A meeting of the Health and Safety Representatives was held on Wednesday, 13 November 2019, in Tutorial Room 273, Level 2, Chemistry Building.

1. ATTENDANCE

1.1. WELCOME/APOLOGIES

PRESENT:

Deanne Catmull (Chair- Melbourne Dental School)
William Shieh (Melbourne School of Engineering)
Paula Mitchell (School of Biomedical Sciences - MDHS @Doherty)
Heather Daykin (School of Biomedical Sciences - Pharmacology and Therapeutics)
Wayne Davidson (Melbourne School of Population and Global Health A and B)
Cathy Alizzi (Faculty of Arts)
Juan Saavedra (Project Services)
Colin James (Faculty Operations and individual centres - Faculty Services (A))
Shirley Els (Physics)
David Chan (Melbourne School of Engineering)
Andrew Hammond (School of Biomedical Sciences – Physiology)
Paulo Vaz-Serra (Architecture-Academic)
Aira Nugid (School of Biomedical Sciences - Anatomy and Neuroscience)
Andrew Short (Engineering)
Robert Gordon (Melbourne School of Engineering)
Sunnia Rajput (Bio21)

APOLOGIES:

Ashley Cross (Music - Southbank)
Harpreet Bhatia (Academic Services Stop 1 and Student Service Coordination)
Helen Morgan (Academic Services - Scholarly Services East)
Meredith Potter (Chemistry)
Christopher Nolan (Performing Arts, Music Theatre)
Lynda Boldt (RIC)
Victoria Rayner (Centre for Youth Mental Health)
Hayley Barker (General Practice)
Amy Hampson (Otolaryngology)
Raelene McIntyre (Veterinary, Werribee)
Kate Hayes (Chancellery)
Graham Sadler (Engineering)
Benjamin Circona (Faculty Operations and individual centres - Faculty Services (B))
Kate Brody (Otolaryngology)
Jessie Malignaggi (Global Learning)
Jennifer Fox (Biosciences Teaching)
Brooke Farrugia (Melbourne School of Engineering)

1.2 INTRODUCTIONS

Deanne Catmull welcomed the attendees to the last meeting for 2019.
A brief around the table introduction was conducted to introduce the Committee members. An Attendance Sheet was circulated for members to sign.

2. ELECTION OF AN ALTERNATE HSR TO THE OHSC

The Chair informed the Committee that one nomination had been received for the position of an HSR alternate committee member on the OHSC. An alternate committee member can attend the OHSC in place of a standing committee member if they are unable to attend.

A ballot paper was circulated to all members with the Health, Safety and Emergency Officer, Ms Hexing Yang acting as Returning Officer.

Ms Yang received 10 out of 10 votes confirming the election of Ms Harpreet Bhatia (HSR-Stop1) as an alternate HSR on the OHSC. Congratulations!

*Post meeting note: The Chair would also like to acknowledge the offline election of Ms Kate Hayes as an HSR committee member on the OHSC on the 10th September 2019. Congratulations, and welcome to the OHSC!

3. GUEST SPEAKER: MS DEANNE CATMULL (CONVENOR OF HSR COMMITTEE AND HSR OF MELBOURNE DENTAL SCHOOL)

TITLE: “SO I AM A HSR, NOW WHAT?”

Deanne presented the Power point attached (Paper 3).

The presentation provided HSRs with an introduction to the newly developed: “Coffee with a HSR program” which has recently been piloted with great success.

Deanne asked for feedback on the new “Stepping up as a HSR-Useful information, resources and contacts” (page 3) provided by the Health and Safety Services team. The attachments will be sent to the University HSR list for comment in the coming weeks.

4. CONFIRM MINUTES FROM PREVIOUS MEETING

The Minutes of Meeting 3/2019 held on Wednesday, 28 August 2019, were confirmed as an accurate record.

5. OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

5.1 WHAT’S HAPPENING AT THE OHSC

The OHSC met on the 31st of October 2019.

The Animals on Campus guidelines will be available by the next meeting (includes guidance for bringing pets to work, animals in training and assistance animals).

The Coffee with a HSR program has been approved for funding. Logistics around supervision permission and financing the program need to be finalized.

A campus wide disability audit has been completed; several new handrails have been installed.

Non-complaint cladding works will commence in early November focusing on buildings deemed to have a higher flammability risk. Six buildings in total to be rectified.

Façade repair works are underway on several buildings including: Babel and Chem West.
New Gallagher access control system rolled out across campus is almost complete.

Paving works on Union Rd, Old Quad and South Lawn have been completed. More works to follow as a result of a slips, trips and falls audit on the Parkville campus.

Building 164 “Old Radiation” Heavy metal soil contamination has been processed and removed.

