

Minutes

COMMITTEE	CBE WHS Committee
MEETING NO.	01/2017
DATE / TIME	20 February 2017, 1.30pm
VENUE	Building 26C, CBE, 257, Board Room
ATTENDING	Zachary Ong, Chair Yana Potrebica, CBE General Manager Richard Farran, HR Manager Linda Parker, Co-Chair & CBE Administration HSR Erica Anand, RSA HSR Patricia Dennis, RSFAS HSR Andrew Hughes, RSM HSR Tina Kao, RSE HSR Gerard Patron, WHS Consultant, WEG Naomi Somerville, WHS & Facilities Officer
APOLOGIES	Cathy Haberle, WHS Committee Secretariat, WEG

1. Welcome and apologies

All Members were welcomed and introduced.

Apologies were noted (as listed above)

Noting	Papers with details relating to items on the agenda are distributed in advance of the meeting by the Committee Secretariat. The Committee is to review all papers prior to the meeting and raise items for discussion at the meeting.
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2. Review New Governance Structure

2.1. Review New WHS Governance Structure Diagram

Committee Members discussed the new governance structure.

Noted	<p>CBE WHS Committee is separate to Humanities and Social Sciences WHS Committee.</p> <p>The CBE WHS Committee Agenda and Minutes are to be forwarded to ANU WHS Committee, chaired by Executive Director (Administration and Planning).</p> <p>Sub Committee Groups can be established to discuss items in detail.</p> <p>CBE Executive receives a quarterly WHS report with any high risk items raised separately as required.</p>
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2.2 Review Draft Charter (Terms of Reference) and Committee Member responsibilities

Noted	<p>The CBE General Manager reported they attended the first ANU WHS Meeting for 2017.</p> <ul style="list-style-type: none"> CBE WHS Minutes are to be kept to a maximum of 5 pages with no individual staff member's names identified but rather their roles/positions. <p>Clarification of HSR Roles</p> <ul style="list-style-type: none"> HSR's are to be seen as a WHS Champion and part of the consultation and communication process between Management, the WHS Committee and Workgroups 3 HSR's are required to be present at each CBE WHS Committee meeting in order to achieve quorum. <p>CBE Administration HSR has completed the HSR 5 Day training course.</p> <p>All Committee members must take part in WHS Workplace inspections.</p>
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Resolution	The Committee endorsed the CBE WHS Charter.
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Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/001 SD 20/02/2017	New committee members will be asked participate in the WHS Committee training. A training day will be planned	WHS & Facilities Officer HR Manager	June 2017	New	New	High
2017/01/002 SD 20/02/2017	HSR's will need to complete 5 day training course. WHS & Facilities Officer will forward training contacts and timetables. An annual 1 day refresher will also need to be completed	WHS & Facilities Officer HR Manager	June 2017	New	New	High
2017/01/003 SD 20/02/2017	WHS noticeboards and web page will need to be updated to reflect the Committee Membership.	WHS & Facilities Officer	June 2017	New	New	Medium
2017/01/004 SD 20/02/2017	WHS Consultant will forward 2016 communication for HSR roles	WHS Consultant (WEG)	May 2017	New	New	Medium

2.3 Election of Committee Co-Chair from Health and Safety Representatives

Noted	<p>CBE Administration HSR and RSM HSR were nominated.</p> <p>CBE Administration HSR accepted the position as CBE WHS Committee Co-Chair.</p>
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3. Former WHS Committee Business

3.1. Conclude former WHS Committee Business

It is recommended to close off 2016 WHS workplace inspections as incomplete and progress with the 2017 WHS workplace inspections.

Resolution	The Committee agreed to close off the 2016 WHS workplace inspections.
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3.2. Review outstanding corrective actions

Resolution	<p>Outstanding action items will be progressed as per the list included in the agenda.</p> <p>Any action items resolved prior to the meeting are to be closed and registered in the CBE Committee Meeting Action Item Register.</p> <p>Only high priority action items will be included in the agenda for future meetings.</p> <p>Due dates (instead of “next meeting”) will be documented with any changes to due dates noted as revised.</p> <p>This item will be renamed CBE WHS Committee Action Items to prevent confusion between Committee action items and corrective actions associated with incidents.</p>
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Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/005 SD 20/02/2017	A High – Low priority column will be added to the CBE Committee Meeting Action Item Register.	WHS & Facilities Officer HR Manager	June 2017	New	New	Low

4. Review CBE WHS Hazard Register

A CBE WHS Hazard Register Subcommittee will be formed to discuss the processes involved with its management and communication to the CBE workgroups.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/006 SD 20/02/2017	<p>Organise a Subcommittee</p> <p>Committee members who expressed interest in participating:</p> <ul style="list-style-type: none"> - HR Manager; - General Manager; - WHS & Facilities Officer; - WHS Consultant (WEG) 	WHS & Facilities Officer HR Manager	June 2017	New	New	High

5. Review CBE WHS Workplace Schedule

Schedule will be revised to be based on workgroups rather than building.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/007 SD 20/02/2017	Maps and revised 2017 WHS workplace inspection schedule will be forwarded to the committee for approval.	WHS & Facilities Officer	March 2017	New	New	High

6. Incident Report

CBE WHS Quarterly Performance Report was reviewed with the incident 00204904 identified as an issue to be addressed further.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/008 SD 20/02/2017	Message to be sent to all users explaining the hot water is set at 60 degrees in order to prevent bacteria growth.	WHS & Facilities Officer	June 2017	New	New	High
2017/01/009 SD 20/02/2017	Contact Facilities and Services Lead Plumber to investigate possibility of setting locking tap so that it cannot be turned to the highest heat setting.	WHS & Facilities Officer	June 2017	New	New	Medium

7. Infrastructure Report

The Committee noted the Infrastructure report was accepted with no items identified as needing to be discussed further.

8. Legislative Updates

This is a standing agenda item. No Legislative updates were noted for this meeting.

9. Other Business

Work Environment Group (WEG) reports will be included in "other business" in future meetings and will include an update from the Service Improvement Group (SIG).

CBE Administration HSR reported as part of the HSR Training an informal WHS workplace inspection was conducted.

Paul Hopmeier Sculpture in the Foyer is planned to be permanently fixed on 01 April 2017. This activity will include drilling into the concrete slab.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/010 SD 20/02/2017	Documentation regarding the informal WHS workplace inspection will be forwarded to all Committee members. A separate meeting to discuss findings will be organised	CBE Administration HSR WHS & Facilities Officer	April 2017	New	New	Medium
2017/01/011 SD 20/02/2017	A notice will be forwarded to Staff in Building 26C in relation to the permanent fixing in place of the Paul Hopmeier Sculpture.	WHS & Facilities Officer	March 2017	New	New	Medium

10. Next Meeting

The next CBE WHS Committee is currently scheduled for the following dates.

These meeting dates have been scheduled 2 weeks prior to the scheduled ANU WHS Committee Meetings.

02/2017	1 May 2017
03/2017	31 July 2017
04/2017	03 October 2017

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/01/012 SD 20/02/2017	School Managers will be asked to confirm if the above dates are in line with the Business requirements of the College.	WHS & Facilities Officer	March 2017	New	New	High