Minutes

CBE Workplace Health and Safety Committee

Meeting No: 3/16

Attending
Andrew Churches, IT team & Infrastructure (Interim Chair)
Drew Treasure, Deputy College Health & Safety Representative
Linda Parker, College Health & Safety Representative
Borek Puza, RSFAS
Lucy Agar, RSFAS
Lorna Monaghan, Deputy HR Manager
Julia Woodruff, RSM
Susanna Pietrzak, RSE
Lauren Sayers, HR Manager
Naomi Somerville, Secretary

Observers
Glyn Whitworth, Work Environment Group
Melissa Deaner, Service Improvement Group

Apologies
Flora Mehr, Student Administration team
Aneta Rusek, RSE
Richard Farran, HR Manager
Erica Anand, RSA
Dr Maria Racionero, Committee Chair

Date/Time Tuesday, 23 August 2016 / 2.00 pm
Venue CBE Boardroom 2.57, Building 26C

Item 1: Apologies
As identified above

Item 2: Privacy and confidentiality reminder
A reminder given to committee members that individual’s names are not to be used, or shared, when reporting on incidents or events in the college. Names are to be provided only to those on a “need to know” basis.

Item 3: Minutes
The Committee noted its acceptance of the minutes from the previous meeting 02/2016 held on 24 May 2016. Minutes accepted by Julia Woodruff, seconded by Lorna Monaghan

Item 4: Report from the Chair
Welcome to Lauren Sayers (LS), HR Manager and Naomi Somerville (NS), WHS and Facilities Officer.

Item 5: CBE WHS Committee Membership – replacement of staff and chair
- Andrew Churches (AC) is Interim Chair for today’s Committee Meeting.
- Governance structure is currently progressing with Director of HR.
  - Replacement Chair is on hold until ANU decides on policy for WHS Committee composition. This may be changing and therefore will have implications on CBE WHS Committee membership.

Item 6: Health and Safety Representative update
- Electrical Incident to report (Drew Treasure)
  An adapter that was tagged “do not use” in 2014 was in use and as a result a computer “blew up”.

The recommended practice (Electrical Safety Management Procedure) is the Test & Tag report generated by the qualified Test and Tagger is to be sent to the Budget Unit Manager. The Budget Unit Manager is responsible for ensuring the unsafe electrical items are removed / replaced.

For noting:
- Exposed wiring will be brought to attention - immediately
- Adaptor short term use is acceptable - for visitors (not for long term use)

The Electrical Safety Committee is reviewing the Electrical Safety Management Procedure which currently excludes testing and tagging adapters.

For noting:
Drew Treasure (DT) is currently working on a CBE Electrical procedure (Action item from previous meeting 2016/02/014) which will include the following:

- Responsibilities
- Consider exclusion of items such as multiple outlets, bar fridges, kettles, humidifiers etc. And consider inclusion of heaters, lamps, phone & laptop chargers etc.
- Where possible ensure electrical equipment is powered through the USB outlet.
- how to arrange testing and tagging (logging a job with IT) on personal items allowed in the Office
- The Do’s and Don’ts for electrical items in the Workplace.

This procedure will be forwarded to executive management for approval before it is released CBE staff for consultation.

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<tbody>
<tr>
<td>2016 /03/ 001 (SD 23/08/2016)</td>
<td>Hazard Alert will be sent to the university regarding this electrical Incident.</td>
<td>WEG</td>
<td>September</td>
<td>New</td>
<td>New</td>
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<tr>
<td>2016 /03/ 002 (SD 23/08/2016)</td>
<td>WHS and Facilities officer will request the 2014 RSM Test &amp; Tag report from Facilities and Services be forwarded to relevant persons to action.</td>
<td>Naomi Somerville</td>
<td>September</td>
<td>New</td>
<td>New</td>
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<tr>
<td>2016 /03/ 003 (SD 23/08/2016)</td>
<td>Purchase Safe Multiuse adaptors for short term use.</td>
<td>Drew Treasure</td>
<td>September</td>
<td>New</td>
<td>New</td>
</tr>
<tr>
<td>2016 /03/ 004 (SD 23/08/2016)</td>
<td>Establish a test &amp; Tag routine for the all CBE</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>New</td>
</tr>
<tr>
<td>2016 /03/ 005 (SD 23/08/2016)</td>
<td>Induction Pack (to all staff including short term visitors) should include reference to the safe use of personal electrical equipment in the office and when complete – reference the CBE electrical procedure.</td>
<td>Lorna Monaghan</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>New</td>
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</table>

