



Employee Health & Safety Representative Meeting 2 - 2023

Date: 20th September 2023

Time: 12:00pm -1:00pm

Location: Zoom meeting

Chair: Ruthie Bowler, HSR for Business Services - Information Technology

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.

1	INTRODUCTIONS Introductions were not done during this meeting due to time restrictions. WELCOME Heather welcomed all attendees, including our newly-elected HSRs. ATTENDANCE (30 HSRs) Kaliopi Alvarez Helen Billman-Jacobe Lynda Boldt Elisa Bone Ruthie Bowler Denis Bulavin Xavier Cadorel Rich Davine Heather Daykin Nick Esbert Helen Hayden Darren Hocking Huiyu Huang Laura Juliff Susie Karpasitis Sherah Kurnia Michael Lambrellis Brenden Lee Jinghan Lu
----------	---

	Chloe Mackenzie Stella Marr Andrew Martel Joshua Masci Libby O'Shea Rebecca Plavak Meredith Potter Mario Smith Tiana Stavros Jo Wilson APOLOGIES Kate Adams Karl Andriessen David Chan Paul Cheng Ashley Cross Julie Kennedy Tilly Linnett Eleftheria Saganas Michael "Maxx" Schmitz Lily Taylor		
2	ELECTION OF HSRs TO THE OHSC The outcome of the election of HSRs to the University OHS Committee, which closed on the 7th June, has been finalised. Paula Mitchell was re-elected to the committee and we welcome two new HSRs, Andrew Martel and Laura Juliff to the OHSC. We also welcome Jinghan Lu to the OHSC as an alternative. We are now back at full membership on the OHSC with 6 HSRs and a number of alternatives.		
3	GUEST SPEAKER None at this meeting		
4	CONFIRM PREVIOUS MINUTES Minutes from the previous meeting were confirmed unchanged by the group.		
5	ACTION ITEMS 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> <table border="1"> <tr> <td> 5.1 Hazard issue: Cyclists and Scooter incidents and near misses on pedestrian pathway: </td><td> HSRs on campus Update: <u>Ongoing issue for over 1 year</u> </td></tr> </table>	5.1 Hazard issue: Cyclists and Scooter incidents and near misses on pedestrian pathway:	HSRs on campus Update: <u>Ongoing issue for over 1 year</u>
5.1 Hazard issue: Cyclists and Scooter incidents and near misses on pedestrian pathway:	HSRs on campus Update: <u>Ongoing issue for over 1 year</u>		

	<i>Issue:</i> 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. <i>Locations</i> • covered walkway which runs from Elizabeth St to Barry Medical Building • Peter Doherty Institute • Alan Gilbert building • Gate 10 (outside Engineering) • Corridor near Carte, at the back of the Vice Chancellor’s house.	All staff encouraged to put in reports of near misses or incident through ERMS or Snap Send Solve If signage is not visible then submit a Snap, Send Solve. Additional comment: Bikes are constantly riding along the corridor near Carte, at the back of the Vice Chancellor’s house Reporting to ERMS helps collect data Reporting – put it to through to supervisor, should eventually get to OHS business partner. Katherine Geddes is the liaison between the University and the Metro rail project for OHS concerns. Pathways, gantries and associated safety signage on the edge of the campus are controlled by the Metro rail project and therefore incidents can be submitted on the ERMS and Katherine Geddes can be selected as the supervisor. On campus incidents/near misses are submitted with your personal supervisor selected. For previous comments, please see previous meeting minutes from 2022. Ongoing – keep on agenda to track progress No feedback added from Meeting 2, 2023.	
	5.2 Health and Safety Committee/Management issues: 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. Some areas have suggested that management will communicate with DWG members on their behalf. At	Helen Billman-Jacobe Update at Meeting 2, 2023: no update or changes from management. Heather reminded everyone that Stefan Delaney, Director of Health and Safety at UoM, said that his team would	

