

Minutes

COMMITTEE	CBE WHS Committee
MEETING NO.	03/2017
DATE / TIME	31 July 2017, 1.30pm
VENUE	Building 26C, CBE, 257, Board Room
ATTENDING	Professor Steven Roberts, Interim Dean (Chair) Yana Potrebica, General Manager Richard Farran, HR Manager Erica Anand, RSA HSR Patricia Dennis, RSFAS HSR Andrew Hughes, RSM HSR Tina Kao, RSE HSR Ingrid Krauss, Manager Injury Prevention and Rehabilitation (WEG) Gerard Patron, WHS Consultant, WEG Naomi Somerville, WHS & Facilities Officer
APOLOGIES	Linda Parker, Co-Chair & CBE Administration HSR

1. Welcome and apologies

- All Members were welcomed and introduced.
- The Chair identified WHS as a priority for CBE.
- The Chair thanked HSRs for all having completed their HSR training.
- Apologies were noted (as listed above)

2. Previous Minutes

2.1. Confirmation of previous Minutes

The Committee noted its acceptance of the minutes from the previous Meeting 02/2017 held on 01 May 2017. Minutes accepted by General Manager, seconded by Human Resources Manager.

2.2 Review CBE Committee Meeting Action Item Register.

High priority items on the action register were reviewed and discussed. The CBE Committee Meeting Action Register has been updated to reflect discussions and agreements. Updated register attached.

Noting:

- Hazard Register
Items rated at 14 and above require 3 additional controls to be documented in order to reduce the risk. The WEG representatives advised that in some instances (e.g. fire) there will be no additional controls which can be identified to reduce the risk therefore it is acceptable to note this in the hazard register.
- Hazardous Materials Register
WHS & Facilities Officer identified Buildings 21, 24, and 26 have documented Asbestos Containing Materials (ACM'S) in the Hazardous Materials Register.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/001 SD 31/07/2017	Hazardous Materials Register Email link to Hazardous Materials Register to Building Custodian and all School Managers to enable them to communicate awareness to occupants of the buildings.	WHS and Facilities Officer	October 2017	New	New	High

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/002 SD 31/07/2017	Update induction page on CBE Website to include link to Hazardous Materials Register.	WHS and Facilities Officer	October 2017	New	New	High
2017/03/003 SD 31/07/2017	Remove BBQ and gas bottles from Allan Barton Forum deck to eliminate risk and need to include this on the Hazardous Materials register.	WHS and Facilities Officer	October 2017	New	New	High
2017/03/004 SD 31/07/2017	Safety Data Sheets (SDS) for all chemicals purchased by CBE for kitchenettes will be kept and updated as required.	WHS and Facilities Officer	October 2017	New	New	Medium
2017/03/005 SD 31/07/2017	Alliance WHS information share page. An Alliance site will be constructed to enable common WHS items such as Hazard register to be shared.	Work Environment Group Representative	October 2017	New	New	Medium
2016/04/009 SD 08/12/2016 (existing Item)	Paul Hopmeier Sculpture Rather than arranging for the sculpture to be pinned down, discuss relocation with Facilities & Services and the Drill Hall Gallery Collections Officer. The Sculpture deserves to be in a place where it can receive the recognition it deserves.	WHS and Facilities Officer	October 2017 (amended)	New	New	Medium

3. WHS Management System Reporting

3.1. Incidents / Injuries / Hazard Reports

- CBE WHS Quarterly Performance Report was reviewed.
- Figtree reporting was discussed.
 - Work Environment Group are addressing issues as they arise.
 - Ability to report positive WHS culture in Figtree system was identified.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/006 SD 31/07/2017	CBE 15 min massages Investigate the option to replace CBE funded 15 minute massages with WHS training. Consider legal implications, cost and health benefits to the College staff and report back to the Committee with findings and a recommendation to go forward. This should be logged through Figtree as a hazard in order to formally follow through as a corrective action.	WHS and Facilities Officer HR Manager	October 2017	New	New	Medium

3.2. Claims and Rehabilitation

No incident cases in 2017 currently include a claim or requirement for rehabilitation.