- HSR Role (Linda Parker)
  - Aware complaints for the current Projects are not being reported to HSR’s.
  - Noise was an issue with the latest project and was not reported to HSRs formally – the HSR’s would only hear of the complaints in conversation.
o When the next renovation project for building 26C begins Andrew Churches will discuss wording for a notice to be released to all staff regarding contacting the HSR’s with WHS concerns. Ensure that HSR’S are communicated with all project related WHS items.

o Introduce the HSR’s at the next Info Sharing Session.

For Noting:

• Fire Wardens do not have a master key / access to all rooms
  o They must knock on each door / check the room if it is unlocked and proceed to the Warden assembly point. A delay in the Fire Warden unlocking every office door could result in the Fire Warden placing themselves at risk.
  o Security have a Master Key and should handover access to the Emergency Services. Naomi Somerville (NS) is to confirm the process.

• Noise reduction process related to project:
  o Noisy works completed after hours (this does add to the cost and length of time of project completion)
  o If noise has to be completed during hours – the correspondence is sent from project officer to CBE infrastructure
  o Tutorial rooms have been opened up as office spaces when available
  o Sometimes noise travels and can sound worse from a distance than at the point when the noise is generated
  o If hearing protection / noise cancelling headphones are used
     ▪ The Fire Warden needs to know people are working in a “Sheltered Manner” and may not hear the Fire Alarm
     ▪ Work with office door open.
     ▪ Consider hanging a sign on door handle advising that the occupant is wearing noise protection device.
     ▪ Consider use of buzzer in pockets – if they are used - how will hazard communication be sent out.
     ▪ Opened planned offices - the need for noise reducing devices is evident. In the event of an emergency you can see each other to warn.
     ▪ Individuals are to take responsibility for advising Fire Wardens if they are using noise reduction device.

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| 2016 /03/ 006  
(SD 23/08/2016) | HRS Role HSR’s, Andrew Churches Naomi Somerville will draft wording for a notice to be released to all staff regarding the best way to communicate WHS issues to the HSR’s. | Linda Parker  
Drew Treasure  
Andrew Churches  
Naomi Somerville | Next WHS Meeting | New | In progress |
| 2016 /03/ 007  
(SD 23/08/2016) | Complete a discussion point at the next information Sharing Session regarding the Role of HSR’s and how to contact them | Naomi Somerville | Next WHS Meeting | New | In progress |
| 2016 /03/ 008  
(SD 23/08/2016) | When the next renovation project progresses (either Building 26C or 21) ensure the Fire Wardens are also advised of any noise cancelling initiatives that may impede the occupant hearing the alarm. | Naomi Somerville  
Andrew Churches | Next Project initiation | | |
| 2016 /03/ 009  
(SD 23/08/2016) | Managers/Supervisors to discuss noise cancelling devices with teams (CBE Hazard Alert) - what to do in the event of an Emergency Naomi Somerville to Draft a letter for the General Manager to send to staff. | Naomi Somerville | Next WHS Meeting | New | In progress |
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<tr>
<td>2016 /03/010 (SD 23/08/2016)</td>
<td>Discuss inclusion of Noise Cancelling Devices in the workplace – Pulse Module Naomi Somerville to forward to Work Environment Group (training)</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/011 (SD 23/08/2016)</td>
<td>Committee to proceed with investigating processes in place (in other businesses) to come up with a principles document - how to use noise reducing devices in the Office</td>
<td>WHS Committee Members</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/012 (SD 23/08/2016)</td>
<td>Naomi to discuss with Mark Pritchard the Key protocol in the event of an emergency And also how person are removed from disabled bathrooms</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
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**Item 7: CBE Precinct Security and Infrastructure Report**

Andrew Churches and Naomi Somerville Report

- Staff have reported lunches missing from the Level 2 refrigerator

- Courtyard Gate - will be fitted in the courtyard as of next week – in event of an emergency push on panic bar to exit.
  - The gate is accessible to maintenance, gardeners and cleaners.

- Research School of Management fitout will be complete - 16 Sept 2016.
  - Noise from this point forward should be minimal.

- Building 26C - level 4 - seminar room conversion to open planned workstation space will be starting soon (start date to be confirmed)
  - One wall will be removed (probably on weekend after hours).
  - Workstations installed.

