



Employee Health & Safety Representative Meeting

Date: Thursday 20th August 2020

Time: 3:00 – 4:00 pm

Location: <https://unimelb.zoom.us/j/867665841>

Chair: Ms Deanne Catmull, HSR Melbourne Dental School

AGENDA

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 WELCOME APOLOGIES	
4	CONFIRM PREVIOUS MINUTES (Paper 2)	
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>	
	5.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.	Chair/Physics HSR: ON HOLD (due to COVID19).

	<p>5.2 HSR List HSR list to be reviewed to confirm DWGs.</p>	<p>Health and Safety Services Team: ON HOLD (due to COVID19).</p>
	<p>5.3 Coffee with an HSR Program - Financials Chair to follow up on potential funding options.</p>	<p>Chair: OH HOLD (due to COVID19).</p>
	<p>5.4 HSR alternate on OHSC (maternity leave replacement) Heather Daykin is going on maternity leave in July 2020. Heather needs to arrange a HSR replacement on the OHSC to cover her maternity leave.</p>	<p>Heather Daykin/Chair: Chair to pass on HSR alternate list to Heather. Heather to arrange a HSR alternate maternity leave replacement on the OHSC.</p>
6	OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	
	<p>6.1 What's happening at the OHSC</p>	Deanne Catmull
	<p>6.2 Progress of items previously raised at the OHSC</p>	Deanne Catmull
	<p>6.3 Items to be raised at the OHSC</p>	Deanne Catmull
7	OTHER BUSINESS	
	<p>7.1 Emergency management plans during COVID 19</p>	Deanne Catmull
	<p>7.2 ERMS COVID behavioural reporting</p>	Deanne Catmull
	<p>7.3 Digital communication and work stress in universities</p>	Deanne Catmull
	<p>7.4 Workplace Wellness Festival 2020 – report</p>	Deanne Catmull
8	<p>NEXT MEETING <i>Tuesday 10th November 2020, 3:00 – 4:00 pm, Seminar Room A, Ground Floor, Royal Dental Hospital of Melbourne OR via Zoom (TBC).</i></p>	

Circulation: All Employee HSRs

University HSR 2020 Meeting Schedule

Location:

Meeting 1 and Meeting 4: Seminar Room A, Ground floor, RDHM.

Meeting 2 and Meeting 3: Zoom

Time	Day	Date
11am	Thursday	13 February
11am	Tuesday	19 May
3pm	Thursday	20 August
3pm	Tuesday	10 November

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>

HSR	DWG	Expiry date
Ben Michael	Film & Television	28 Feb 2020
Rebekha Wunder	Chancellery	20 July 2020
Andrew Hammond	School of Biomedical Sciences – Physiology	10 October 2020
Shirley Els	Physics	11 October 2020
Sascha Andrusiak	Science – Burnley	25 October 2020
William Sheih	Melbourne School of Engineering	20 November 2020

HSRs on the OHSC:

Name	DWG	Role (member/alternate)	Elected
Ms Deanne Catmull	MDS	Member	Aug 2019
Ms Heather Daykin	School of Biomedical Sciences - Pharmacology and Therapeutics	Member	Aug 2019
Mr Colin James	MDHS Faculty Operations and Individual Centres – Faculty Services (A)	Member	Jun 2020
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Jun 2020
Dr Paulo Vaz Serra	Architecture-Academic	Member	Aug 2018
Ms Amy Hampson	Melbourne Medical School - Otolaryngology (B)	Alternate	May 2018
Ms Kate Hayes	Chancellery	Member	Aug 2019
Mr Anton Cozijnsen	Biosciences 1, 2 &3 (Botany)	Alternate	Nov 2017
Ms Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology	Alternate	Nov 2017
Ben Michael	Film & Television	Alternate	Jun 2020
Ms Harpreet Bhatia	Academic Services - Stop 1 and Student Service Coordination	Alternate	Nov 2019

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. The 2020 schedule is as follows:

04 ~~Wednesday, March 18, 2020 (meeting cancelled)~~

~~PAR – David Caro – Podium
209~~

02 8 Jun 20

PAR-Old Physics-G16 (Jim
Potter Room)

03 16 Sep 20

PAR - Redmond Barry - 1006

04 9 Dec 20

PAR-Old Physics-G16 (Jim
Potter Room)

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 as committee secretary of the OHSC, for noting and reporting.



