



Employee Health & Safety Representative Meeting

Date: Thursday 26th August 2021

Time: 3:00 – 4:00 pm

Location: <https://unimelb.zoom.us/j/88918102097> (password to enter: HSR2021)

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	
2	CONFIRM PREVIOUS MINUTES (Paper 2)	
3	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>	
	3.1 Coffee with and HSR Program – Financials. Deanne raised this at an OHSC meeting and met with Stefan to discuss finalizing financial. Financials now approved. Stefan provided 2 x \$50 visa debit cards for mentors to use. Deanne	In progress. Chair to provide details.

	has collected a list of volunteers (mentees and mentors)	
	<p>3.2 VTHC HSR course with mental health focus. Katie Wood investigated this course with VTHC and provided details for VTHS info session on psychosocial hazards in the workplace. Deanne circulated</p>	<p>Completed. Deanne circulated information to HSRs on 27/7/21.</p>
	<p>3.3 HSR alternate nominations. New alternates are required in case a HSR who sits on the OHSC is unable to attend. The below nominations have been received: David Chan Dinidu Wijesurendra Lynn Tran (re-nominating) Sunnia Rajput</p>	<p>In progress. Nominated HSR alternates to send required background information to Deanne, who will then send out ballots for election confirmation.</p>
	<p>3.4 Health and Safety issue: (window blockers on windows in John Medley Building) (raised by Cathy Alizzi) During the lockdown when everyone was working from home, facilities at the request of the OHS Department installed window blockers on all the windows in my school, in the John Medley Building. Now the sash windows open 10cm only at the bottom, instead of being able to be opened at the top, near the ceiling. John Medley has no air conditioning and the north side of the building heats up when the sun hits the windows and bricks. This was done without consultation with the Faculty of Arts HSRs (me [Cathy Alizzi] and Trudie Malloy), or the DWG. I found out from the school manager that it was done as a safety measure in case staff or students fall or throw themselves out the window. But now the thermal comfort and the ventilation in all offices (except 6th floor which is not affected and does have A/C) have been compromised. Sash windows are meant to open at the top so that ventilation and cool air can enter the office. I have had many complaints from SPSS staff about it in writing (can be provided if required), wanting the blocks removed, complaining about stuffiness and heat, even staff on the cooler, south side of the building.</p>	<p>In progress. Discussions between Cathy and Deanne have taken place.</p>

	<p>3.5 Hazard issue: The covered walkway with runs from Elizabeth St to Barry St (raised by Jessie Malignaggi). People are not supposed to ride their bikes along this stretch of walkway, yet people still do. The signage that says “Walk your bike” just isn’t adequate and there isn’t enough signage. It’s becoming dangerous having bike riders weave in and around people on such a narrow walkway.</p>	<p>Deanne provided information for Jessie to submit to address these hazards. Jessie Malignaggi to follow up.</p>
	<p>3.6 Hazard issue: Pedestrian crossing, corner of Grattan and Barry St (raised by Jessie Malignaggi). Cars that come from Barry St and turn right into Grattan don’t realise that there is a pedestrian crossing right there around the corner. Many times I’ve seen cars not stopping for people crossing the street. Contact to report concerns to: Katerine Geddes, Assistant Project Direct x 43930. You can also use the Snap Send Solve app to log OHS issues.</p>	<p>Jessie contacted Katherine Geddes on 20/5/21 for follow up but has received no response. Other HSRs are asked to submit concerns if they have observed this.</p>
<p>4</p>	<p>OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</p>	
	<p>4.1 What’s happening at the OHSC</p>	<p>Deanne Catmull</p>
	<p>4.2 Progress of items previously raised at the OHSC</p>	<p>Deanne Catmull</p>
	<p>4.3 Items to be raised at the OHSC</p>	<p>Deanne Catmull</p>
<p>5</p>	<p>OTHER BUSINESS</p>	
	<p>5.1 Future HSR meetings (Hybrid style? Zoom?)</p>	<p>Deanne Catmull</p>
	<p>5.2 Employee wellbeing information (Paper 5.2)</p>	<p>Deanne Catmull</p>
	<p>5.3 Australasian University Safety Association. Our own OHS business partner (FEIT) Theresa Walsh elected Vice President. News and upcoming events.</p>	<p>Deanne Catmull</p>
<p>5</p>	<p>NEXT MEETING Thursday 25th November 2021, 3-4pm via Zoom. https://unimelb.zoom.us/j/88918102097 (password to enter: HSR2021)</p>	

Circulation: All Employee HSRs
University HSR 2021 Meeting Schedule

Location:
Zoom, unless otherwise stated
(depending on current state restrictions)

Time	Day	Date
2pm	Thursday	25 February
3pm	Thursday	27 May
3pm	Thursday	26 August
3pm	Thursday	25 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	Fine Arts and Music – Film and Television	27 Feb 2020
Naomi Adams	Fine Arts and Music – Infrastructure and Operations	8 Feb 2021
Christopher Nolan	Fine Arts and Music – Performing Arts (Music Theatre)	8 Feb 2021
Lisa Maundrell	Melbourne Theatre Company	19 Mar 2021
Paulo Vaz-Serra	Architecture, Building and Planning	23 Feb 2021
Kate Hayes	Chancellery	17 Aug 2021
Aira Nuguid	School of Biomedical Sciences – Anatomy and Neuroscience	2 Sep 2021
Colin James	MDHS Faculty Operations and Individual Centres – Faculty Services A	13 Sep 2021
Benjamin Cirona	MDHS Faculty Operations and Individual Centres – Faculty Services B	13 Sep 2021
Paula Mitchells	School of Biomedical Sciences – MDHS @ Doherty	26 Sep 2021
Kate Brody	Melbourne Medical School – Otolaryngology A	16 Oct 2021
Amy Hampson	Melbourne Medical School – Otolaryngology B	19 Nov 2021

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
Ms Kate Hayes	Chancellery	Member	Aug 2019

Ms Lynn Tran	School of Biomedical Sciences - Biochemistry and Molecular Biology	Alternate	Nov 2017
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