

THE UNIVERSITY OF MELBOURNE **EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING**

MEETING NO 3/2018 – 16th August 2018

A meeting of Employee Health & Safety Representatives was held on Thursday 16th Aug 2108 in the 5th floor meeting room, Melbourne Dental School, University of Melbourne at 11.00am

PRESENT:

Deanne Catmull (*Melbourne Dental School*) **Chair**
Sioe See Volaric (*Chemistry*) **Minutes**
Paulo Vaz-Serra (*School of Design, Architecture*)
Guillermo A. Narsilio (*Infrastructure Engineering Melbourne School of Engineering*)
Geoff Duke (*Melbourne School of Engineering*)
Hayley Barker (*General Practice MMS-Berkeley*)
Manni Sidhu (*University Services*) **Scrutineer**

1.1 Welcome/Apologies

Apologies were received from: Lynn Tran (*Biochemistry and Molecular Biology*), Christopher Nolan (*Fine Arts and Music- Performing Arts, Music Theatre*), Sarah Leahey (*Science- Biology labs*), Ashley Cross (*Fine Arts and Music: Southbank*), Andres Diaz (*Veterinary Biosciences*), Julia Jacob(*Fine Arts and Music: Faculty Services*), Paula Mitchell (*School of Biomedical Sciences- MDHS@Doherty*), Andrew Short (*Melbourne School of Engineering, B170*), Ivan Werner(*RIC-Parkville*), Lisa Maundrell via Zoom (*Melbourne Theatre Co.*), Lyndal Grant (*Performing Arts, Theatre*), Brenna McInnes [Mat leave-April 2019] (*School of Biomedical Sciences, Animal Facility*), Heather Daykin [Mat leave -May 2019] (*School of Biomedical Sciences, Pharmacology and Therapeutics*)

1.2 Introductions

A brief around the table introduction was conducted to introduce the Committee members including all new members. Attendance Sheet was circulated for members to sign in.

2. Confirm minutes of last meeting, Meeting 2, 25th May 2018

Minutes of last meeting held on the 25th May 2018 was confirmed by Paulo Vaz-Serra and seconded by the rest of the committee

3. Election of one HSR to the OHSC

An election of one Health and Safety Representative was undertaken, in accordance with the University's Occupational Health and Safety Committee's Standing Resolution 02/2009-07. The election was conducted in the presence of Manni Sidhu (Observer/Scrutineer, University Services).

No nominations were received for this election by email prior to the meeting.

One nomination was received for the position from Paulo Vaz-Serra (School of Design, Architecture). Paulo was elected unanimously for the period of 3 years from the next University OHSC meeting. Manni will report the result to Andrew Everett for noting at the next OHSC. Deanne has provided information in this Agenda about the roles and responsibilities for the HSR role in OHSC, please refer to the Meeting 3 Agenda for details. It is important to have full representation on the committee or encourage alternates to attend in the absence of a committee member.

4. Occupational Health and Safety Committee (OHSC)

4.1 What's happening at the OHSC

- A **mobile CCTV vehicle** has been launched to improve security services. It offers a quick emergency response equipped with automated external defibrillator and a first aid kit. The vehicle also complements the security bicycle units.
- New **face-face training modules in TrainMe**. New provider for Cardio Pulmonary Resuscitation and First Aid Level 2 improved and simpler centralised payment and records management
- Students Access to **Train Me** for health and safety training courses implemented for Melbourne School of Engineering, Faculty of Architecture Building and Planning, Melbourne Graduate School of Education, Melbourne Law School, Faculty of Business and Economics, Faculty of Arts and Faculty of Veterinary and Agricultural Sciences. Faculty of Fine Arts and Music, Science and Medicine Dentistry and Health Sciences are scheduled to be completed by Q3 2018.
- **ERMS** Enterprise Risk Management System
 - Workplace inspections fully implemented, 400 inspections completed by end of June 2018
 - Field work module-commenced configuration and user acceptance testing (UAT) in Biosciences(Zoology) and Geography. Progressively rolled out to other divisions once UAT completed
- **Smoke Free Campus** – Working group established to discourage smoking. Continuing issues with smoking in front of Mathematics and Statistics Building, near Swanston St entrance to Masson Road. Seats have been removed to discourage smoking. Further actions to improve signage and monitoring by security is in progress
- **New Student Precinct**-Construction work is impacting on egress pathways and access to Doug McDonald building and Eastern Resource Centre. Project team are currently evaluating alternative access /arrangements for occupants in Doug McDonald building

4.2 Progress of items previously raised at the OHSC

Deanne reiterates when HSRs brings issues to the forum which then becomes Action items they are encouraged to follow up on these and respond to email promptly. Action items will be deleted if the person responsible does not follow up, provide clarification to effect an amenable resolution.