Employee Health & Safety Representative Meeting 2/2020

Date: 19th May 2020

Time: 2:00 – 3:00 PM

Location: Zoom meeting

Chair: Ms Deanne Catmull, HSR Melbourne Dental School

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	<p>INTRODUCTIONS HSRs and guests were introduced, and Deanne Catmull welcomed the attendees.</p> <p>WELCOME A brief around-the-table introduction was conducted to introduce the Committee members and guests. Attendance was noted by recording the Zoom meeting.</p> <p>ATTENDANCE</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Division/ DWG</th> </tr> </thead> <tbody> <tr> <td>Cheryl Augustine</td> <td>Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's</td> </tr> <tr> <td>Lynda Boldt</td> <td>University Services/Research, Innovation & Commercialisation (Parkville)</td> </tr> <tr> <td>Kate Brody</td> <td>Medicine, Dentistry and Health Sciences/Melbourne Medical School - Otolaryngology (A)</td> </tr> <tr> <td>Deanne Catmull</td> <td>Medicine, Dentistry and Health Sciences/Melbourne Dental School</td> </tr> <tr> <td>Benjamin Cirona</td> <td>Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)</td> </tr> <tr> <td>David Chan</td> <td>Engineering/Melbourne School of Engineering</td> </tr> <tr> <td>Wayne Davidson</td> <td>Medicine, Dentistry and Health Sciences/Melbourne School of Population and Global Health (A) and (B)</td> </tr> </tbody> </table>	Name	Division/ DWG	Cheryl Augustine	Medicine, Dentistry and Health Sciences/Melbourne Medical School - St Vincent's	Lynda Boldt	University Services/Research, Innovation & Commercialisation (Parkville)	Kate Brody	Medicine, Dentistry and Health Sciences/Melbourne Medical School - Otolaryngology (A)	Deanne Catmull	Medicine, Dentistry and Health Sciences/Melbourne Dental School	Benjamin Cirona	Medicine, Dentistry and Health Sciences/Faculty Operations and individual centres - Faculty Services (B)	David Chan	Engineering/Melbourne School of Engineering	Wayne Davidson	Medicine, Dentistry and Health Sciences/Melbourne School of Population and Global Health (A) and (B)
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	Heather Daykin	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences - Pharmacology and Therapeutics
	Shirley Els	Science/Physics
	Melody Eotvos	Fine Arts & Music/Music
	Rinske Ginsberg	Fine Arts & Music Performing Arts/(Theatre)
	Andrew Hammond	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences – Physiology
	Kate Hayes	Chancellery/Chancellery
	Jessie Malignaggi (DHSR)	University Services/Academic Services: Student Success
	Ben Michael	Fine Arts & Music/Film & Television
	Paula Mitchell	Medicine, Dentistry and Health Sciences/School of Biomedical Sciences - MDHS @Doherty
	Meredith Potter	Science/Chemistry
	Lida Rashidi	Engineering/Melbourne School of Engineering
	Victoria Rayner	Medicine, Dentistry and Health Sciences Faculty Operations and individual centres - Centre for Youth Mental Health
	Graham Sadler	Engineering/Melbourne School of Engineering
	Juan Saavedra	University Services/Project Services
	Paulo Vaz-Serra	Architecture/Academic
	Rebekha Wunder	Chancellery/Chancellery
	New/Guest	
	Angus Webb	Dept Infrastructure Engineering/School of Engineering
	Su Butler	Guest speaker, Health & Safety Services
	<p>APOLOGIES Amy Hampson - Medicine, Dentistry and Health Sciences Melbourne Medical School - Otolaryngology (B) Christopher Nolan - Fine Arts & Music Performing Arts/(Music Theatre)</p>	
2	<p>ELECTION OF TWO HSRs TO THE OHSC</p> <p>2.1 A call for nominations for 2 HSRs on the University OHSC: 1. Collin James nominated (to replace Andres Diaz’s position who has resigned as an HSR) 2. Paula Mitchell’s Term of Office expiring on OHSC – will nominate again</p> <p>Positions are filled, and no formal election required. Ballot to accept nominations will be circulated.</p>	

