

## EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

### MEETING NO 4/2015 – 19<sup>th</sup> November 2015

A meeting of Employee Health & Safety Representatives was held on Thursday the 19th of November 2015 in Seminar Room C, Ground floor, Melbourne Dental School, University of Melbourne at 11.00 am.

**PRESENT:** Deanne Catmull (Melbourne Dental School) **Minutes/Chair**  
Steve Adams (Engineering)  
Laura Ellett (Pathology)  
Jennifer Scott (Chemistry)  
Darren Tucker (Infrastructure services),  
Geoff Duke (Engineering)  
Paula Mitchell (Microbiology and Immunology)  
Leanne Fisher (Chancellery)  
Yvonne Lai (VCA & MCM)  
Orania Tokatlidis (Counselling and Psychological Services)

#### 1. FORMAL MATTERS

##### 1.1 Welcome/Apologies

The Chair welcomed everyone to the last meeting of the Employee Health & Safety Representatives for 2015. Apologies were received from: Laurence Deam (Physics), Dominique Hes (Architecture), Peter Raisbeck (Architecture) Garth Hardiman (Campus Services), Kirsty Altis (ITS), Tim Kennedy (MCM), Cherie Winter (VCA), Matthew Grazia (UoM commercial), Kirsty Turner (MDHS), David Belton (Science), Heather Daykin (Pharmacology) Donna Hensler (VCA).

##### 1.2 Introductions

A brief around the table introduction was conducted to introduce the Committee members including all new members.

#### 2. Guest speaker: Orania Tokatlidis (Counselling and Psychological Services): Stress Management and psychological hazards in the workplace

Orania's power point presentation will be provided as supplementary information with these meeting minutes.

The CAPS department lies within the Wellbeing unit at the University. 90% of their usual workload is with students and 10% with staff.

Orania began her presentation with a small group exercise asking "what makes you strong and resilient?" and "How do you manage workplace stress and your mental wellbeing?"

Some answers from the groups included: exercise, good work/life balance (to have boundaries and enforce them), taking regular breaks, eliminating fear and dealing with things in the present moment as they occur, Having a hobby outside of work and prioritising it (a side point to having work/life balance), Keeping perspective, setting new goals and objectives (ties into perspectives and values), not succumbing to negativity which can increase stress in the workplace.

She also discussed how we can build resilience in the workplace. Some ideas included:

1. Do something that's good for you (create a healthy mind and body)
2. Build your Internal resilience- alter your perception, choose your attitude and reaction, regulate your emotions e. g think about the reactions you have in certain situations, how can you gain more control over your reactions. Control internal dialogue "self-talk".
3. Build your External resilience- change the conditions of your situation, environment or the way that you interact with others e. g Have a look at what you can change to improve your situation (living standards and how you interact with others).

Orania then focused specifically on Stress Management and highlighted a few key pointers

- Worrying about things you cannot control "wasted energy".
- Thinking flexibility- having different interpretations of your situation
- Reminding yourself of your values- what makes you feel alive and why you choose to be in the situation you are in. Repeating these values for 14 days can change the mindset and make them become a regular practise.
- At the end of the day, do not focus on the things that went wrong, think about everything that did go well and write it down if you need to. Don't focus on the things that didn't get done.
- Get more sleep, exercise, eat well, have a good network of friends and socialise. All of these factors help to the lower the stress levels we experience on a day to day basis.

Orania explained the various resources available to staff and students at the University such As the Counselling service, external employee assistance, University Chaplins, CAPS website and online services

[http://services.unimelb.edu.au/counsel?\\_ga=1.52957612.509883947.1446168311](http://services.unimelb.edu.au/counsel?_ga=1.52957612.509883947.1446168311), individual counselling, self-help programs, audio podcasts-meditation CDs, tip sheets from the CAPS services web page <http://services.unimelb.edu.au/counsel/resources/publications> .

Copies of the Counselling and psychological services pamphlet were distributed amongst the attendees of the meeting and will also be provided as supplementary information with these minutes.

Staff were also welcome to enrol in one of the workshops that CAPS provides (most are free), see the web page for more information. Enrolments can be made through THEMIS.

### **3. Confirm minutes of the last meeting**

The Minutes of Meeting 3/2015 of the Employee Health & Safety Representative Group held on Thursday the 24<sup>th</sup> of September 2015, were confirmed and seconded unchanged.

## **4. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHSC)**

### **4.1 What's happening at OHSC?**

- The OHSC met on the 16<sup>th</sup> of October 2015.
- The internal audit results for the first half of the year have been completed and the report is available. Deanne will distribute this with the minutes.
- A number of HSR vacancies were noted by the Chair across the University, especially in the MDHS faculty. Campaigns for recruiting HSRs is currently underway at MDHS with a meeting held on the 12<sup>th</sup> of November.
- The last smoking hub on campus will be removed at Parkville on November 29<sup>th</sup>.