Several incidents have been reported to Campus/Project Services related to ceiling attachments/decorative features around campus (e.g fans, projectors, ceiling grids). Advice from Building advisors has been sought to rectify these issues.

A new Cybersecurity Training module will be released on Train Me in the next few weeks. All staff will receive an email reminder to complete this training.

5.2 PROGRESS OF ITEMS PREVIOUSLY RAISED AT THE OHSC

HSR actions were raised regarding Appropriate Workplace Behaviour for RHD students. The committee explained that the Appropriate Workplace Behaviour Training is driven by employment law which applies only to staff and policy relating to the appropriate behavior of students is covered by the Provost through student policy (Respect. Now. Always) which is how the organization chooses to operate (not driven by law). It was encouraged to report appropriate workplace behavior issues to the Faculty Student RHD Co-ordinator. Deanne encouraged HSRs to take this issue back to their local OHS committees for discussion and implementation at a local level, possibly through RHD student induction sessions as is currently undertaken by the Faculty of Science.

5.3 ITEMS TO BE RAISED AT THE OHSC

Coffee with a HSR program- finalize logistics around funding and supervision.

ERMS Incident Reporting module. Many HSRs do not receive notification of incidents via this system. Deanne was unable to locate the instructions to send reports to HSRs through the FAQ section of the module. Need to confirm if ERMS notification email still contains information to notify the HSR.

HSR list- is it possible to have another round of HSR nomination call outs in areas that do not yet have a HSR allocated?

Deanne highlighted that it remains unclear in some areas who the local OHS Business partner is. Deanne to discuss ways of rectifying this at the next OHSC.

6. OTHER BUSINESS

6.1 COFFEE WITH A HSR PROGRAM-UPDATE

Refer to Paper 3 (Power Point Presentation) and item 5.1.

6.2 TERMS OF REFERENCE

To be reviewed Meeting 1/2020.
6.3 HEALTH AND SAFETY SERVICES, BUSINESS SERVICES TEAM RE-STRUCTURE

Deanne referred to an email from Susan Butler dated: 4th of October 2019. The new structure of the Health and Safety Services team can be found within the following flow chart:

6.4 WORKSAFE HEALTH AND SAFETY MONTH/HSR CONFERENCE 2019

Worksafe’s Health and Safety Month (main day) and the HSR conference ran back to back this year with some similar themes. Deanne encouraged all HSRs to take advantage of the paid leave entitlements under s69 of the Act to attend next year. Information and advice learnt is invaluable. Each HSR will take away key messages which will be different for everyone, hence the importance of attendance.

MP Jill Hennessy announced the introduction of Industrial Manslaughter Laws which will see up to 16.5 million dollar penalty fines given to negligent companies and up to 20 yrs jail for individuals who carry out dangerous work practices and possess unsafe equipment in workplaces. These laws will extend to silicosis claims.

A new annotated version of the OHS Act 2004 for HSRs was released by Victorian Trades Hall Council and a free copy given to every HSR that attended the conference. This annotated version is designed to assist HSRs in applying the legislation to various workplace OHS scenarios.

Look out for a new Employee Representatives guide from Worksafe coming in the new year.

Worksafe have a new HSR support advisor Kim Giles, contact details:
Office: 9940-4193 Mobile: 0478347799 email: kim_giles@worksafe.vic.gov.au
Key topics included: Workplace mental health and the “Workwell” program: https://www.workwell.vic.gov.au/toolkit?gclid=EAIaIQobChMIkrrrw99Jg5QIVzqmWCh2mvwf7EAAYASAAEgI8wvD_BwE

HSR of the Year (Daniel Gili-Diamond Valley Pork) and the importance of getting out on the floor and talking to the employees you represent about OHS concerns. This can be during lunch breaks, at meetings or through Union representatives. Issue PINS where there is an immediate danger to OHS in the area, gain trust in your fellow employees and follow through with any concerns they may have Don’t be afraid to issue PINS on s35 (Consultation). This will be a Worksafe focus in the new year.

Gendered violence in the workplace. What is it? Non –sexual based, Gender based hiring, gender inequity, inappropriate allocation of tasks, racism, jokes, language. We normally think of OHS issues as physical things that kill you. What about the silent killers? Mental Health! Emerging issue but no clear laws to address it. It is not really addressed by anti-discrimination (more focused on sexual harassment) or not really addressed under OHS laws either (mental health but no expansion). Fair Work legislation only really deals with the bullying side of things. Regulation needs to come from a blended combination of the two using prevention styled framework given in the OHS laws combined with complexity of discrimination issues.