See also Other Business 5.3 and 5.4 which is related to 4.2

- Health and Safety Culture Action item is now complete. Webpage relocated to <https://safety.unimelb.edu.au/management/communication/hsr-dwg>

4.3 Items to be raised at the OHSC

None

5. Other Business

5.1 Update (Hayley Barker) Air conditioning Level 1, 202 Berkeley St, Carlton

Air con unit was recently assessed by a technician following a hazard report received via ERMS from a PhD student. The room was experiencing high temperatures which were deemed uncomfortable. High temperatures can lead to fatigue and heat-related sickness. It was recommended by other HSRs that Hayley submit a Workplace Inspection report assigning responsibility to the local Safety Officer (Health and Safety business partner) to be closed out.

Section 21(1) of the Occupational Health and Safety Act 2004 (the OHS Act) requires employers to provide and maintain a working environment that is safe and without risk to employees' health, so far as is reasonably practicable. This compliance code provides practical guidance to employers on how to comply with the law in relation to providing adequate facilities for employees. Download document from: <https://www.worksafe.vic.gov.au/resources/compliance-code-workplace-amenities-and-work-environment>. Optimum comfort for sedentary work is between 20°C and 26°C, depending on the time of the year and clothing worn.

Other departments also have air-conditioning issue but because the air conditioning unit is not broken, is adequately maintained by the University services, little can be done apart from the above. Budget is also an issue especially if the building has been earmarked for a major future upgrade.

5.2 Zoom Conferencing

Deanne will try to get feedback from other HSRs who have tuned in to <https://cloudstar.aarnet.au/plus/s/5RC44LMyn3sXqkz>
<https://cloudstar.aarnet.edu.au/plua/s/HD2bN0KcVEUyPnD>
The links will expire on 16th Dec 2018.

5.3 HSR webpage relocation

Deanne will email the URL on webpage relocation to all HSRs.
<https://safety.unimelb.edu.au/management/communication>
<https://safety.unimelb.edu.au/management/communication/hsr-dwg>
Andrew Everett has also highlighted this webpage relocation in his Health and Safety August Newsletter

5.4 Health and Safety Forum -Newsletter Aug 13th 2018 by Andrew Everett

Deanne highlighted the following:

1. Service Now ticketing: The Health and Safety team have now joined Service Now to manage all enquiries. When you message the team, you will now receive a ticket number to your enquiry/issue which has to be followed up or closed out. This ensures your query is attended to and doesn't get lost amongst other emails/enquiries.

- All of the various HSR election documentation have been consolidated into the one new document [Health and Safety Representative Election Guidelines](#)
- [Health & Safety: Hot work instructions](#), [Health & Safety: Hot work requirements](#) and [Health & Safety: Completing a hot work permit](#) have been reviewed and updated
- [Health & Safety: Management licence schedules](#) is a new document
[Health & Safety: Guidelines for service provider/contractor induction](#) , [Health & Safety: Service provider/contractor requirements](#) and [Health & Safety: Engage a service provider/contractor checklist](#) have superseded old documents

In the coming weeks OHSC team will be migrating some of the content (occupational health, injury management, ergonomics and setting up your workstation) from the StaffHub back to safety.unimelb.edu.au as students cannot access StaffHub

Email ohs-enquiries@unimelb.edu.au if you want these news sent to you.

5.5 Improving and enhancing your HSR meetings- Survey Monkey update

Late November 2017 Deanne posted Survey Monkey polls on how to improve and enhance HSR meetings. Results were assessed in February 2018 but due to time constraints the Survey Monkey results were postponed. Deanne presented the findings today.