### **4.2 Progress of items previously raised at the OHSC?**

- **Safety of walking and using mobile phones (carried over)**

Safety bulletin published, see the link: <http://safety.unimelb.edu.au/docs/safety-bulletin-mobile-devices-and-walking.pdf>

- **Lecture Theatre safety information (carried over)**  
The LT safety information has been rectified. Any LT which are STILL displaying information on the OUTSIDE of LT should contact the OHS team.
- **Roles of HSRs in the workplace (carried over)**  
Due to changes to the Professional Staffing structure across the University, there has been some confusion about the roles of OHS advisors and HSRs in some areas. A query was raised as to who the OHS coordinator is in Chancellery. Mr Delaney will put out some information when the DWGs across the University have been finalized via local OHS Managers which will include more specific information required for particular areas.
- **Bullying and Psychosocial hazards (carried over)**  
Applications for new University Bullying advisors are currently being reviewed. These advisors will also be given a different name in the future. More information to follow.
- **Update on Working Alone Policy (carried over)**  
The policy will be completed (with terminology changes) and placed into PROMAP before Christmas.
- **OHSC review of DWGs with BIP changes (carried over)**  
Of the 130 DWGs at the University there are 66 currently being renegotiated in the areas of Science, MSLE, MDHS and University Services. If staff members in other DWGs request it, other groups can also be renegotiated. A document outlining DWG structure for University Services has been created. Deanne will provide this document with the minutes. The highlighted rows include areas where DWGs are being renegotiated and are yet to be finalized. Please check them for your area and ensure all the information is correct. In terms of HSRs, if the DWG a HSR has previously represented has undergone a name change but is still essentially the same group or area as the HSR was elected to represent before BIP, then the HSR for that area remains unchanged. If you are a HSR and you have moved into a new area/DWG you may no longer be a HSR for that area until an election has commenced. The HSR list will be adjusted accordingly once the renegotiation process has been finalized. If you have found your term of office has expired or that you are no longer listed as a HSR, please consult with your OHS Manager/Advisor ASAP.
- **Reporting experiences and best practice in OHS across the University (carried over)**  
Rolled over from 2014. Endorsed by Mr Adams, along with suggestion that invitations and participation from other areas be encouraged. The OHSC discussed this matter in Meeting 2/2015 and noted three key areas that need to be addressed to improve best practice. They included: Effective Communication of OHS, education of OHS and reporting strategy. Promap has been suggested as a future tool for sharing OHS information such as Standard Operating Procedures and Risk Assessment as well as regularly meeting with local OHS staff. The use of technology, engaging leadership and implementing change was also discussed in order to shift the current profile and what needs to be done to drive these changes such as budgets, strategic decisions and information processing.
- **Promotion and recruitment of HSRs (carried over)**  
This remains an active topic and has been discussed with Mr Delaney. Steve highlighted that he recently met with a new OHS staff member Dani Norman. He stated that there was a clear lack of clarity of the role of HSR across the board. He also stated that more academics need to be encouraged and represented as many HSRs tend to be professional staff and that there is a lack of recognition for HSRs in some areas.
- **Terms of reference (carried over)**  
The Terms of reference have been drafted and presented but is yet to be approved. Due to time constraints Deanne will review the T.O.R. for the HSR committee and circulate them for approval by the first meeting of 2016.
- **Electrical Safety (carried over)**  
Recently there was a guide to Electrical Safety published by the Health and Safety team <http://safety.unimelb.edu.au/publications/alerts/>. This focused on checking appliances that have uninsulated earth pins which present an electric shock hazard. This document has now

been retracted and will undergo further review to separate High and Low risk areas and what guidelines and procedures must be followed for each area. There is a database of prescribed electrical appliances currently sold in Australia with new codes and regulations including NATA certified testing to ensure the appliance meets the relevant standards. Non-prescribed electrical equipment does not undergo the same types of testing but must meet the Australian standards. It has been suggested by the Health and Safety team that a database be created to list all appliances across a particular area that have uninsulated pins as a means to devise a budget for a replacement program of these pieces of equipment. It has also been suggested that the contract with NUVO could include a check and tag of appliances without insulated pins. Stay tuned for more information.

