

The University of Melbourne  
Employee Health & Safety Representative Meeting  
MEETING NO 2/2019 – 8<sup>th</sup> May 2019

A meeting of Employee Health & Safety Representatives was held on Wednesday 8<sup>th</sup> of May 2019. Chemistry, building 153, level 2 conference room 278A.

**1. Attendance**

- Deanne Catmull (Melbourne Dental School) **Chair**
- Andres Diaz Mendez (Veterinary Parkville) **Minutes**
- Hayley Barker (MMS-Berkeley)
- John Christou (Biomedical Library)
- Lynn Tran (Biochemistry and Molecular Biology)
- Aira Nuguid (School of Biomedical Sciences-Anatomy and Neuroscience)
- Hamish Carr (MLS)
- Jessie Malignaggi (Global Learning)
- Amy Hampton (Otolaryngology, Surgery)
- William Shieh (MSE-B193)
- Wayne Davidson (MDHS/MSPAH)
- Heather Daykin (Pharmacology and Therapeutics)
- Ivan Werner (RIC)
- Helen Morgan (Scholarship Research Centre)
- Benjamin Cirona (FMDH- Faculty Operations and individual centres - Faculty Services (B))

**1.1 Welcome/Apologies**

Apologies were received from: Paulo Vaz-Serra (Architecture), Lyndall Grant (Performing Arts - Theatre), David Belton (Earth Sciences), Christopher Nolan (Performing Arts - Music Theatre), Guillermo Narsilio (Engineering - B175), Ashley Cross (Music - Southbank), Cathy Alizzi (Faculty of Arts), Shirley Els (Physics), Melody Eotvos (Fine Arts Music - Music), Andrew Hammond (School of Biomedical Sciences - Physiology).

**1.2 Introductions**

Deanne Catmull welcomed the attendees and apologised for the cancellation of the 1<sup>st</sup> HSR meeting in 2019.

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

**2. Confirm minutes of Meeting 4 2018**

Meeting minutes from meeting 4/2018 were not confirmed at the 1<sup>st</sup> HSR meeting in 2019 due to cancellation. These minutes were circulated for HSRs to read prior to the meeting. These meeting minutes were confirmed and seconded at this meeting unchanged.

### 3. Occupational Health & Safety Committee (OHSC)

#### 3.1 What's happening at the OHSC

##### **Employee Health and Safety Representatives at the OHSC**

There are currently four Health and Safety Representatives (HSRs) elected to sit on the OHSC. One position is vacant and Deanne's position is in the process of being re-elected due to an employment change within her DWG.

HSR name	Term of office expires
Deanne Catmull	Expired
Heather Daykin	26 May 2019
Sioe See Volaric	12 May 2020
Paula Mitchell	16 February 2020
Andres Diaz	16 February 2020
Vacant	

\*Deanne also noted that in addition to these minutes, the OHS forum and OHS newsletters provide some good background to matters raised and discussed at the OHSC. The OHS forum provides another platform for people to raise their OHS enquiries and questions. The forum can be attended in person or via Zoom. If you are a HSR and not receiving these invitations, please contact Hexing Yang: [hexing.yang@unimelb.edu.au](mailto:hexing.yang@unimelb.edu.au) .

##### **Health and safety management systems changes (March - May 2019)**

The following changes were made to the University's Health and Safety Management System. All changes have been communicated via newsletters bulletins and via the safety university website. Document prepared by Stefan Delaney, Associate Director, Health and Safety.

Published	Document title	Change details
May 2019	<a href="#">Health and Safety: Chemical requirements</a>	Updated definition of Safety Data Sheet.
April 2019	<a href="#">Health &amp; Safety: Managing spills</a>	Updated links and formatting. Altered monitoring requirements for radiological spill. Additional references.
April 2019	<a href="#">Health &amp; Safety: Ionising radiation management plan</a> <a href="#">Health &amp; Safety: Ionising radiation requirements</a>	Update to annual effective dose to 50 mSv. Update links
March 2019	<a href="#">Health &amp; Safety: Management licence schedules</a>	Updated definitions.
March 2019	<a href="#">Health &amp; Safety: Travel and off campus requirements</a> <i>Health &amp; safety: Off campus requirements</i>	Health & Safety: Travel and of campus requirements supersedes <i>Health &amp; Safety: Off campus requirements</i> . Updated name change to reflect emphasis on travel requirements. Minor change to definition of high-risk destinations to include: "Other specific advice from DFAT about study or academic activity provided to the University".

