



## Employee Health & Safety Representative Meeting 2 - 2022

**Date:** Friday 10<sup>th</sup> June, 2022

**Time:** 11am – 12pm

**Location:** Zoom meeting

**Chair:** Ms Heather Daykin, HSR Dept Biochemistry & Pharmacology, FMDHS

### MINUTES

*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.*

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#### **INTRODUCTIONS**

For the sake of time, introductions were not done during this meeting.

#### **WELCOME**

Heather welcomed all attendees.

#### **ATTENDANCE (23 out of 49 HSRs)**

Meredith Potter, School of Chemistry  
Paula Mitchell, FMDHS @Doherty Institute  
Dinidu Wijesurendra, FVAS Faculty, Parkville  
Cathy Alizzi, Faculty of Arts  
Andrew Martel, Architecture, Building & Planning (academics)  
Lynn Tran, Biochemistry & Pharmacology (WEBS building)  
Heather Daykin, Biochemistry & Pharmacology (Medical building)  
Laura Juliff, School of Computing and Information Systems, FEIT  
David Collins, Biomedical Engineering  
Sue Hill, School of Psychological Sciences, Academic Programs  
Winnie Huang, MGSE  
Cheryl Augustine, St Vincent's Hospital/UoM  
Mario Smith – Melbourne Dental School  
Kaliopi Alvarez – Melbourne Dental School  
Jessie Malignaggi – Global Learning (SASS)  
Pemma Davies – Centre for Youth Mental Health  
Jinghan Lu – Dept of Infrastructure Engineering

