

THE UNIVERSITY OF MELBOURNE
EMPLOYEE HEALTH & SAFETY REPRESENTATIVE MEETING

Wednesday 28th August, 2:00 pm
Chemistry, Building 153, Level 2 Tutorial Room 273

AGENDA

1. Attendance
 - 1.1 Welcome/Apologies
 - 1.2 Introductions
2. Election of three HSRs to the OHSC
3. Guest speaker: Alliterating Andrew Everett, Emergency Planning Specialist and former OHSC Secretary
Title: The OHSC – it's so chill
4. Confirm minutes of Meeting 2
5. Occupational Health & Safety Committee (OHSC)
 - 5.1 What's happening at the OHSC
 - 5.2 Progress of items previously raised at the OHSC
 - 5.3 Items to be raised at the OHSC
6. Other Business
 - 6.1 Coffee with an HSR program – call for volunteers
 - 6.2 R U OK? Day 12th September 2019
7. Next meeting: Wednesday 13th November 2019, 2:00pm, Chemistry, Building 153, Level 2 Tutorial Room 273

Circulation: All Employee HSRs

University HSR 2019 Meeting Schedule

Location: Chemistry, Building 153

Time	Day	Date
Meeting 1 Cancelled		
2 pm	Wednesday	8 May
2 pm	Wednesday	28 August
2 pm	Wednesday	13 November

Election of Health & Safety Representative (HSR) on to Occupational Health & Safety Committee (OHSC)

The upcoming meeting on 28 August 2019 will elect Three (3) HSRs to the OHSC.

This election will fill the vacant positions of Heather Daykin, Deanne Catmull and Sioe See Volaric on the OHSC.

As this is an important role, all HSRs are encouraged to nominate for this position and participate in the election process.

The following information has been included to assist you with your decision on whether to nominate.

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 minutes 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 2019 schedule is as follows:

01	06 Mar 19	Room 2016, Level 2, The Spot Building
02	5 Jun 19	Room 123, Alan Gilbert Building
03	11 Sep 19	Room G16 (Jim Potter Room), Old Physics Building
04	27 Nov 19	Room 331, Level 3, Raymond Priestly Building

How do I nominate?

The process is fairly simple. All you have to do is attend the meeting or respond to an email call for nominations. When the Chair calls for nominations during a meeting, raise your hand and put forward your name.

What is the elections process?

If one or more candidates nominate, there will be an election by secret ballot. The process will be monitored by a scrutineer (Member of the Central OHS unit) who will also verify the counting. The candidate with the majority of votes is elected. If only one person nominates for a single position, that person will be elected unanimously. A scrutineer will be present as a witness and to report back to the central unit for addition to the OHSC. If the nomination occurs by email, the email will be forwarded to the scrutineer for noting.

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> about calling for nominations for HSR 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:

<https://safety.unimelb.edu.au/people/community/hsr-dwg>

HSR	DWG	Expiry date
Breanna Mcinnes	School of Biomedical Sciences - Biomedical Sciences Animal Facility	23 rd Feb 2019
David Belton	Earth Sciences	17 th Jul 2019
Tina Kalliakmanis	Research, Innovation & Commercialisation (North Melbourne)	15 th Aug 2019
Ashley Cross	Music - Southbank	01 Mar 2019
Roy Ridgway	Mathematics & Statistics	5 th May 2018

HSRs on the OHSC:

Name	DWG	Role (member/alternate)	Elected
Ms Deanne Catmull	MDS	Member	Aug 2016
Ms Heather Daykin	School of Biomedical Sciences - Pharmacology and Therapeutics	Member	May 2016
Dr Andres Diaz	Veterinary and Agricultural Science	Member	Feb 2017
Ms Paula Mitchell	School of Biomedical Sciences - MDHS @Doherty	Member	Feb 2017
Vacant		Member	
Ms Amy Hampson	Melbourne Medical School - Otolaryngology (B)	Alternate	May 2018
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
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