There were 22 respondents out of a total of 57, 38% response rate. The survey results are based on feedback from the 22 respondents

- Q1 Have you attended HSR meeting? 45.45% have not attended HSR meetings, 40.1 % have attended more than once, 13.6% have attended once.
- Q2 Why (Only 8 of 22 responded) Reason: The day not suitable, 37.5%, Time not suitable, 37.5%, Venue is inconvenient, 25%
- Q3 How to improve meeting/attendance (21 responded)
Choice: More convenient times and days 38.1%, More venue options 9.52%, More guest speakers, 14.29%, Other 38.10%
- Q4 Suggestions from Other- Meet HSR one-on-one, conflicting time with other commitments, Start and Finish OnTime
*Deanne reiterates that the Survey Monkey should have addressed all these concerns. The days and times for 2017 meetings were based on the survey
Zoom conferencing should reach out to those who can't attend in person*
- Q5 Rate Content of HSR Meetings (12 responded) , 7/10
- Q6 Presentation of HSR Minutes (17 responded), 6.7/10
Deanne will improve this by providing terminology and abbreviations to address and explain the jargon used. See pages 8,9 of this minute
- Q7 Does your local DWG have a local HSR? 100% Yes (22 respondents)
- Q8 Do you attend your local HSR meeting? 85.7% , Yes, most times (18 respondents)
- Q9 Do you have any suggestions on how to improve HSR meetings or any comments
Responses: Record Meetings and post online; Hard for me as I am on research money; None that I can think of.
- Q10 Do you share the content/minutes with your local Health and Safety Committee?
73.7%(14 respondents)Yes, 26.3%(5 respondents) No

*Feedback from the survey has already been taken on board.

Deanne has improved start and finish times by altering the content in the Agenda, limiting guest speakers to ONE per meeting and maybe only 2 a year.

*Zoom conferencing has been implemented for those not able to attend in person who wish to log in remotely.

*More polls will be introduced for 2019 meeting days and times. Deanne encourages ALL HSRs to fill out the polls so that better days/times can be selected/booked.

Deanne has been chairing, writing HSR minutes, doing research for HSR members, sourcing guest speakers, communicating with OHSC on behalf of other HSRs, updating HSR websites and links etc. for a good number of years.

It is time members take an interest to the role of Minutes writing so Deanne, Chairperson, can have time to do other demanding jobs when chairing the HSR committee. Deanne has prepared templates for the minutes and they are all archived and accessible. Zoom has also enabled recordings to be made available to the minute taker which makes documentation extremely EASY. Rosters for the HSR committee have been sent out previously by Deanne. There are many vacancies that needs to be filled for Meeting 4. Calling out for volunteers.

Sioe See has done Minutes 2, 2018 and will complete Minutes 3, 2018 of this meeting.

Hayley has volunteered to do minutes for HSR Meeting 4, 2nd November 2018. We are grateful, Hayley. Thank you in advance

Meeting ended 11.48am

6. Next meeting: Friday 2nd November 2018, 5th Floor Meeting Room RMDH

Action item table:

PLEASE NOTE: "When HSRs bring issues to the forum which then become Action Items, they are encouraged to 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 did not follow up or attend meetings to provide clarification and a subsequently amenable resolution.

Date	Item	Action	Person Responsible	Status
Nov 2017	ERMS and HSR notification	Are HSRs being notified of incidents under the new system? How does this compare to the old system?	Deanne	<p>Ongoing for 2018 Deanne asked if any HSRs were receiving Incident Reports since the new system has been implemented and how that compares to the old system in THEMIS. Only a few were able to respond positively at this meeting</p> <p>HSRs encouraged to follow up with their local H&S business partner whether there have been incidents/hazards reported without their knowledge.</p> <p>Amy reported that she is kept informed by email with as a pdf attachment</p> <p>Sioe See reported that she gets consulted on a verbal basis with her Health and Safety Partner Darren Rowe, on timely basis.</p> <p>Deanne reaffirms that all HSR's should be able to view the incidents as they are Action Items tabled to be resolved in Safety Meetings</p> <p>Deanne mentioned that HSR gets notified only if invited by the Safety Officer or a pdf copy of the incident is sent from the person filling in the incident report to the hsr</p>
Nov 2017	Health and Safety Culture	Understanding HSRs rights and responsibilities (right to attend meetings and perform duties they are entitled to perform when required under the Act).	Deanne Catmull Stefan Delaney Sally Eastoe	Completed . 16th Aug 2018
Feb 2018	Appropriate Workplace behaviour training for post-	Paula Mitchell's DWG have concerns that Research Higher Degree (RHD), Masters and Honours students	Paula Mitchell	<p>In progress</p> <p>A reference group chaired by Prof Richard James and U/G and Deputy Provost including Liz Capp, Director Students and</p>

	grad/Hons students	are not required to complete the Appropriate Workplace Behaviour online training module since they share the same work space, which is compulsory for all UoM staff		Equity and representative from GSA Inc and UMSU Inc is currently reviewing other student conduct training including training for Graduate Students
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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.