3.3. Objectives and KPI's

A Workplace Improvement Plan will be drafted for Meeting 04/2017. The Committee is required to have an improvement plan to meet requirements for a compliant WHS Management System.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/007 SD 31/07/2017	Improvement Plan WEG will provide an improvement plan example A working group will be formed separately to discuss a way forward. The improvement plan will be a critical component in meeting the criteria necessary to achieve self-insurance accreditation.	Work Environment Group representative WHS and Facilities Officer HR Manager	October 2017	New	New	Medium

3.4. Investigation Reports / Corrective Actions

Investigations are ongoing. In the previous reporting system WEG investigated all cases, now all incidents reported as a Level 2 will be investigated by CBE Staff nominated.

- One item was escalated to the Vice –Chancellor who actioned his task immediately.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/008 SD 31/07/2017	<p>Replacement of Lecterns in CBE and HW Arndt Lecture theatres and Tutorial Rooms</p> <p>The change of height of the lecterns has resulted in an injury and an incident was logged.</p> <p>Associate Dean (Education) is to be forwarded information in order to communicate with the Directors of Education.</p> <p>If Lecturers encounter any discomfort at the new lecterns they should report it through Figtree in order to resolve the issue.</p>	WHS and Facilities Officer HR Manager	October 2017	New	New	Medium

3.5. WHS Audits and Inspections

- There will be one annual WHS workplace inspection which will include participation from relevant School Manager and Committee Member in order to reduce inspection workload. As CBE is not considered to be a high risk area, one workplace inspection only is necessary as identified in the ANU [Work health and safety monitoring and testing procedure](#).
- Participation for inspections has been positive.
- CBE Dean has requested to be invited to all inspections, if he is able to attend he will.
- There are a total of 34 workplace inspections to take place across the College. All are currently scheduled to be completed before 01 September 2017.
- All corrective actions will be recorded in the Workplace safety incident and hazard reporting tool (Figtree) and assessed for risk to ensure the new control does not create additional risk as per the ANU [Work, health and safety actions procedure](#).
- Action items identified from inspections may be included in the CBE WHS improvement plan.
- An audit schedule will be distributed by Work Environment Group after the WHS Officers complete the lead Auditor training.
 - WHS Officers in the colleges and divisions will be expected to participate in Audits in the future.

4. Summary of issues and items for action from the University WHS Committee

Manager Injury Prevention and Rehabilitation (WEG) reported the following

- ANU WHS Committee Meeting 03/2017 will be held on 15 August
- Items discussed at ANU WHS Committee Meeting 02/2017 included:
 - 195 incidents occurred between 1 January 2017 and 30 April 2017. A total of 580 incidents were reported by the end of the Calendar year in 2016.
 - Major issues reported to the regulator in 2017
 - Academic staff member reported stroke symptoms while working – this may have an implication for staff if this claim is accepted as a workplace injury. Potential contributing factors are working long hours (poor work life balance), under significant pressure & aging workforce.
 - Research School of Earth Sciences reported an asbestos exposure.
 - Student was knocked off his bike by a car.
 - Slips trips and falls and body stressing are increasing across campus
 - To date there have been 7 accepted claims to Comcare (last year there were 17 accepted claims)
 - Lead at childcare centres is an ongoing issue. Parents have been informed of the issues.
 - Student death on campus.
 - WHS training opportunities have increased in Pulse
 - Rehabilitation external audit was completed and ANU currently 100% compliant.
 - WHS compensation update

