

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Thursday 16th August, 11:00 am

5th floor meeting room at the Melbourne Dental School, 720 Swanston St Carlton
(The Royal Melbourne Dental Hospital-RMDH)

AGENDA

1. Attendance
 - 1.1 Welcome/Apologies
 - 1.2 Introductions
2. Election of one HSR to the OHSC
3. Confirm minutes of Meeting 2
4. Occupational Health & Safety Committee (OHSC)
 - 4.1 What's happening at the OHSC
 - 4.2 Progress of items previously raised at the OHSC
 - 4.3 Items to be raised at the OHSC
5. Other Business
 - 5.1 Update (Hayley Barker) Air-conditioning Level 1, 202 Berkeley St, Carlton
 - 5.2 Zoom Conferencing
 - 5.3 HSR webpage relocation
 - 5.4 Health and Safety Forum-August Report
 - 5.5 Improving and enhancing your HSR meetings -Survey Monkey update
6. Next meeting: Friday 2nd November 2018 5th floor meeting room RMDH

Circulation: All Employee HSRs

University HSR 2018 Meeting Schedule

Location: 5th floor meeting room at the Melbourne Dental School, 720 Swanston St Carlton (The Royal Melbourne Dental Hospital)

| Time | Day | Date |
|------------------|----------------------|------------------------|
| 11 am | Wednesday | 28 February |
| 2 pm | Thursday | 24 May |
| 11 am | Thursday | 16 August |
| 11 am | Friday | 2 November |

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC)

The upcoming meeting on 16 August 2018 will elect One (1) HSR to the OHSC.

This election will fill the vacant position of David Belton on the OHSC.

As this is an important role, all HSRs are encouraged to nominate for this position and participate in the election process.

The following information has been included to assist you with your decision on whether to nominate.

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

Six employee Health and Safety Representatives (HSR), elected by the University's employee HSRs in accordance with the Terms of Reference of this Committee.

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 minutes 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.

What is the term of office?

The term of office for other than ex-officio members is three years.

HSRs on the OHSC (with Term of Office expiry dates):

How often does the OHSC meet?

The Committee meets 4 times a year. The 2018 schedule is as follows:

| | | |
|----|-----------|---|
| 01 | 07 Mar 18 | Room 331, Level 3, Raymond Priestly Building |
| 02 | 13 Jun 18 | 11 Barry Street – Level 2 – Room 208 |
| 03 | 22 Aug 18 | Room 331, Level 3, Raymond Priestly Building |
| 04 | 14 Nov 18 | Room 331, Level 3, Raymond Priestly Building |

How do I nominate?

The process is fairly simple. All you have to do is attend the meeting or respond to an email call for nominations. When the Chair calls for nominations during a meeting, raise your hand and put forward your name.

What is the elections process?

If one or more candidates nominate, there will be an election by secret ballot. The process will be monitored by a scrutineer (Member of the Central OHS unit) who will also verify the counting. The candidate with the majority of votes is elected. If only one person nominates for a single position, that person will be elected unanimously. A scrutineer will be present as a witness and to report back to the central unit for addition to the OHSC. If the nomination occurs by email, the email will be forwarded to the scrutineer for noting.