	FVAS, this came to a head when management wanted to dissolve the OHS committees and did not want to 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.	support HSRs to find their DWG lists, and that those lists may not be perfect as people come and go. To request help to get your DWG list from central Health and Safety, please log a job on Service Now. Issue ongoing at OHSC. Previous updates: Issue was brought up at OHSC meeting. Stefan Delaney was meant to meet up with Helen and Heather, which didn't occur and is still an Action item at the OHSC. HSRs provided feedback regarding university mailing lists and how they are linked to budget codes which may not be a true representation of a HSRs DWGs. Casual staff are not added to staff lists. Their supervisors are to pass on relevant emails to them. If elections are held then how are casual staff captured? This issue was brought to the latest UoM OHSC meeting and there was quite a bit of discussion on it. Stefan Delaney said that the Section 69 quoted by "Ask Renata" (and sent to the HSR group by Heather) did not apply specifically to getting lists of DWG members because it applies to specific Regulations. Therefore,	
--	--	--	--

		we still don't have something from the OHS Act that gives us more power to obtain these DWG member lists. Stefan told us the UoM central OHS team would support HSRs and help to get DWG member lists if asked so that they could consult with them. It would most likely be a snap-shot in time of the member list due to the constant changes in staff.	
	5.3 Mental Health survey in Faculty of Arts update Staff answered a survey in early June, enquiring about workload and working conditions. The results revealed mostly unsatisfactory results, and this is concerning to Faculty of Arts HSRs. Management consider that examination marking workloads a seasonal activity and required staff are just expected to do it. A few academics have reported to their HSR that it is impossible to fit the workload into the period of time designated between receiving exams and correction deadlines, and therefore have to work outside of their designated time doing high-intensity work, which causes safety concerns. Paula suggested that this should be brought to their Faculty OHS committee by the HSRs as an opportunity to begin to address the issue.	Chloe MacKenzie Data has now been compiled into a report and it was presented at a Faculty of Arts workplace meeting to workshop a solution for the issues found in the survey. They decided they wanted to request the creation of a working group to address things like time release for people to be involved in the working group, scheduling and how to work with management. The heads of Faculty agreed in principle to this but suggested could it be a subset of the Faculty OHS committee, but it is not compliant as the ratio of employee representatives to management representatives is skewed towards management. 186 people responded to the survey. Overall, positive support for following through with the survey outcomes. Action item: Chloe to send out a copy of the survey to the HSR_2023 email list.	

	5.4 Incident reports not reported at local OHS committee • Faculty of Science – Incident reports not being provided at their local OHS meeting because it's "too much work" for the OHS business partner. It was then reported to top of Faculty who haven't responded yet. • Other HSRs in the meeting reported that this is standing agenda item at their local OHS committee meetings • It was suggested to Helen that she goes back to her committee and ask the whole committee whether they want it as a standing agenda item. It is up to the committee to decide to exclude an agenda item rather than an individual	Helen Billman-Jacobe Update: Incidents have been added back to the agenda. When Helen was blocked by a manager/person in the chain on communication, then she kept escalating it until, in this case, it went to Stefan Delaney, Director of Health and Safety at UoM. Action item to be closed. Further discussion at the meeting: Chloe Mckenzie brought up the topic of ERMS access for HSRs to access incident reports. HSRs do not have special access to ERMS incident reports. She asked whether the local OHS committees were the only mechanism to get incident reports because it appears from the OHS Act that we should be able to get them straight away. Helen mentioned that due to privacy reasons, HSRs will not have access to ERMS. HSRs can request for a list ERMS incident reports from their OHS business partner at any time. Individuals do not have to share their incident reports with an HSR. Heather brought up the consultation process that occurred with HSRs when ERMS was being set up prior to it going live and HSRs were able to negotiate that in the incident notification email, there is a line that says you can forward the report to your local HSR.	