### 4.3 Items to be raised at OHSC

#### Action item table:

Date	Item	Action	Person Responsible	Status
Aug 2014	OHS feedback from Faculties, Schools and Departments	Stefan wants some information on YAMMER. Summary template for local areas on Objectives and targets progress, training requirements and incidents etc. Inviting guest speakers to present to the OHSC.	Stefan Delaney  Deanne Catmull (YAMMER information)	<b>Almost completed</b>  The OHSC discussed that working more closely with OHS advisors/managers and decreasing duplication of information will improve best practises. Stefan is meeting with some local OHS staff soon. A report was tabled and discussed at Meeting 2/2015 of the OHSC.
Nov 2014	Working alone and in isolation policy	Stefan to publish this document which will contain some terminology changes in	Stefan Delaney	<b>In progress.</b> (Update: Oct 2015) Stefan will publish the document

		Promap.		via PROMAP before Christmas.
Nov 2014	Terms of reference	Stefan to draft a template of the new T.O.R for the OHSC. Template is to include OHSC reporting lines	Stefan Delaney	<p><b>Partially completed</b></p> <p>A new draft has been completed but has not been approved by the committee yet.</p>
Nov 2014	HSR promotion	Stefan to encourage and promote staff to become HSRs across the University	Stefan Delaney	<p><b>In progress (Update Oct 2015)</b></p> <p>Campaign to attract HSRs has begun as at September 2015 with a meeting being held between HSRs and University services (US) to exchange ideas for a marketing-like campaign for early 2016. MDHS has started campaigns for new HSRs coinciding with DWG renegotiations . OHSC also circulated and exchanged ideas around how to approach such a campaign as there is a clear lack of clarity</p>

				of the role.
Feb 2015	HSR roles and responsibilities	Stefan to forward documents to all supervisors describing the EXACT role of a HSR in the workplace and how it differs to an OHS advisor/officer	Stefan Delaney	<p><b>In progress</b></p> <p><b>Update Oct 2015</b></p> <p>This process will commence once DWGs are finalised in Feb 2016.</p>
Feb 2015	HSR training obligations	Stefan to forward a document about the legal requirements for HSRs under the Act as well as paid leave requirements for a HSR to attend conferences such as WorkSafe week/OHS reps conference and the various costs associated with those.	Stefan Delaney Rochelle Sullivan	<p><b>Partially Completed</b></p> <p><b>Update Oct 2015</b></p> <p>OHSC discussion on generating more information exchange from Central to the local areas. New HSRs notified of training requirements and links. Needs to be more promotion of Health and Safety events for interested parties.</p>
Nov 2014	OHSC review of DWG	Stefan Delaney to publish a structure of DWG for University services and meet with HSRs to finalize DWGs for other areas.	Stefan Delaney Panel of HSRs	<p><b>Almost completed</b></p> <p>Update Oct 2015</p> <p>DWG structure for the University as at Oct 2015 has been completed</p>

				with areas still to be renegotiated shaded. The University expects DWGs to be finalised sometime in Feb 2016.
Nov 2014	Bullying and Psychosocial hazards	Stefan to recruit, train and publish a list of current Bullying prevention advisors for the University.	Stefan Delaney	<b>Partially completed</b> (Applications are currently being reviewed and training will commence. Advisors will be re-named.
Nov 2015	Walking and using mobile phones	Stefan to publish documentation highlighting the hazards of walking and using a mobile phone	Stefan Delaney	<b>Completed</b> Document on Safety bulletins web page: <a href="http://safety.unimelb.edu.au/docs/standard-operating-procedures-for-electrical-appliances.pdf">http://safety.unimelb.edu.au/docs/standard-operating-procedures-for-electrical-appliances.pdf</a>
Sep 2015	Uninsulated pins	It has been queried whether it is NUVOs duty of care to ensure all appliances are checked for uninsulated pins and why this has not been done already?	Stefan Delaney	<b>In progress</b> Stefan is currently modifying the safety bulletin document to incorporate this new information and taking steps to have appliances checked.

## **5. OTHER BUSINESS**

### **5.1 Incident reporting and investigation**

- The MDHS faculty is now publishing a bi-monthly newsletter and the August Newsletter contained a refresher on the “Incident Management process”. Deanne will forward the document to all HSRs for referral as it provides informative step-by-step instructions on using THEMIS and submitting these documents. As outlined in the last meeting the call was placed to encourage all staff to report ANY near miss or event into the THEMIS Incident reporting system. It does not matter how trivial or minor the incident is but if the incident isn’t reported, then the Health and Safety team is unable to act in retrospect. A perception of an incident being of a trivial nature provides a negative feedback loop, whereas the reporting of the incident builds a referable pattern over time.

### **5.2 Effective Management of Workloads**

Deanne has been trying to arrange a guest speaker from HR to talk about the Effective Management of Workloads but has so far been unsuccessful finding someone. It was recommended that Sally Eastoe be approached to present to the committee early next year.

### **5.3 Health and Safety Week and OHS reps conference report**

Deanne attended the free Worksafe Health and Safety week sessions and will provide a report to HSRs with these minutes. The sessions were highly recommended to all HSRs and paid leave is approved under the OHS Act. Time constraints meant that the report from the OHS reps conference weren’t given but Deanne will attempt to get some information from the attendees for the next meeting as Deanne had to leave ill half way through the day.

## **6. NEXT MEETING**

- The meeting dates for 2016 will be confirmed in Dec 2015. Wishing you all a very Happy and safe Christmas and New Year, see you all in 2016!!