### [SAFETY NEWS] Health and Safety Newsletter

Andrew Everett distributes a health and safety newsletter monthly via email.

### Flu Vaccination program

University program is now live and taking bookings. Please ensure that you book in for your free quadrivalent vaccination.

### Snap Send Solve and Facilities ServiceNow now includes hazard reporting - Taken from the [SAFETY NEWS] Health and Safety Newsletter – 18 April 2019

If you wish to report a physical hazard you encounter around the University that only requires a response from Campus Services (i.e. no health and safety business partner response) you can now report and record hazards directly in Snap Send Solve or Service Now Facilities. **You demanded this. We listened.** Also, if you don't have Snap Send Solve yet, I highly recommend it. You can use it to take photos of ugly lost shopping trolleys, and magical fairies come and remove them. This means that hazards which can be wholly actioned by campus services do not require an ERMS hazard report. ERMS should continue to be used for hazards that require a response from parties other than Campus Services. Data from Snap Send Solve and ServiceNow will be including in quarterly reporting from Q2 2019.

## **Additional First Aid Training session requests** - Taken from the [SAFETY NEWS] Health and Safety Newsletter – 18 April 2019

If you run student first aid training sessions, organise first aid sessions in affiliated organizations, want to organise a specialised site-specific training session – our training provider is very keen to tailor make training courses to fit our needs. The prices we have negotiated are \$45 for CPR and \$90 for Provide First Aid which is a bargain given the quality of training we receive. Email: ohs-enquiries@unimelb.edu.au or call on 903 54000 option 3 if you want to organise a separate training session.

### **Workplace Inspection (WPI) Reminder**

Deanne commented that university work inspections will be synchronised twice a year. Therefore everyone will be issued a friendly compliance reminder to complete your six-monthly workplace inspections across the University on a cyclic basis. Deanne reminded HSRs to ensure that the right reporting structure is selected when submitting an Inspection. If the reporting structure selected is incorrect, the report will get lost and won't be recorded in the system. Ask your local Health and Safety Business Partner for more information: <https://safety.unimelb.edu.au/people/community/local-contacts>

### **OHSC meeting**

- The first meeting for 2019 was conducted on 6<sup>th</sup> March 2019.
- Complete health and safety training report through TrainMe for Q4 2018 was presented.
- Roles and Responsibilities training has undergone a refreshment and is due for release in Q2 2019.
- 23,800 Health and Safety related training modules were undertaken in 2018.
- All students and their records for the past three years have been migrated into TrainMe from LMS.
- Training is on a three-year upward trend.
- Training completion rates for the roles and responsibilities of employees and supervisors' managers was about 90% and core compliance for casuals was about 56%.
- The Audit report for 2018 was presented. A number of University areas were audited including Architecture, MDHS, University Services and the Nossal Institute. Most action items from those audits have been closed out.
- An internal review of the chemical procurement process at the university has been undertaken with a chemical procurement working group established. There are some notable changes to the documentation required when ordering chemicals through emarket etc, in particular restricted chemicals.
- Health and Safety performance for Q4 2018 was presented. Reported injuries and hazards increased in 2018. Injury reports were still higher than the number of hazard reports. Please encourage your local DWG members to report hazards and near miss events as this is the key to reducing the rate of reported injuries. Out of all injuries, musculoskeletal injuries are the most common.
- Expiring terms of office for HSRs. Deanne has contacted some HSRs already and has provided information on how to renew their term. Please check the university health

and safety website to confirm your term of office dates:

<https://safety.unimelb.edu.au/management/communication/hsr-dwg>

Deanne will include upcoming HSR Term of Office expiry dates in the HSR minutes in the future.

### **3.2 Progress of items previously raised at the OHSC**

- Appropriate Workplace Behaviour Training for RHD students  
Since students are not considered staff/employees and the Workplace Behaviour Training is designed for employees, students are in a grey area. Undergraduate student behavioural policy is addressed through the Provost but RHD students have a slightly different experience so how can we capture this group? Deanne will ask for an update at the next OHSC meeting.
- Air conditioning & replacement of ceiling tiles, Level 1 Berkley Street  
This has been resolved.
- Deanne commented on the fact that this forum is the right place to discuss health and safety local issues. Action items are added to the minutes and they remain up for two meetings, but please provide updates, otherwise they will be removed.

### **3.3 Items to be raised at the OHSC**

No Items to be raised at the next OHSC.

## **4. Other Business**

Jessie Malignaggi: Timing of the Cleaners. Cleaners are working as employees are arriving to work. Floors are still wet in the tea room, electrical cords are creating potential trip hazards. 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 Now and spoken to Con but the matter has not been resolved. Deanne has recommended documenting as much as possible and channelling the issue through ERMS.