- Building 26C - level 2 - phase 2 - no start date has been confirmed.
  - High level of consultation will occur once works are approved for progress.
  - Information will be distributed once more information is known.

- A request for tender (RFT) document has been sent out to select tender for the following new works:
  - Behavioural and Innovation Hub (Hanna Neumann) - Stage 1.
  - RSA - 1st Floor - Stage 2.
  - CBE office conversion to open plan - (Building 26) - Stages 3 & 4.

- New building - (current John Dedman Building (27) location)
  - Opening of building is currently planned for semester 1, 2020.
  - This will replace the John Dedman Building (To be bulldozed in 2018).

- Building 26C – level 1 - front entrance – foyer marble area will be carpeted 9 – 12 September.

- NS will complete a request for approval to purchase the umbrella wrapping device which will help to prevent slip hazards from continued drips being tracked up the Main Foyer Stairs.

- Disabled toilets in buildings 26C and 25A have been found locked routinely.
  - Possible that toilets are locked by accident by users / cleaners.
• A staff member was locked in the shower when the kitchen drawer was opened.
  o NS to confirm the shower / kitchen arrangement located on level 2, CBE 26C is a temporary arrangement.

• Fire Stairwells and Storage areas.
  o NS has been cleaning out fire stair wells and storage areas.

• Incidents
  o A snapshot of incidents was tabled which included:
    ▪ The recent incident electrical item.
    ▪ Chemical exposure through level 2 refurbishment project.
    ▪ Slipping up the stairs in the rain.
    • Wet coats and umbrellas are tracking water up the stairs
    • Non – slip treatment has already been tried (unsuccessfully)
    • Mats were also considered but it was suggested this may create an additional trip Hazard.

Noted: detail regarding the information provided through insight was restricted.

• CBE Emergency Plan will be reviewed and updated by NS and LP as necessary.

• WHS Hazard Register
  o NS has been updating the register by transferring information from previously completed risk / hazard assessments.

• Work Health Safety Noticeboards
  o Prioritise this after WHS Hazards Register is completed.

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<tr>
<td>2016 /03/ 013 (SD 23/08/2016)</td>
<td>Umbrella Wrapping device NS to Complete a proposal for purchasing the umbrella wrap</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/ 014 (SD 23/08/2016)</td>
<td>New Door Locks for disabled toilets NS to investigate options through F&amp;S</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/ 015 (SD 23/08/2016)</td>
<td>Kitchen / Shower arrangement - Level 2 (26C) NS to Confirm if a new Kitchen is proposed for CBE future upgrade.</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/ 016 (SD 23/08/2016)</td>
<td>Fire stair wells and Storage areas NS to report on Progress</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/ 017 (SD 23/08/2016)</td>
<td>CBE Emergency Plan Review and update the Emergency plan</td>
<td>Naomi Somerville Linda Parker</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/ 018 (SD 23/08/2016)</td>
<td>CBE Hazard Register</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/ 019 (SD 23/08/2016)</td>
<td>WHS Noticeboards NS will prioritise this for Completion in by end November</td>
<td>Naomi Somerville</td>
<td>30 November</td>
<td>New</td>
<td>In progress</td>
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Item 8: Workplace Inspection Reports
• 2 of 5 inspections reports have been submitted for the first part of 2016
• Current Schedule is to complete 2 inspections per year - the WHS and Facilities officer is to be scheduled for at least 1 inspection for each area per year.
• DT and NS will create a schedule/ plan and circulate to all CBE Teams. Inspection reminder should include:
  o Guideline for how to complete the inspection
  o Notification that each office will be inspected.
  o Discussion will take place with staff to ask about processes (test the Human Factor)
    ▪ Communication of CBE inductions
    ▪ Any gaps in communication regarding induction etc.
    ▪ Awareness of the safety page on internet
    ▪ Awareness of Emergency procedures
    ▪ How to raise an incident notification through Horus
  o Test out equipment (sit stand desks working etc.)
  o Communicate how inspections pick up faulty electrical equipment and prevent WHS incidents
  o It is highlighted within the PDR that the individual is responsible for their own safety. Participation in the WHS Inspections is part of that responsibility