	<p>Phillipa Knack – Faculty of Architecture, Building and Planning, MSD  Ben Michael – VCA (Film and TV)  Darren Hocking – SGEAS  Keagan O Guaire – School of Social and Political Sciences  Helen Billman-Jacobe – Veterinary Biosciences  Sherah Kurnia – School of Computing and Information systems (Academic)</p> <p><b>APOLOGIES</b></p> <table border="1" data-bbox="336 427 1369 792"> <thead> <tr> <th data-bbox="336 427 842 472"><b>Name</b></th> <th data-bbox="842 427 1369 472"><b>DWG representing</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="336 472 842 555">David Chan</td> <td data-bbox="842 472 1369 555">FEIT – professional staff in Melbourne Connect building</td> </tr> <tr> <td data-bbox="336 555 842 595">Ben Gook</td> <td data-bbox="842 555 1369 595">Faculty of Arts</td> </tr> <tr> <td data-bbox="336 595 842 678">Xavier Cadorel</td> <td data-bbox="842 595 1369 678">Architecture, Building &amp; Planning (academics)</td> </tr> <tr> <td data-bbox="336 678 842 719">Hayley Barker</td> <td data-bbox="842 678 1369 719">Melbourne Medical School - Berkeley</td> </tr> <tr> <td data-bbox="336 719 842 759">Ashley Cross</td> <td data-bbox="842 719 1369 759">Fine Arts and Music (Music)</td> </tr> <tr> <td data-bbox="336 759 842 792">Susan Karpasitis</td> <td data-bbox="842 759 1369 792">Law Faculty</td> </tr> </tbody> </table>	<b>Name</b>	<b>DWG representing</b>	David Chan	FEIT – professional staff in Melbourne Connect building	Ben Gook	Faculty of Arts	Xavier Cadorel	Architecture, Building & Planning (academics)	Hayley Barker	Melbourne Medical School - Berkeley	Ashley Cross	Fine Arts and Music (Music)	Susan Karpasitis	Law Faculty
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2	<p><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.</p>														
3	<p><b>GUEST SPEAKER</b>  None at this meeting – encouraged to suggest speakers for future meetings</p>														
4	<p><b>CONFIRM PREVIOUS MINUTES</b>  Minutes from the previous meeting were confirmed unchanged (by Cheryl Augustine).</p>														
5	<p><b>ACTION ITEMS</b>  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" data-bbox="336 1576 1369 2051"> <tr> <td data-bbox="336 1576 900 2051"> <p><b>5.1 Health and Safety issue:</b>  <b>Windows in John Medley Building-</b>  (Cathy Alizzi).  During the lockdown Dept Facilities at the request of the OHS Department installed window blockers on all the windows in the John Medley Building. Now the sash windows open 10cm only at the bottom, instead of being able to be opened at the top, near the ceiling. John Medley has no air conditioning</p> </td> <td data-bbox="900 1576 1369 2051"> <p>(Cathy Alizzi) <b>In progress.</b>  <u>Current update:</u>  No trials started and no update since last HSR meeting.   Previous Update:  Many Service Now requests to have windows open have been submitted and also hazard reports for ambient heat reasons. No</p> </td> </tr> </table>	<p><b>5.1 Health and Safety issue:</b>  <b>Windows in John Medley Building-</b>  (Cathy Alizzi).  During the lockdown Dept Facilities at the request of the OHS Department installed window blockers on all the windows in the John Medley Building. Now the sash windows open 10cm only at the bottom, instead of being able to be opened at the top, near the ceiling. John Medley has no air conditioning</p>	<p>(Cathy Alizzi) <b>In progress.</b>  <u>Current update:</u>  No trials started and no update since last HSR meeting.   Previous Update:  Many Service Now requests to have windows open have been submitted and also hazard reports for ambient heat reasons. No</p>												
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	<p>and the north side of the building heats up when the sun hits the windows and bricks. This was done without consultation with the Faculty of Arts HSRs (me [Cathy Alizzi] and Trudie Malloy), or the DWG. I found out from the school manager that it was done as a safety measure in case staff or students fall or throw themselves out the window. But now the thermal comfort and the ventilation in all offices (except 6<sup>th</sup> floor which is not affected and does have A/C) have been compromised. Sash windows are meant to open at the top so that ventilation and cool air can enter the office. I have had many complaints from SPSS staff about it in writing (can be provided if required), wanting the blocks removed, complaining about stuffiness and heat, even staff on the cooler, south side of the building.</p>	<p>air conditioning and many rooms become very hot in summer. Staff have been told they can work from home on a hot day, but not always plausible for academic staff.</p> <p>A meeting held to discuss changing the way windows could be opened, eg. bars on the windows or a grill. They didn't want to spend a lot of money on a building that will be refurbished in 2-5 years. Tinting doesn't make a large difference. There are chill beams in some locations but the windows do not open in those areas and they are not circulating air.</p> <p>Ventilation for COVID – CO2 monitors in most rooms. There are a few air purifiers in teaching areas. They are not putting them in staff rooms or rooms where staff can meet students.</p> <p>There is progress since the last HSR meeting in 2021 because the HSRs in their area have persevered with management and have kept bringing it forward as an ongoing unresolved issue.</p> <p>They also held a public meeting with employees and within two days, they had higher management from the University attend the site.</p> <p>Ben Gook mentioned that with the portable CO2 monitors, you can download an app on your phone and you can store a few days of data.</p>	
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		<p>Redmond Barry and other buildings on campus have also had these sash windows changed without consultation and may encounter the same problems in terms of temperature and ventilation.</p>	
	<p><b>5.2 Hazard issue: The covered walkway with runs from Elizabeth St to Barry St</b> (Jessie Malignaggi).  <b>This issue extends to walkways outside the Medical building, Peter Doherty Institute, Alan Gilbert blg and near Gate 10 (outside Engineering).</b>          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>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 service</li> </ul>	

		<p>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>	
6	<p><b>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b></p> <p>6.1 What's happening at the OHSC</p> <p>Items of note from the University OHSC Meeting 1 held on 24th March, 2022:</p> <ul style="list-style-type: none"> <li>● The HSR and DWG list on the University Health and Safety website is still being reviewed and should be completed by the end of Q2</li> <li>● Ned Halliday provided an update on the actions taken by the Uni to improve, and do ongoing monitoring, of the ventilation in Uni buildings. <ul style="list-style-type: none"> <li>○ Paula suggested that HSRs should be made aware of these actions and processes.</li> <li>○ She also suggested that signage could be used to inform occupants of an area or building of the ventilation monitoring that is being used</li> <li>○ Central Heath &amp; Safety are exploring ways to better communicate the University's actions to improve and monitor the effectiveness of ventilation in buildings</li> </ul> </li> <li>● The update of the Faculty of Engineering and Information Technology Student induction program;</li> </ul>		<p><b>Heather Daykin</b></p>