Psychosocial hazards and safe systems of work.
Psychosocial hazards (workload, pace, schedule) can lead to a mental health outcome. You can be harmed well before diagnosis and this is where we need to focus our attention.
It is most important that consultation and job design is considered as a prevention strategy.
How can we measure psychosocial status in the workplace? Workplace surveys. Culture and leadership. Can we incorporate this into workplace inspections as an alternative?
Focus on the language used—it’s not mental health, it is just “health”. It is not psychosocial safety, it’s just “safety”.
Need a “preventative first aid” program. Most current “mental health first aid” programs are great, but lack the preventative focus required.
Resilience training is ineffective e.g. Noise: we can’t train you so you can better adapt to noise in a workplace? This type of training doesn’t work for hazards.
Need psychosocial hazard identification in risk management.

Measuring OHS performance/outcomes. Presentation by Sharon O Neill based upon GRI403 overview: Global standard of reporting. The way we currently measure safety is counterproductive. It isn’t a physical property.
Getting the number is not the ultimate objective, we need insight into what the numbers tell us. Focus on the positives e.g. the number of days without loss time injury rather than focus on the negative (number of lost days LTIs).
LTI are a measurement of poor safety, not safety itself. They are an interpretation of damage to a business-how many event have disrupted our workplace (with links to financial costs) when our focus should be on the damage to the individual. An injury could occur on a Friday for example, then the employee recovers by the Mon (hence it is not recorded-inaccurate account of injury).
Make reports easier to understand (use charts, diagrams, colours etc).
Have better risk matrices with more focus on residual risk factors and consequences e.g How affective is training? Don’t just focus on numbers of training completed or uptake or compliance.
How many events have happened that were not accounted for on the risk register?
Safety culture surveys- how do employees rate safety at the workplace?
6. **NEXT MEETING**

The meeting dates for the HSR Committee in 2020 will be confirmed in Dec/Jan. Please look out for an upcoming Doodle Poll to select appropriate days and times that work for you.

Have a Merry Christmas and a very relaxing break! See you in 2020!

**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](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](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](https://safety.unimelb.edu.au/#training)

**RHD:** Research Higher Degree Students.

**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.
Action item table:

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.

<table>
<thead>
<tr>
<th>NO</th>
<th>ITEM</th>
<th>ACTION</th>
<th>OFFICER/S RESPONSIBLE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incident/Near Misses Reporting</td>
<td>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.</td>
<td>Chair/Physics HSR</td>
<td>In progress - HSR has contacted their Business Partner but is still not receiving Incident Reports.</td>
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<tr>
<td>2</td>
<td>HSR List</td>
<td>HSR List to be reviewed to confirm DWGs</td>
<td>Health and Safety Services Team</td>
<td>In progress - Deanne met with Ms Hexing Yang and Ms Rochelle Sullivan in October to discuss the list. Hexing has added email hyperlinks to HSR names</td>
</tr>
<tr>
<td>3</td>
<td>Coffee with a HSR program: meet with new Mentees</td>
<td>Meet with new HSR Chemistry.</td>
<td>Deanne/Andres/Heather/Hayley</td>
<td>Completed - Pilot program a success with very positive feedback. Program has been accepted for funding once logistics have been finalized with supervisor approval and financing.</td>
</tr>
<tr>
<td>4</td>
<td>Building 199- Cleaning</td>
<td>Cleaning timing for building 199, University services building. They are conducting cleaning early morning before and during staff arrival.</td>
<td>Jessie Malignaggi</td>
<td>In progress – No update since August. Deanne suggested submitted a near miss report or a hazard report through ERMS and negotiating to do hazardous tasks early or after hours. Geoff suggested Jessie contacts Tony Campbell to discuss. Jessie has lodged a report through Service</td>
</tr>
<tr>
<td>Date</td>
<td>Issue Description</td>
<td>Description</td>
<td>Author</td>
<td>Notes</td>
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<tr>
<td>Feb 2018</td>
<td><strong>Appropriate Workplace behaviour training for post-grad/Hons students</strong></td>
<td>Paula Mitchell’s DWG have concerns that Research Higher Degree (RHD), Masters and Honours students are not required to complete the Appropriate Workplace Behaviour online training module since they share the same workspace, which is compulsory for all UoM staff</td>
<td>Paula Mitchell</td>
<td><strong>Completed</strong>- See item 5.1 with recommendations for local areas. Any queries, please email Deanne Catmull: <a href="mailto:dcatmull@unimelb.edu.au">dcatmull@unimelb.edu.au</a></td>
</tr>
</tbody>
</table>
So I am a HSR, now what?

An introduction to the “Coffee with a HSR” program

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Deanne Catmull
HSR- Melbourne Dental School
Convenor of the University HSR Committee
So I am a HSR. How did I get here?


- HSR welcome (includes addition to the employee HSR network and HSR committee network)

- HSR networks (this committee, HSR list [https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1780487/HSR-list.pdf](https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1780487/HSR-list.pdf), VTHC, Worksafe)

- HSR training (VTHC, Vic Chamber of Commerce, Chisholm Institute among others)- 5 day regulator approved training with full pay under the OHS Act 2004.
Stepping up as a HSR-hot off the press
So I am a HSR. Now what?