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<td>2016 /03/020 (SD 23/08/2016)</td>
<td>Create a WHS Workplace Inspection Schedule for 2016 / 2017</td>
<td>Andrew Churches, Drew Treasure and Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/021 (SD 23/08/2016)</td>
<td>WHS Workplace Inspection survey Plan to create a survey that demonstrates evidence to test the knowledge of the Human Element - various types of WHS Awareness including Who is your HSR – how is an incident notification generated - perhaps a do this survey - go to this link</td>
<td>Andrew Churches, Drew Treasure and Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/022 (SD 23/08/2016)</td>
<td>WHS Workplace Inspection Check lists Plan to modify the Inspection check list to suit the CBE Business / workplace needs.</td>
<td>Andrew Churches, Drew Treasure and Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
</tr>
<tr>
<td>2016 /03/023 (SD 23/08/2016)</td>
<td>WHS Inspections – Communication Include reference to how WHS Workplace Inspections help reduce incident at the next information Sharing Session</td>
<td>Naomi Somerville</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
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**Item 9: Service Improvement Group Report**
Reported by Melissa Deaner, Service Improvement Group.

**Self-Insurance Project Update**
• WHSMS Comcare have confirmed we are 50% compliant to achieve Self-insurance - SIG are working on an array of Items
  o Training needs matrix which is currently progressing through the consultation phase at the moment
  o Hazard Register which is being completed by WHS Officers (Naomi Somerville is currently progressing this from CBE)
  o Progressing with corrective actions from the corrective action plan from the 2012 - National Audit tool
  o Documentation Updates to policies and procedures
    ▪ Approximately 80 documents need to be updated and reviewed by October 24 2016
  o Rehabilitation System is 85% complete
- 5 non compliances will be completed by 31 October

  - Claims Management System – Progressing with a Request for Proposal Evaluation for venders to a technical solutions for claims management System. Venders have been shortlisted and a decision will be made next week.
    - This should be implemented by the end of November 2016
  
  - Ministerial consultation Process – to notify the Minister of Notification and the Minister of Employment that the ANU is intends to apply for Self-Insurance.

- Change to Committee membership / structure
  - Submitted to council and has been improved – rollout plan is sitting with HR and WEG to progress.

**Item 9: Work Improvement Group Report**

Reported by Glyn Whitworth, OHS Consultant.

- Dr Harry Korres is leaving WEG and moving over to the College of Engineering
- WEG are going through the 80 procedures that Melissa Deaner mentioned have to be updated for the WHS Self-insurance project.
  - Procedures will soon be going out to committees for comment

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<tr>
<td>2016 /03/ 024 (SD 23/08/2016)</td>
<td>Procedures will be soon going out to the WHS Committees for comment</td>
<td>WEG</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
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**Item 10: Other business**

- Request for additional Fire Wardens

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<tr>
<td>2016 /03/ 025 (SD 23/08/2016)</td>
<td>Linda and HR will discuss persons who have identified interest in becoming a Fire Wardens - particularly for the Mezzanine Level.</td>
<td>Linda Parker</td>
<td>Next WHS Meeting</td>
<td>New</td>
<td>In progress</td>
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- RSM Emergency Evacuation
  
  Gail McNamara reported:
  
  An Emergency Evacuation was conducted at 9.30am on Friday 5 August for Buildings:
  - 24 – Copland Building
  - 26 – LF Crisp
  - 26B - Pap Moran Building
  - 21 Nanna Neumann Building

  The evacuation was triggered by construction – they isolated their own work area the smoke alarms were triggered in adjoining areas.

  approx. 200 people were evacuated

  Issues reported:
Evac signal not audible in PAP Moran (2nd Floor)
- Card Access door and EWIS panel did not open freely
- Fire doors did not release automatically between Crisp and CBE not open Levels 1 & 2

Report was sent to Infrastructure, WHS Committee Members, and Chief Fire Warden

This will also be the fire drill for 2016 for the above mentioned locations.