- Application for self-insurance is progressing. A survey will be forwarded to all staff to complete through the communication and consultation process.
- Figtree has been rolled out. Currently students do not have access to the reporting system. However, they can complete a paper based form for staff to then enter into Figtree on their behalf.
- 14% of incidents in 2016 were student reported.
- Student induction to campus and buildings need to be improved
- Issues reported by other areas
 - Buildings in a poor state of repair - ensure Facilities and Services are communicated with in regards to building maintenance.
 - WEG are in process of developing a guideline in relation to calling an ambulance and understanding implications of using a personal vehicle to transport staff to hospital in an emergency.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/009 SD 31/07/2017	Work Environment Group would like feedback for how to promote and encourage students to report incidents.	WHS and Facilities Officer HR Manager	October 2017	New	New	Medium
2017/03/010 SD 31/07/2017	Confirm who should attend the next WHS Meeting in the event the CBE Dean is unavailable	WHS and Facilities Officer	October 2017	New	New	Medium

5. Legislative / Legal and other requirements update

- Nothing to report at this stage
- Noted in addition to WHS Officers receiving legislative updates Work Environment Group will be sending out notifications to WHS Project Officers regarding legislative update summaries in the near future.

6. Policy and Procedure Review

- New release WHS Procedures were communicated. HR Manager and WHS & Facilities officer have identified some actions in relation to new procedures and will communicate as appropriate.
- Currently new procedures relating to radiation safety are out for comment. These are not directly related to CBE Business.
- Electrical safety procedures (draft) will be communicated September 2017. CBE will be invited to comment.

7. Other Business

7.1. Infrastructure Report

- CBE Infrastructure and security report was reviewed.
- It was noted that the CBE IT & Infrastructure Manager attends Union Court Project meetings weekly in order to be kept up to date. Communications are forwarded as the updates progress. Sometimes services are disrupted unexpectedly. CBE Infrastructure will communicate and resolve these situations as they occur.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/011 SD 31/07/2017	Union Court project wayfinding Wayfinding to buildings including Hanna Neumann and John Dedman is to be actioned as a priority. IT & Infrastructure Manager is to discuss with Union Court Project contact.	WHS and Facilities Officer	October 2017	New	New	Medium

7.2. CBE Test and Tag Guideline

- This guideline was drafted in response to inappropriate use of electrical equipment in the College and is intended to assist managers control the safe use of electrical items in the offices.
- The Committee has agreed to put communication of the new guideline on hold until the release of new ANU electrical procedures (currently planned for September 2017).

- It was noted that all IT equipment should be visually inspected and tagged before issue.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/012 SD 31/07/2017	IT equipment visual test and tag All IT equipment must be visually inspected and tagged before issue	IT Manager	On-going	New	New	Medium

7.3. Street lighting

WHS & Facilities Officer reported proposed street lighting upgrades.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/013 SD 31/07/2017	Street lighting Follow up on progress with Facilities and Services Staff	WHS and Facilities Officer	October 2017	New	New	Medium

8. Communication arising from meeting

8.1. Report on sexual assault and harassment on Australian university campuses.

- CBE staff briefing sessions have been arranged for Wednesday 2 August / 3.00pm and Friday 04 August 2017 / 12.00pm. All staff will receive an invitation to attend.
- RSM has raised safety concerns for students in relation to evening classes

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/03/014 SD 31/07/2017	Evening class safety WHS & Facilities Officer to Coordinate a meeting between IT & Infrastructure Manager and Student Administrator Research School of Management to discuss/organise the following options with ANU Security: <ul style="list-style-type: none"> • ANU Security Bus • Additional Security services from 7.30pm 	WHS and Facilities Officer	October 2017	New	New	High

8.2. Administrative support for CBE WHS Meetings

Consistency and additional workload for College staff concerns raised regarding shift of administrative support from Work Environment Group back to Colleges.

8.3. Email any WHS Concerns to CBE Dean

All are welcome to raise any WHS Concerns or feedback directly with the Dean at email steven.roberts@anu.edu.au.

9. Next Meeting

The CBE WHS Committee Meeting 04/2017 is currently scheduled for Tuesday 03 October 2017. This meeting date has been scheduled 2 weeks prior to the scheduled ANU WHS Committee Meeting.