		Chloe questioned whether the University has a legal requirement to immediately forward reports to HSRs when they occur. Heather responded by saying that there is nothing in the Act that says that the employer must tell you immediately of an incident, but we can request a report at anytime to help up fulfil our duty as an HSR, which is in the Act. Helen also mentioned that not all incidents may be listed in the OHS committee meetings. You could clarify this with your committee, and discuss whether you'd also like near misses included in the report. Michael Lambrellis (Business Services - Information Technology) offered to see if they could develop a dashboard for incident reports with identification removed. This could possibly remove the back and forth between people.	
6	OCCUPATIONAL HEALTH AND SAFETY COMMITTEE		
	6.1 What's happening at the OHSC		
	Items of note from the University OHSC Meeting 2 held on 15th June, 2023 (minutes not available yet): • Building façade inspections for 2022 complete and the 2023 inspections due to commence in June • Building ventilation program – monitoring and responding to CO2 alerts continues. Air purifiers are serviced and filters replaced every 6 months • Tree management program in place with a risk assessment current for all trees on every campus • From the WorkSafe audit: ○ Estop testing pilot program has been conducted at Bio21 and WorkSafe happy with it so it will be shared with the broader University community to implement ○ Traffic management plan at Creswick campus has been developed and accepted by WorkSafe	Heather Daykin (in lieu of Paula Mitchell)	

	• Lloyds external ISO 45001 audit – March this year: successfully completed with no non-conformances identified • Disability Discrimination Act (DDA) action plan endorsed by executives • Currently campaigning the use of the SafeZone App with students – it was asked if the SafeZone app could be used to replace the use of sign-in books for after hours but this is up to the local area whether they want to implement that or not • It was noted there was an increase in incidents and injuries reported in 2023 to levels consistent with 2019, which is potentially related to the return to campus activities. • It was also noted that there is a continued increased use of the Snap Send Solve App for reporting hazards requiring facility management response Action items: 1. Joshua Masci offered to send out a SafeZone App information pack/presentation to the group. 2. Lynda Boldt said that she could share an example of an incident report list that is shared at her local OHS committee meeting. (share screen at next meeting)		
	6.2 Progress of items previously raised at the OHSC 1. Psychological hazard/injury incidents – reporting and investigation. A large discussion was held on this topic, with many questions posed to the committee that were raised from this forum at our previous meeting. Including the confusion about how we should be reporting these types of incidents', due to many examples of incidents being closed without investigation. Should they be reported on ERMS and/or HR? The fact that the ERMS categories are not sufficient for good reporting of psychosocial incidents. • Response from Stefan Delaney; ○ Injuries are to be logged within ERMS ○ Injury categories within ERMS included psychological injury and were created in alignment with WorkSafe Victoria's V-codes and the Australian Standard for workplace injury reporting.	Heather Daykin	

	○ When ERMS was implemented, the proposed injury categories were consulted with HSRs and others. ○ There are a range of investigation processes for psychological injuries. Some examples include: ○ i. allegations of inappropriate workplace behaviour by an employee(s) are investigated in accordance with the Appropriate Workplace Behaviour Policy; and ○ ii. allegations of inappropriate student behaviour are investigated in accordance with the Student Conduct Policy. ○ Once an ERMS report is submitted, automatic email notifications are sent to the parties involved, including the reporter, the affected person and the recipient. The default recipient is the supervisor, although this can be edited by their reporter). Within these emails, advice is given on where to gain assistance, including online and via their local Health and Safety Business Partner. The committee agreed on the following actions: • Review configuration of ERMS once draft Psychosocial hazard regulations are confirmed. • Engage HSRs, HR and potentially George Habib/Safer Community to see how we can best communicate processes. • Invite the Workplace Investigation team to present the workplace investigation processes (forum to be determined). • Finalise review of ERMS automatic emails to incorporate specific information about responding to psychological incident reports. • Arrange a specific session with HSRs to discuss the details within the next 6 weeks. 2. OHS noticeboards: QR codes that replace traditional OHS noticeboards – questioned who maintained QR code information? Is the SAFE Zone app linked, maybe there should be a “who is your HSR?” QR code • QR codes information is maintained by central OHS team. Local area information is a local OHS business partner responsibility.		
--	---	--	--