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| 2016 /03/ 026 (SD 23/08/2016) | Emergency Evacuation 5 August (RSM Project) issues reported  
- Evacuation signal not audible in PAP Moran (2nd Floor)  
- Card Access door and EWIS panel did not open freely  
- Fire doors did not release automatically between Crisp and CBE not open Levels 1 & 2  
The items as listed above were raised through Maximo for rectification as instructed by the ANU Fire Officer | Gail McNamara | Next WHS Meeting | New    | In progress  |

2016 Meetings proposed:

04/2016 - Tuesday 22 November 2016 at 2.00 pm

Item 11: Action Items

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<tr>
<td>2016/ 02/ 001 (SD 24/05/2016)</td>
<td>Submit workplace inspection reports to WHS Committee Secretary</td>
<td>All Committee members (Drew Treasure to chase up outstanding reports)</td>
<td>One report per semester</td>
<td>3 months</td>
<td>In progress</td>
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2016/02/002 (SD 24/05/2016) | WHS Workplace Inspection Action Item list  
Develop processes to manage remediation of issues identified in workplace inspection reports.  
This will include ensuring the area responsible for the location inspected is following up on action items through logging service requests in Maximo. | Lorna Monaghan  
Naomi Somerville | Next WHS meeting | 3 months | In progress  |