	<p>2.2 Nominations for alternates on the OHSC:</p> <p>Meredith Potter Ben Michael</p> <p>A ballot will be conducted to accept these nominees with a short blurb for each nominator to be sent to the HSR group emailing list by Deanne by Friday.</p> <p>Other: Heather Daykin (HSR on the OHSC), will be taking parental leave from mid-July to December. Heather will arrange an elected alternate to attend in her place.</p>
<p>3</p>	<p>GUEST SPEAKER</p> <p>Su Butler, Manager, Health & Safety Specialist Services Title: The COVID-19 response: Health & Safety Services Team update</p> <ul style="list-style-type: none"> • Incident management team for COVID 19 response are managing and maintaining the UoM COVID-19 response. A lot of Health and safety matters have to go through the same response team, hence some delays in communication and document turn around. OHS matters unrelated to COVID-19 are going through much quicker but anything that mentions COVID-19 needs to go to the Incident Management team first. • Working from home is the biggest task the Health and Safety services team have been working on at the moment – current policy is about 4 years out of date. The policy hasn't kept up to date with current trends even prior to the pandemic. It's aimed at professional staff, and not academic staff. Virtual working from home assessments (workstation set up assessments) by UoM ergonomic specialists have gone up 4-fold in one month; majority of those for academic staff because they're spending a lot more time working at their computers than usual • Su is reminding her team and other Health and Safety partners to continue to consult with HSRs during this time when making changes to workplace practices, even if things need to change very quickly. • The Working from home policy was established with the assumption that there would be pre-planning prior to a person regularly working from home. There was no pre-planning opportunity when COVID-19 pandemic started. Therefore, a new working from home checklist was developed and sent to HSRs for feedback more specific to the COVID-19 work environment. The checklist will be used for a short amount of time (~1 month) and then feedback will be incorporated, and the checklist updated. • Reactivation for returning to work is begin addressed now. Su raised the question whether HSRs are being engaged in their local area to provide feedback, and if not, then to actively engage with your local Health and Safety business partner to ensure that this takes place • Su demonstrated how to find your local Health and Safety business partner via the Health and safety website; now there is a tab for finding your HS business partner. <ul style="list-style-type: none"> ○ www.safety.unimelb.edu.au → People and Resources → Business Partner Contacts → then choose your relevant area; Academic, Chancellery, COO Portfolio or Strategy and Culture

	<ul style="list-style-type: none"> • Question from Paula Mitchell – it is confusing where new health and safety information is coming from, is it University-approved or locally approved? Often the business partner is not sure. <ul style="list-style-type: none"> ○ Answer: some decisions can't be made at the local level or UoM level eg. social distancing and 1 person per 4 m² is determined by the Government. A local area can determine how they are affected by COVID-19 restrictions more specifically and update their SOPs accordingly. ○ Some things are starting to be installed in some buildings to help people to comply to social distancing when we return to work eg. markers on the floor. Business partners may have access to these areas and can be used as a resource to ask for pictures of these installations, as an example. • Comment from Shirley Els – her local area held a special OHS committee meeting and it was decided by one person on that committee that their OHS committee won't be actively involved in the reactivation process. It seems that this was a good decision so that they get more expert advice rather than the lay people on the committee. <ul style="list-style-type: none"> ○ Su agreed that OHS committees don't necessarily need to be involved in the decision making and that there may not be the opportunity to consult with HSRs before policies go out, but there should always be the opportunity for consultation. <p>Contact information for Su Butler: Email: susanb@unimelb.edu.au Phone: 834 43085 or 0448717986</p>
<p>4</p>	<p>CONFIRM PREVIOUS MINUTES</p> <p>Meeting minutes from Meeting 1/2020 were confirmed by Deanne Catmull and seconded by Heather Daykin as a true and accurate record of the meeting.</p>
<p>5</p>	<p>ACTION ITEMS</p> <p><i>PLEASE NOTE: 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> <p>Action items are listed for noting and are to be addressed at the next committee meeting due to coronavirus pandemic and most people are currently working from home.</p>