<ul style="list-style-type: none"> <li>○ Teresa Walsh, who is the Faculty’s Health &amp; Safety Manager/business partner, presented their faculty’s Health, Safety and Wellbeing roadmap, focusing on the student induction program development and implementation. They recognised that the process could be much better so they invested time into revamping the induction program. We may ask her to speak to the group about what she achieved for the faculty.</li> </ul>	
<p><b>6.2</b> Progress of items previously raised at the OHSC</p> <ul style="list-style-type: none"> <li>• Pedestrian-only walkways – already covered</li> <li>• E-scooters on campus <ul style="list-style-type: none"> <li>○ Potential trip hazard of scooters on campus, and we suggested that e-scooters be treated like bikes in no-bike areas</li> <li>○ Stefan mentioned that hire company scooter can track the location of scooters and if someone sees one in an inappropriate place, an individual can report it</li> <li>○ He encouraged people on campus to utilise this reporting mechanism to reduce the e-scooters left around campus</li> </ul> </li> <li>• Paula raised the concern that there were some areas of the University that didn’t have elected HSRs and whether Health and Safety Business partners could arrange for calls for nominations for vacant positions <ul style="list-style-type: none"> <li>○ Stefan suggested that there were some factors that have contributed to this: extended absence from campus and structural changes within DWGs. There are some DWGs that were/are being renegotiated.</li> <li>○ Stefan confirmed that he would arrange for health and safety business partners to call for nominations by faculty or division</li> </ul> </li> </ul>	<p><b>Heather Daykin</b></p>
<p><b>6.3</b> Items to be raised at the OHSC</p> <ul style="list-style-type: none"> <li>• E-scooters on campus (currently no UoM policy) – reraise this issue as it was felt to not be resolved satisfactorily at the previous OHSC meeting. Suggest a Safety Bulletin (flyer) for e-scooters and bikes on campus.</li> <li>• First aid kits – adding extra items such asthma inhalers (and spacer) and EpiPens. Can we do it and where are the UoM policies for this? Also, what are the implications for people under 18 years old? <ul style="list-style-type: none"> <li>○ Helen asked how many first aid kits were required for different areas. This is mandated in the “First aid in the workplace” Compliance code around how many kits are required depending on the workplace, the location of the kit and number of people.</li> <li>○ <a href="https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace">https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace</a></li> </ul> </li> </ul>	<p><b>Heather Daykin</b></p> <p><b>Dinidu Wijesurendra</b></p>

7	<b>OTHER BUSINESS</b>	
	<p><b>7.1 Health and Safety issue:</b> Issue with type of chair used in design studios in Faculty of Architecture</p> <ul style="list-style-type: none"> <li>• An employee fell of a bar stool-type chair in the design studios in the MSD building</li> <li>• They are heavy and on wheels, and they were awkward to use properly, including the foot stool, particularly for shorter people</li> <li>• Attended the Architecture Faculty meeting to survey whether there had been other incidents. They discovered that no-one like the chairs and then asked whether they were really necessary. Originally they had high tables and bar stools to encourage students to stand up, but in practice it hasn't been useful.</li> <li>• Following this research, they got approval to remove all of the stools and to lower the tables to a regular height.</li> <li>• Excellent example of an HSR working with their DWG and Health and Safety business partner to rectify a hazard on campus</li> </ul>	<b>Andrew Martel</b>
	<p><b>7.2 Coffee with an HSR mentor update:</b></p> <ul style="list-style-type: none"> <li>• Any HSR that would like to have a one-on-one with a mentor HSR, please contact me and I can help match you up with one of our mentors to discuss any questions you have about being an HSR</li> <li>• Current mentors are: <ul style="list-style-type: none"> <li>○ Paula Mitchell</li> <li>○ Heather Daykin</li> <li>○ More mentors are welcome</li> </ul> </li> <li>• Interested in being mentees: <ul style="list-style-type: none"> <li>○ Lynda Boldt, Nick Archer, David Collins, Ben Schultz, Winnie Huang, Cathy Alizzi and Peter Woelert, Alex Harvey and Sunnia Rajput</li> </ul> </li> <li>• Please approach Paula or myself to organise a coffee and to chat one-on-one about being an HSR</li> </ul>	<b>Heather Daykin</b>  <u>Action item:</u> An email will be circulated to the group
<p><b>7.3 Health and Safety Assist Update</b></p> <ul style="list-style-type: none"> <li>• It has transitioned to a Service Now product as of the 23<sup>rd</sup> May (although the old Health and Safety Assist button is still on the Health and Safety webpage)</li> <li>• Please note that a Service Now person will address your Health and safety question (if they can) or will refer it to a Health and Safety expert</li> </ul>	<b>Heather Daykin</b>	