Post training: Confused about how to utilise your training in the workplace? Confused about your role as a HSR in the workplace? Wanting some clarity? Advice? Feedback?

Issues faced with training:

• Unionised, with an emphasis on finishing early, rather than finishing with an appropriate understanding of how to apply the content.
• No training that is tailored on the diverse tertiary environments experienced at the UoM (mix of students, contractors, general public, laboratory, workshop, office space, teaching etc).

Issues back at the workplace:

Support network

• HSRs
• Management
• Employees/DWG representatives
• How to apply the legislation/regulation to workplace specific situations
“Coffee with a HSR program”

A HSR mentoring program

First initiated by the HSR Committee.
Developed by Deanne Catmull.
What is it?

- Mentoring program for new HSRs or HSRs that are struggling with local OHS issues, applying legislation to issues in the workplace, strategies for promoting best practise and great working relationships, those that need an extra support network.

- Meet with a more experienced HSR for a coffee/hot drink at a mutually convenient time and location. The discussions are informal and set in a café to create a comfortable environment, encouraging free and open communication. The program aims to provide some clarity, direction, advice, feedback and support to staff as they settle into their role as a University HSR or further their knowledge.
Advantages?

Anticipated advantages of the program:

• Will provide greater clarity, guidance and direction to HSRs settling into their role.
• Will create an additional network of support for HSRs.
• Will assist/support a broader network of HSRs (e.g. off campus /part timers who cannot regularly attend HSR meetings).
• Will improve important OHS relationships within the workplace (HSR and OHS business partner/ HSR and employer/ HSR and employee).
• Will decrease the stress and anxiety HSRs experience in their role.
• Will increase engagement with the local OHS community.
• Will retain HSRs within DWGs and reduce HSR turn-over.
Initial feedback- Pilot Program

“I really enjoyed talking to Heather and found it very helpful. The handout....is a great idea.”

“Hi Deanne. Thank you for your time this morning, really appreciate it!”
Exciting news!!

• A Proposal has been drafted by Deanne and was submitted to the Health and Safety Services team in late September 2019.

• The team love the idea and the program will be funded soon for official commencement in 2020 (pending).
Current mentors

• Ms Hayley Barker  hayley.barker@unimelb.edu.au

• Dr Andres Diaz Mendez  andres.diaz@unimelb.edu.au

• Ms Heather Daykin  hdaykin@unimelb.edu.au

• Ms Deanne Catmull  dcatmull@unimelb.edu.au
Mentees/calls for more volunteer mentors?

• We welcome expressions of interest from HSRs who would like to be mentored in 2020

• We also welcome expression of interest from interested mentors (permission will be sought from your supervisor through this program)

• Please express interest to Ms Deanne Catmull: dcatmull@unimelb.edu.au
Thank you

OHSC HSRs
All HSRs

QUESTIONS????

Photo time!
Stepping up as a Health & Safety Representative (HSR)

Useful information, resources and contacts

Congratulations, and thank you for being a HSR! Your time and efforts are very much appreciated. This one page information sheet helps you to settle in the role.

Training
HSR Training is vital and supported by the University. Fees are covered by the Health & Safety Services.

Select the training provider, and enrol by yourself. Email Health & Safety once you receive the invoice.

See a list of training provider by WorkSafe in Resources section.

Forum
As a HSR, you are part of the University Heath & Safety Representative Forum. With four meetings per year, the forum discusses Health and Safety matters across campus.

You will get to meet other HSR peers, and get support from the community.

Forum convenor: Deanne Catmull
Deanne has 14+ years of experience as a HSR, she is your go-to person if you have any questions or concerns. Email: dcatmull@unimelb.edu.au

Support page
Please browse through the webpage for HSRs and bookmark it. It includes comprehensive information of HSR.

HSR is not to ‘fix’ Health and Safety problems in workplaces, but represent the workers in the group. You should seek help as soon as you feel the need.

Contacts
- Health and Safety Business partners, see the list in Resources
- List of HSR across the University, see in the support page
- Health & Safety Services:
  Email: ohs-enquiries@unimelb.edu.au
  Call: 54000, option 3

Resources
The list of local Health & Safety Business Partners across the University
http://go.unimelb.edu.au/57dr

Health and Safety website:
http://safety.unimelb.edu.au

Support page for HSRs and DWG:
http://go.unimelb.edu.au/7u7dr

WorkSafe webpage for HSR:

Training provider list WorkSafe:

HSR explained by Comcare
http://go.unimelb.edu.au/2xvr

For more information, visit safety.unimelb.edu.au