehicles. Access to the campus is being encouraged via gates 12, 4 and 1. Sally Eastoe (Executor Director) noted that as well as trying to reduce the number of vehicles on campus the University should try and implement a targeted safety on campus campaign. More consultation with stakeholders will take place as this campaign progresses
- Three items were received from divisional health and safety committee meetings. All issues can be resolved through direct liaison with the respective faculties. Issues included bikes in

offices, office housekeeping and the issue of students with pre-existing medical conditions and ability to safely undertake required activities at University

- There is now live access to hazardous materials including asbestos across campus which is available to all external contactors when they come on site.
- Train ME updates: Safe Radiation Practices- Ionising and Laser is now live on Train ME. ChemWatch User and ChemWatch Administrator training module in development.
- OHSC: The Risk Assessment module in ERMS has not been fully launched and is still in development. Staff can access the module and give feedback to Verity Fisher or Health and Safety Business partners. The module won't be fully launched until feedback has been reviewed and appropriate changes made. Still waiting on Vendor to complete an enhancement that will see the addition of an unchanging Inherent Risk column. Until this static column is available, the module is incomplete and the workflows are still being finalised.

## **5.2 Progress of items previously raised at the OHSC**

- Paula Mitchell raised a question as to why research higher degree students are not advised to complete Appropriate Workplace Behaviors training in TrainME and asked what could be done to train students.

Stefan Delaney stated that Appropriate Workplace Behaviors is written for an employee audience and this would not translate to a student, including RHD, audience. Students, including RHD students are subject to different policies and procedures for their behaviour. These include Student Conduct Policy (MPF 1324), Student Charter (last updated May 2017). Current training for Students in relation to student conduct includes Consent Matters (all U/G students from 2018)

A reference group chaired by Professor Richard James, DVC Academic & Undergraduate and Deputy Provost and including Elizabeth Capp Director, Students & Equity and representative from GSA Inc and UMSU Inc is currently reviewing other potential student conduct training, including training for Graduate Students which is "students in workplaces" targeted. The Research Office is being brought in to look at PhD students specifically.

**Action item table:**

**PLEASE NOTE: "When HSRs bring issues to the forum which then become Action Items, they are encouraged to 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 did not follow up or attend meetings to provide clarification and a subsequently amenable resolution.**

Date	Item	Action	Person Responsible	Status
Nov 2017	ERMS and HSR notification	Are HSRs being notified of incidents under the new system? How does this compare to the old system?	Deanne	<p><b>Ongoing for 2018</b> Deanne asked if any HSRs were receiving Incident Reports since the new system has been implemented and how that compares to the old system in THEMIS. Only a few were able to respond positively at this meeting</p> <p><b>HSRs encouraged to follow up with their local H&amp;S business partner whether there have been incidents/hazards reported without their knowledge.</b></p> <p><b>Amy reported that she is kept informed by email with as a pdf attachment</b></p> <p><b>Sioe See reported that she gets consulted on a verbal basis with her Health and Safety Partner Darren Rowe, on timely basis.</b></p> <p><b>Deanne reaffirms that all HSR's should be able to view the incidents as they are Action Items tabled to be resolved in Safety Meetings</b></p>
Nov 2017	Health and Safety Culture	Understanding HSRs rights and responsibilities (right to attend meetings and perform duties they are entitled to perform when required under the Act).	Deanne Catmull Stefan Delaney Sally Eastoe	<b>In progress</b> – Communication and Consolation Webpage revamped. HSR rights content being updated in Health and Safety Roles and Responsibilities training in TrainME. Will be live by the end of March ??
Feb 2018	Appropriate Workplace behaviour training for post-grad/Hons students	Paula Mitchell's DWG have concerns that Research Higher Degree (RHD), Masters and Honours students are not required to complete the Appropriate Workplace Behaviour online training module since they share the same	Paula Mitchell	<b>In progress</b> A reference group chaired by Prof Richard James and U/G and Deputy Provost including Liz Capp, Director Students and Equity and representative from GSA Inc and UMSU Inc is currently reviewing other student conduct training including training for Graduate Students

		work space, which is compulsory for all UoM staff		
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### 5.3 Items to be raised at the OHSC

Nil received.

## 6. Other business

### 6.1 Zoom video and web conferencing tool

Deanne keen to roll out HSR forum similar to one which is hosted by Andrew Everett. This will provide an opportunity for other HSRs to be involved in HSR meeting when they cannot physically attend the scheduled meetings. Seek consultation and advice from Central IT for this service

- Expansion of Andrew's newsletter to publicise this activity
- Taping in and interacting with 57 HSRs from across the University
- Opportunity to answer question/queries/seek advice from other HSRs experts
- Paula Mitchell suggests we do invite for coffee breaks by email to encourage more HSRs to be involved

### 6.2 Train ME "Drop-in sessions"

Forward to the next meeting due to time.

### 6.3 Service Now- "Snap, Send and Solve" and bulk emails

Addressed by Dani Norman "Service now" requests for all communication to general lists and specific Health and Safety staff. The Snap send, solve app can also be downloaded and used from your mobile phone to report a maintenance issue

<https://www.unimelb.edu.au/your-campus/home> Report cleaning, furniture, grounds and amenities, lighting and power, general maintenance, plumbing, or technology matters on the go with your mobile phone.

The 'Snap Send Solve' app is available in the app store.

### 6.4 HSR Roster of Meeting 3 2018

Will be emailed by Deanne. All tasks are on a roster basis. There are still a number of vacancies for Meeting 3 and 4. If no one volunteers for an important category, the meeting will be cancelled.

7. **NEXT MEETING:** Thursday 16<sup>h</sup> Aug 2018, 11am. 5<sup>th</sup> Floor meeting room, Royal Melbourne Dental Hospital, Swanston Street

## **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.

**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.