	<ul style="list-style-type: none"> <li>• I did note that when you go through Service Now to submit a Health and Safety request, the button has “first aid and hazardous waste” as a descriptor which is misleading. When you click on that, it takes you to a page with more specific categories to put your request into.</li> <li>• You can still also call 8344 0888 to talk to someone directly.</li> </ul>		
	<p><b>7.4 Any other business</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Monthly newsletter email – recommend to get added to the <a href="mailto:safety-news@lists.unimelb.edu.au">safety-news@lists.unimelb.edu.au</a> list if you aren’t already. It doesn’t take long to scroll through and has a lot of important information about new things happening in the Health and Safety space at the Uni and current information. <ul style="list-style-type: none"> <li>○ Examples of what is in this month’s newsletter:</li> <li>○ Audiometry and spirometry testing will be available soon – mobile unit that can be booked</li> <li>○ Safe Zone App will be launching in Semester 2</li> <li>○ Trainings offered:</li> <li>○ Mental Health First Aid training – available twice a year for professional managerial staff only.</li> </ul> </li> </ul>		
8	<p><b>NEXT MEETING</b> Friday 16<sup>th</sup> September, 2022, 11:30 am-12:30 pm</p>		

Circulation: All Employee HSRs of UoM  
**University HSR 2022 Meeting Schedule**

Meeting	Date	Time	Location
1	Friday 18 <sup>th</sup> March	11am-12pm	Zoom
2	Friday 10 <sup>th</sup> June	11am-12pm	Zoom
3	Friday 16 <sup>th</sup> September	11:30 am-12:30 pm	Zoom
4	Friday 25 <sup>th</sup> November	11am-12pm	Zoom



## 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> or member of their local OHS committee regarding the nomination process 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 under “Electing a new HSR”: <https://safety.unimelb.edu.au/people/community/hsr-dwg>

**Whoever is on the roster for updating the list will notify the Chair of who has expired/expiring (usually marked in red on the HSR list. Chair will notify the person responsible for compiling the Agenda.**

HSR	DWG	Expiry date
Rula Paterson	Student and Scholarly Services - Student Success	20 Feb 2022
Jessie Malignaggi (DHSR)	Student and Scholarly Services - Student Success	20 Feb 2022
Ami Atkinson (DHSR)	Student and Scholarly Services - Student Success	20 Feb 2022
John Christou	Student and Scholarly Services - Student Success	20 Feb 2022
Leanne McCredden	Student and Scholarly Services - Student Success	20 Feb 2022
Meredith Potter	Chemistry	21 Jul 2022
Lynda Boldt	Research, Innovation & Commercialisation - Parkville	1 Aug 2022
David Belton	Science - Geography, Earth and Atmospheric Sciences	1 Sep 2022

## HSRs on the OHSC:

HSRs on the OHSC (6 voting positions plus alternates):

Name	DWG	Role (member/alternate)	Elected
Heather Daykin	School of Biomedical Sciences – Biochemistry & Pharmacology	Member	Aug 2019
Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Jun 2020
Cathy Alizzi	Faculty of Arts	Member	March 2022
Lynda Boldt	Research, Innovation & Commercialisation - Parkville	Member	March 2022
Helen Billman-Jacobe	Faculty of Veterinary & Agricultural Sciences - Parkville (Veterinary)	Member	March 2022
Dinidu Wijesurenda	Faculty of Veterinary & Agricultural Sciences – Faculty (Parkville)	Member	March 2022
Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology	Alternate	Nov 2017
David Chan	Engineering & Information Technology – Professional Support Groups	Alternate	
Sunnia Rajput	Bio21 Institute	Alternate	
Meredith Potter	Chemistry	Alternate	

**Please note: HSR members on the committee have voting rights if a vote is required. Alternates can attend meetings as a substitute for an absent HSR member (and therefore hold voting rights), or as an alternative to observe and be involved in discussions, but does not hold voting rights in the alternate capacity.**

## **Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC) as a committee member**

The upcoming meeting on date TBC 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.

#### **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](mailto:hexing.yang@unimelb.edu.au) as committee secretary of the OHSC, for noting and reporting.

## 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.