## **5. Guest Speaker**

**Allison Macdonald, Senior Counsellor at Counselling and Psychological Services.**

<https://services.unimelb.edu.au/counsel>

Allison explained how Counselling and Psychological Services could support HSRs. Staff members can access University counsellors if they wish and there are 2 places employees can see counsellors. One is through the Employee Assistance Program Benestar (via their website) or through Counselling and Psychological Services (which are located on L5 of the Stop 1 building). There is also a secondary consultation service (if you are concerned

about someone else or would like some advice on these matters). Ph: 8344 6927 and ask to speak to a Senior Counsellor. Hours of Opening: 9-5pm Mon and Fri and 9-6pm Tues-Thursday from February-November. From Dec-Jan 9-5pm Mon-Fri.

If you know someone who is in a crisis situation, you can contact the service and ask for a Senior Counsellor and they can make special provisions for someone to come to you to see that person or they can try and facilitate an appointment for you in an urgent situation.

### Important links

- [Mental Health training for staff](#)  
Service provided by Counselling and Psychological Services.  
A few different options:  
40 mins online training program for staff members supporting students  
2 day mental health first aid training for staff which is free of charge. 4 sessions per year. Designed for early intervention to help you identify someone who has a mental health issue or is in a crisis and how to broach the initial conversation with them as quickly as possible. The University has trained over 1,000 staff over the last decade. The course covers: depression, anxiety, psychosis, and substance abuse. The course also covers crisis events: panic attacks, suicidal thoughts, drug or alcohol affected and in a psychotic state.  
Also an offering in Train Me offered through HR: "Mental Health in the Workplace".
- [List of recommended online programs](#)
- [Audio files to support stress](#)
- [Get Help Now](#)  
[For emergency contact numbers](#)
- [LGBTIQ+ + Counselling and Support](#)
- [Ask Counselling website](#)  
For students to email in a question on any mental health topic which a counsellor will answer within five working days. They also have a library of questions and answers that students can look through anytime through the above tab.

[Mid-week mindfulness](#): Every Wed during semester and exam period 1:15-2pm. Guided mindfulness practice for staff and students. No need to book.

Question: Is there a list of mental health first aiders at the University?

Answer: This will be put to Alison's supervisor. You could also give Counselling and Psychological Services a call.

**Contact details:****Counselling and Psychological Services****Contact us**

Phone: +61 3 8344 6927

Fax: +61 3 9347 5403

**Parkville**

Counselling and Psychological Services

Level 5, 757 Swanston Street, Parkville VIC 3052

Opening hours

Monday–Friday: 9am–5pm

Tuesday, Wednesday and Thursday: 9am–6pm during semester.

**Southbank**

VCA

Building 863(The Hub)234 St Kilda Road, Southbank

Opening hours

Tuesday &amp; Wednesday during semester

Please call 8344 6927 to book an appointment.

**Werribee Vet School and Creswick Campus**

Counselling is available on site.

Please call 8344 6927 to book an appointment.

**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.*

Date	Item	Action	Person Responsible	Status
Feb 2018	Appropriate Workplace behaviour training for post-grad/Hons students	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 work space,	Paula Mitchell	<b>In progress-awaiting further UPDATE from OHSC</b>

		which is compulsory for all UoM staff		
Aug 2018	Air conditioning Level 1, 202 Berkeley St, Carlton	<p>Fix air-conditioning. The room was experiencing high temperatures which were deemed uncomfortable. High temperatures can lead to fatigue and heat-related sickness. 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:<a href="https://www.worksafe.vic.gov.au/resources/compliance-code-workplace-amenities-and-work-environment">https://www.worksafe.vic.gov.au/resources/compliance-code-workplace-amenities-and-work-environment</a>. Optimum comfort for sedentary work is between 20°C and 26°C, depending on the time of the year and clothing worn.</p>	Hayley Barker	<b>Completed</b>
May 2019	Building 199	Cleaning timing for building 199,	Jessie Malignaggi	<b>In progress</b> - Deanne suggested submitted a near miss report



		University services building. They are conducting cleaning early morning before and during staff arrival.		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 Now and spoken to Con but the matter has not been resolved. Deanne has recommended documenting as much as possible and channelling the issue through ERMS.
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**NEXT MEETING:** Wednesday 28<sup>th</sup> August 2019, Chemistry, building 153, level 2 tutorial room 273.

**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.