	<p>5.1 Incident/Near Misses Reporting Chair to check with the HSR for Physics if progress is being made regarding the reporting of incidents/near misses and if communication is improving locally.</p>	<p>Chair/Physics HSR: ON HOLD (due to COVID19).</p>
	<p>5.2 HSR List HSR list to be reviewed to confirm DWGs.</p>	<p>Health and Safety Services Team: ON HOLD (due to COVID19)</p>
	<p>5.3 Coffee with an HSR Program Financials Chair to follow up on potential funding options.</p>	<p>Chair: OH HOLD (due to COVID19).</p>
	<p>5.4 HSR alternate on OHSC (maternity leave replacement) Heather Daykin is going on maternity leave in July 2020. Heather needs to arrange a HSR replacement on the OHSC to cover her maternity leave.</p>	<p>Heather Daykin/Chair: Chair to pass on HSR alternate list to Heather. Heather to arrange a HSR alternate maternity leave replacement on the OHSC.</p>
<p>Not on agenda</p>	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE OHSC Meeting 1/2020 cancelled</p>	

OTHER BUSINESS

6.1 On Campus Activity Framework – Extract – Risk Mitigation Section 3 for consultation (Paper 6.1) – Jessie Malignaggi

Disseminated by Stefan Delaney and is an example of consultation with HSRs. Deanne's feedback was that the turnaround for feedback was very small, but it is a draft and more feedback will always be welcome.

Deanne noted that if you are given the opportunity to give feedback on return-to-work procedures, you are encouraged to make giving feedback a priority because of the nature of the pandemic landscape and decisions often need to be made quickly.

Safework Australia website is a good resource, for example for cleaning and disinfection recommendations.

<https://www.safeworkaustralia.gov.au/>

Link for TGA-approved disinfectants effective against coronavirus;

<https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia>

6.2 Worksafe Industrial Manslaughter Webinar – Deanne Catmull

- New legislation applies to Victoria only.
- Webinar covered the new severity of the fines from the 1st July, 2020.
- The new Industrial Manslaughter Law has tougher and more significant penalties for employers
- Employees are exempt from the Law (including HSRs) unless an employee has some sort of position of responsibility who makes significant Health and Safety decisions in that workplace
- If the death occurs before the 1st July, then the new law will not apply.
- There will be an investigation by Victoria Police when a fatality occurs at a workplace
- Suicide and mental health-related deaths will also be investigated

	<ul style="list-style-type: none"> • Long-term exposure to something hazardous eg. silica or asbestos will be considered under the new law • COVID-19-related fatalities may also be covered under the new law <p>6.3 Deanne reminded everyone to be mindful of the changing work landscape and that mental health will be something to keep in mind now and in the future. There may be large job losses in the next 6-12 months and encouraged everyone to follow what is happening with the NTEU negotiations and the University of Melbourne’s approach to dealing with the financial burden of the pandemic.</p>
7	<p>NEXT MEETING <i>Thursday 20th August 2020, 3:00pm – 4:00pm, 5th floor meeting room, RDHM or via Zoom – TBC</i></p>

Circulation: All Employee HSRs
University HSR 2020 Meeting Schedule

Location:

Meeting 1: Seminar Room A, Ground floor, RDHM.

Meeting 2: via Zoom

Meeting 3: 5th floor meeting room, RDHM or via Zoom, to be confirmed (TBC)

Meeting 4: Seminar Room A, Ground floor, RDHM.

Time	Day	Date
11am	Thursday	13 February
11am	Tuesday	19 May
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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.

SOP: Standard Operating Procedure. Safety documentation which contains hazards/risks associated with a particular task or piece of equipment and how to use that piece of equipment/perform that task safely with minimum risk.