2016/02/003 (SD 24/05/2016) | Determine best measure to stop Allan Barton Forum fire door being blocked internally with furniture and other items and investigate preferred options to stop this including: | Drew Treasure/Andrew Churches | Next WHS meeting | 3 months | In progress  |
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<tr>
<td>2016/02/003.1 (SD 24/05/2016)</td>
<td>appropriate larger or clearer signage stating ‘Fire door –  • Existing A3 signs were repositioned and seem to be working</td>
<td>Naomi Somerville</td>
<td>23/08/2016</td>
<td>3 months</td>
<td>Closed</td>
</tr>
<tr>
<td>2016/02/003.2 (SD 24/05/2016)</td>
<td>different coloured carpet in the area just before the door - Complete</td>
<td>Naomi Somerville</td>
<td>23/08/2016</td>
<td>3 months</td>
<td>Closed</td>
</tr>
<tr>
<td>2016/02/003.3 (SD 24/05/2016)</td>
<td>An automated email for those who book the Forum providing advice of fire doors, and emergency contact details such as ANU Security.</td>
<td>Andrew Churches, Naomi Somerville</td>
<td>Next WHS meeting</td>
<td>3 months</td>
<td>In progress</td>
</tr>
<tr>
<td>2016/02/003.4 (SD 24/05/2016)</td>
<td>Green Exit Sign needs to be pulled forward so occupants of the room (ongoing)</td>
<td>Naomi Somerville</td>
<td>Next WHS meeting</td>
<td>3 months</td>
<td>In progress</td>
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| 2016/02/004 (SD 24/05/2016) | Outward opening gate to be investigated for Allan Barton Forum fire stairs  
A meeting was arranged with Mark Pritchard (ANU Fire Safety Officer)  
The solution to add a Gate at ground level would be expensive. The WHS Committee agreed to close this off | Drew Treasure, Andrew Churches | 23/08/2016 | 3 months  | Closed        |
| 2016/02/005 (SD 24/05/2016) | Phone or intercom to connect to ANU Security in place near the duress button on Allan Barton Forum Balcony  
Ross McCloughan will be contacted to confirm appropriate wording / signage for this button. | Naomi Somerville         | Next WHS Meeting | 3 months  | In progress  |
| 2016/02/006 (SD 24/05/2016) | Testing and tagging of new Dyson fan and heaters  
Drew will complete  
This will be incorporated with the Test and tag Schedule for all areas of CBE (Action Item 2016/02/007) | Drew Treasure, Naomi Somerville | Next WHS Meeting | 3 months  | In progress  |
| 2016/02/007 (SD 24/05/2016) | Testing and Tagging of CBE/RSA/RSE/RSM  
- RSFAS - Peter Verstappen will be requested to complete test and Tagging for the Newly occupied offices. Naomi will Coordinate with F&S  
- Drew Treasure and Naomi Somerville will coordinate test and Tagging for all Groups by the end of 2016  
Naomi Somerville will coordinate Availability with Peter Verstappen (Facilities and Services) | Drew Treasure, Naomi Somerville | Next WHS Committee Meeting | 3 months  | In progress  |
| 2016/02/008 (SD 24/05/2016) | Emergency drills to be arranged for 2016.  
- Linda has organised an evacuation drill for Building 26c (CBE) to take place in a few weeks.  
- Buildings 21, 26, 26B, and 24 were included in an unplanned Emergency evacuation on 5 August 2016  
Building 25A (Heinz Arndt is to Schedule an Emergency Evacuation) | Linda Parker             | December 2016          | Annual recurring event | In progress  |
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<td>2016/02/009.1 (SD 24/05/2016)</td>
<td>OSLO staff. Does the College, each Research School, or Administration team need to have an OSLO trained staff member to address problems of getting workstation assessments done in a timely manner for new staff? Lorna Monaghan reported this is an ongoing problem as OSLO’s are time poor. OSLOS were forward a request to advise if they wanted to remain as an OSLO (Date) An email was forwarded to see if anyone was interested in receiving training to become an OSLO (Date?)</td>
<td>WHS Committee Lorna Monaghan Naomi Somerville</td>
<td>Next WHS meeting.</td>
<td>3 months</td>
<td>In progress</td>
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<tr>
<td>2016/02/009.2 (SD 24/05/2016)</td>
<td>OSLO Assessment An email will be forwarded the General Manager to send to all staff. Supervisors will be directed to follow up this item with their teams. Process that all staff should follow: Previous Medical History • if they have been identified as having a previous medical History then WEG should be notified through raising an incident notification through Horus - A WEG representative will then advise on how to proceed New Starter • Complete your own self-assessment (Go to Pulse online self-assessment module) Lorna is investigating other self-assessment options. • Contact WHS and Facilities Officer to obtain the Desk adjustment arm • In the event there is continued discomfort - contact your local OSLO (make an appointment through the outlook Calendar CBE Website will be updated to include a Pulse online self-assessment system.</td>
<td>Lorna Monaghan Naomi Somerville</td>
<td>Next WHS meeting.</td>
<td>3 months</td>
<td>In progress</td>
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<td>2016/02/010 (SD 24/05/2016)</td>
<td>Updated emergency procedure maps need to be replaced on new noticeboards in CBE Building 26C, acknowledging corridor and room infrastructure changes. Floor Plans have been reviewed and feedback has been forwarded to Mark Pritchard to progress • Multiple inconsistences were identified in floor plans</td>
<td>Andrew Churches Naomi Somerville</td>
<td>ASAP</td>
<td>3 months</td>
<td>In progress</td>
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| 2016/02/011 (SD 24/05/2016) | Hazardous Materials Register Following discussion concerning risks and asbestos, and that building custodians should have asbestos registers, investigate whether CBE have a register or known asbestos areas. NS will prepare a report for Next WHS meeting. Hazardous materials register for each building is located on F&S website. | Andrew Churches  
Naomi Somerville | Next WHS meeting. | 3 months | In progress |
| 2016/02/012 (SD 24/05/2016) | Emergency Warden training and procedure:  
- Extinguisher training  
Extinguisher training session was held on 16 June for CBE Fire Wardens | Lorna Monaghan  
Andrew Churches | 23/08/2016 | 3 months | Closed |
| 2016/02/013 (SD 24/05/2016) | **Signage Building ‘bridge’ doors** to be marked clearly giving advice regarding actions to follow during evacuation drills and in case of emergency  
Andrew Churches talked with Hirotec – adding signs would create confusion  
Advice from Mark Pritchard and Hirotec is to make sure the fire wardens stand at the bridge doors to ensure no one else comes through. This will be included in Fire Warden training (Fire Drill).  
Flashing lights may also create further confusion  
WHS Committee agreed to close this item | Richard Farran  
Andrew Churches | 23/08/2016 | 3 months | Closed |
| 2016/02/014 (SD 24/05/2016) | **TEST and TAG Procedure / Guideline** Consider process for private items in testing and tagging process.  
- Guidelines to be developed  
  o Which items are not ok to have in offices? (E.g. personal heaters, kettles, toasted sandwich makers, rice cookers etc.)  
  o Which are ok but need to be tested and tagged? (e.g. laptop & mobile phone chargers)  
in progress | Drew Treasure  
Andrew Churches  
Naomi Somerville | Next WHS meeting. | 3 months | In progress |
| 2016/02/015 (SD 24/05/2016) | Clearer signagewith regard to location first aid and parent’s rooms.  
In progress – Andrew has received signage schedule  
  o Parent’s room is open to all ANU Staff and Students during building hours. | Building architects  
Andrew Churches  
Naomi Somerville | In progress | 3 months | In progress |
| 2016/02/016 (SD 24/05/2016) | Local WHS Awareness Session  
- Looking at getting WHS content together  
Sharing Information Sessions will include a standard WHS element for each Session  
This will be ongoing | Lorna Monaghan  
Richard Farran | October Information Sharing Meeting | 3 months | In progress |