	3. E-scooter guidance material – still in progress because of the new addition of the legalisation of private scooters in public to add to the poster 6.3 Items to be raised at the OHSC None		
7	OTHER BUSINESS		
	7.1 Security concern; issue and resolution process Security issue in the Law building where drug-affected people were using the toilets to take drugs which led to a confrontation with a staff member and needlestick injury with another staff member. Susie asked to meet with their Executive Director (ED) after she found out about the incidents by speaking to other employees, rather than being informed of them, and the ED agreed to set up monthly meetings with her to keep Susie up-to-date with security and OHS issues in her DWG. For this issue, security guard numbers were increased and patrols increased. This is an example of resolving an issue by being persistent and following issue resolution procedures. She has also created a positive relationship with the leadership to keep on top of health and safety issues when they arise. Susie confirmed that incident reports were submitted. 7.2 University's staff wellbeing survey and psychosocial health The HSRs in Faculty of Education had heard of unreported psychosocial hazards within their DWG from individuals and they are interested in distributing the “People at work” survey, from the Federal government website. They pitched to their OHS committee that they wanted to do this but management said that they want to wait for the outcomes of the UoM Staff Experience Survey to come out. There are concerns that the Staff experience survey will not provide the nuanced data that they would like. They have reached out to the Staff Experience survey team to see if there is overlap with what was done and what information the Faculty of Education would like to find out, but there hasn’t been a response yet.	Susie Karpasitis Elisa Bone	

	Has anyone else done something like this before (yes, HSRs in Faculty of Arts)? Should they go ahead and run the survey without management support? Kaliopi Alvarez passed on the information that the results of the survey has been passed down to the Faculties and Schools and Departments. After a similar request by HSRs in the Melbourne Dental School, to run a survey, management have agreed to an external company to run a cultural assessment survey. 7.3 Workplace culture, staff wellbeing and overwork Darren didn't have time to speak but put in the meeting chat: "In response to wider staff experience surveys, SGEAS does a monthly staff survey on psychosocial 'feeling' - it's just a few questions at a time, that isn't a burden to maximise completion rate." 7.4 October is Safety Month; annual HSR conference Recommendation to visit https://www.ohsrep.org.au website. In particular they have a new page on Psychosocial hazards with a range of information on there to access. This year's Annual HSR conference will be held on Monday 23rd October at the Melbourne Convention Centre. The topic of this conference is identifying and controlling psychosocial hazards. https://www.ohsrep.org.au/conference2023 For HSRs that haven't done their 1-day refresher training this year, you can use the conference as your 1-day training day that you are entitled to under the OHS Act. You must give at least 14 days written notice that you intend to attend the conference. It's an inspiring day and you can learn a lot about where our workplace stands in terms of health and safety and representation, compared to other workplaces, and I always leave the day with more knowledge and passion for the role. Highly recommended! Don't forget to register.	Darren Hocking Heather Daykin	
8	NEXT MEETING Thursday 9th November, 12-1 pm via Zoom		

Circulation: All Employee HSRs of UoM

University HSR 2023 Meeting Schedule:

Meeting	Date	Time	Location
---------	------	------	----------

1	7 th June 2023	12-1pm	Zoom
2	20 th September	12-1pm	Zoom
3	9 th November 2023	12-1pm	Zoom
4	N/A		

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.

<https://safety.unimelb.edu.au/health-and-safety-contacts/health-and-safety-representatives/health-and-safety-representatives-list>

HSR	DWG	Expiry date
Ashley Cross	Staff who work with the School of Music across all buildings and both the Southbank and Parkville Campus	31 Jan 2023
Winnie Huang	Melbourne Graduate School of Education staff	19 Aug 2023
Nick Archer	Melbourne Graduate School of Education staff	19 Aug 2023
Helen Billman-Jacobe	Melbourne Veterinary School staff	14 Dec 2023

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 (Medical Building)	Member	May 2022
Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	June 2023
Lynda Boldt	Research, Innovation & Commercialisation - Parkville	Member	March 2022
Helen Billman-Jacobe	Faculty of Veterinary & Agricultural Sciences - Parkville (Veterinary)	Member	March 2022
Laura Juliff	Computing and Information Systems (A)	Member	June 2023
Andrew Martel	Architecture, Building and Planning, Academic (2)	Member	June 2023
Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology (WEBs building)	Alternate	Nov 2017
David Chan	Engineering & Information Technology – Professional Support Groups	Alternate	
Meredith Potter	Chemistry	Alternate	
Jinghan Lu	Electrical Mechanical and Infrastructure Engineering (B)	Alternate	June 2023

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 Weini Lim: weini.lim@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.