ENVIRONMENT, HEALTH & SAFETY PERSONNEL

EHS Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension/Room</th>
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</thead>
<tbody>
<tr>
<td>Chairman, Safety Committee</td>
<td>Dr Lawrence REEVES</td>
<td>46764 Room 173</td>
</tr>
<tr>
<td>Building Emergency Controller (BEC)</td>
<td>Danielle ROLLER/Yolanda HARBINSON</td>
<td>47886/45552 General Office</td>
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<tr>
<td>Safety Officer</td>
<td>Danielle ROLLER</td>
<td>47886 General Office</td>
</tr>
<tr>
<td>Deputy BEC</td>
<td>Angela Balshaw</td>
<td>45550 General Office</td>
</tr>
<tr>
<td>Academic Staff Representative</td>
<td>Dr Robert MAILLARDET</td>
<td>48051 Room G48</td>
</tr>
<tr>
<td>General Staff Representative on Safety</td>
<td>Averil NEWMAN</td>
<td>45549 General Office</td>
</tr>
<tr>
<td>Student Representative on Safety</td>
<td>Emily DUANE</td>
<td>47164 Room 143</td>
</tr>
<tr>
<td>Health &amp; Safety Representative (HSR) Environmental Officer</td>
<td>Vacant</td>
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Environment, Health & Safety Committee Minutes

Responsibilities of Environment, Health and Safety Committee Members

Dr Lawrence Reeves - Chairman

Responsibilities:

- co-ordinate the Departmental Environment, Health and Safety Committee
- assist work area supervisors to identify safety and environmental hazards, perform risk assessments and implement risk control measures
Danielle Roller - Safety Officer

The Environment Health and Safety Officer is appointed by the Head of Department. Safety officers are usually the first point of contact locally in a department on matters of health and safety and is able to provide appropriate information and advice. The Safety Officer will liaise with other departments and with the Environment Health and Safety Unit to effect remedial action where a hazard or unsafe working practice has been notified, although the responsibility for health and safety within the department rests with the Head of Department.

Responsibilities of the Safety Officer are listed below.

- undertake regular inspections of the workplace to ensure adequate housekeeping and implement corrective action as required
- provide safety advice and information to staff and students
- arrange safety training where appropriate
- ensure appropriate notification of accidents and hazards
- control access to restricted areas
- assess competency of equipment users
- ensure equipment is maintained
- Audit and report audit results back to the department and EHS Unit if appropriate
- document control and maintenance of the departmental Health and Safety website

Danielle Roller/Yolanda Harbinson - Building Emergency Controller (BEC):

The Building Emergency Controller adapts the model procedures in the University EH&S manual to the needs of the building, appoints and organises training for Floor Wardens and other designated emergency personnel who are members of the Building Emergency Evacuation Team, organises evacuation drills, and takes charge in the event of an evacuation emergency or drill.

Procedures need to account for staff absences. The Building Emergency Controller may delegate extra duties to members of the emergency evacuation team, or to building occupants.

All BEC's must be inducted by Environment Health and Safety Unit.

Angela Balshaw – Deputy BEC

In the absence of the Building Emergency Controller, the Deputy Building Emergency Controller will take over the BEC functions listed above.

Environmental Representative:

The local environmental representative with associated authority remains the responsibility of Heads of Departments and Deans of Faculties. This authority may be delegated to a staff member who should be a member of the relevant environment health and safety committee.

Responsibilities:

- communication of the EMS to staff and students within their Department as required
in the absence of the Head of Department the environmental representative shall be the authority to undertake decision making and initiate action as required

maintain pertinent EMS records relative to department activities and undertake review of environmental aspects on a periodic basis

shall report aspects, risks and monitoring of the system to the Head of Department on a periodic basis or in the case of a perceived emergency.

Department Environmental Representatives are nominated by the Head of Department, refer to table of Environmental Representatives Appendix B.

Health and Safety Representative (HSR)

A Health and Safety Representative is an employee or contractor elected by members of a Designated Work Group (DWG) to represent the members of the DWG in Occupational Health and Safety matters. Employee Health and Safety Representatives have powers under the Occupational Health and Safety (OHS) Act 2004.

Role of Health and Safety Representative

- Represent the members of the DWG concerning health and safety matters.
- Monitor OHS measures taken to comply with the OHS Act 2004.
- May enquire into matters that may impose a risk to the health and safety of any members of the DWG.
- Attempt to resolve OHS issues concerning members of the DWG.

Powers of Employee HSR within the DWG

- To inspect the workplace after giving notice to the management representative or after an incident involving an immediate risk to health or safety.
- May accompany a WorkSafe Inspector during an inspection.
- May be present at an interview regarding health and safety between a member of the DWG and a WorkSafe Inspector or a member of the DWG and a management representative if the member agrees.
- When necessary, seek the assistance of any person with expertise in health and safety in order to perform the role of the HSR.
- A HSR may, after consultation with the management representative and after invoking the OHS Issue Resolution Procedure, issue a provisional improvement notice (PIN) requiring the University to take specific actions, when the HSR considers the University is in breach of the OHS Act 2004.
- A HSR may, after consultation with the local supervisor, direct work to cease where the nature and degree of the health and safety risk results in an immediate and serious threat to the health and safety of any person.

For information regarding election of HSR’s go to http://www.unimelb.edu.au/ehs-new/4.html#4.3

Dr Robert Maillardet - Academic Staff Representative

This position requires undertaking building inspections, communicating with Academic Staff regarding any Health and Safety issues, and attending the EHS Committee meetings.

Averil Newman - General Staff Representative

This position requires the staff member to present any Environmental, Health and Safety ideas, issues or concerns to the EHS Committee meetings.
Emily Duane – Student Representative

This position requires the student to present any Environmental, Health and Safety ideas, issues or concerns to the EHS Committee meetings.