

Minutes

COMMITTEE	CBE WHS Committee
MEETING NO.	04/2017
DATE / TIME	3 October 2017, 1.30pm
VENUE	Building 26C, CBE, 257, Board Room
ATTENDING	Professor Steven Roberts, Interim Dean (Chair) Zachary Ong, Acting 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 Mark Mulligan, Associate Director (WEG) Gerard Patron, WHS Consultant, WEG Naomi Somerville, WHS & Facilities Officer
APOLOGIES	Yana Potrebica, General Manager

1. Welcome and apologies

- All Members were welcomed and introduced.
- 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 03/2017 held on 31 July 2017.

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 Item Register has been updated to reflect discussions and agreements. Updated register attached, noting:

- Hazard Register (2017/02/001)
 - The CBE Hazard Register was endorsed by the Committee noting the amount of work that was put into developing this document.
 - The CBE Hazard Register will be shared with other ANU areas.
- Inductions (2016/03/005)
 - CBE induction page has been updated to include link to the Hazardous Material Register
 - Central HR are currently improving ANU induction processes.
 - New Asbestos Awareness Pulse module will be available for completion as part of the staff induction package. It is strongly recommended that all staff complete this module. This will be communicated when module is released.
 - HR have developed a CBE induction intranet site for new staff to be able to easily access induction material.
- Evening class safety (2017/03/013)
 - ANU Security Unisafe Patrol Team are stationed at Building 26C from 9.00pm weekdays to assist ANU students to their on campus destination.

- Test and Tag Procedure / Guideline (2016/02/014)
 - The proposed ANU Electrical Safety Management Procedure will replace the draft CBE Testing and Tagging of Approved Personal Devices Guideline.
 - Feedback on the ANU Electrical Safety Management Procedure will be forwarded to WEG noting the following:
 - CBE is a low risk environment.
 - The use of personal electronic items is to be discouraged.
 - Management of electrical personal items is going to be difficult.
 - All electrical items are to be tested and tagged before use.
 - Supervisors are to encourage the use of USB cables for charging personal devices.
 - Deans, General Managers and Research School Directors are responsible for ensuring employees are using appropriate electrical equipment as per the procedure and not using electrical equipment which poses a risk to the health and safety of staff or the work environment.
 - The following actions would demonstrate appropriate due diligence:
 - Workplace inspections are scheduled for every 12 months and are completed by HSR's (nominated representative) to ensure cords for mobile appliances are routinely inspected.
 - CBE Management provide information to employees regarding how to comply with the electrical safety management procedures.
 - A qualified electrical test and tagger is engaged to test equipment bi-annually.
 - Show evidence for scheduled test and tagging and also document the register provided by the test and tagger.
 - Discuss and document discussion regarding electrical safety at team meetings.
 - The Committee acknowledge that for the College to test and tag all new electrical equipment before use may require additional resources and an adjustment to current work practices.
 - The Committee recommended the ANU WHS Committee direct central areas to change existing processes accordingly to ensure consistency of application with this new procedure, including:
 - Project Delivery Teams (including F&S) need to ensure electrical equipment is tested and tagged before installation (new buildings and refurbishments)
 - Central IT need to ensure equipment (including AV equipment in teaching spaces and meeting rooms) are tested and tagged before installation.
- Aggressive behaviour training (2016/04/007)
 - CBE WHS Chair will progress this action item through the ANU WHS Committee.
- Emergency drills (2016/02/008)
 - Action item will be closed and a regular agenda item created for reporting on emergency drills and associated issues.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/04/001 SD 03/010/2017	Hazard Register Communication Update induction page on CBE website to include link to Hazard Register.	WHS and Facilities Officer	Nov 2017	New	New	High
2017/04/002 SD 03/010/2017	Asbestos Pulse Module Communicate new module for completion to all CBE Staff when available (this will be included in correspondence for action item 2017/04/002).	WHS and Facilities Officer HR Manager	Dec 2017	New	New	High
2017/04/003 SD 03/010/2017	Evening class security options <ul style="list-style-type: none"> • Are you OK App • ANU Security Unisafe Patrol Team Check with RSM School Manager security options are communicated through the Wattle website to students.	WHS and Facilities Officer	Nov 2017	New	New	High

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/04/004 SD 03/010/2017	ANU Security Bus - Toad Hall Stop Confirm if ANU Security bus no longer stops at Toad Hall and if the Toad Hall bus stop can be reintroduced to the schedule.	WHS and Facilities Officer	Nov 2017	New	New	High
2017/04/005 SD 03/010/2017	Test and Tag action plan Develop a test and tag plan for compliance with new University electrical safety management procedure	Chair HR Manager WHS and Facilities Officer	Nov 2017	New	New	Medium
2017/04/006 SD 03/010/2017	Test and Tag concerns Chair is to raise this issue regarding at the next ANU WHS Committee Meeting Highlighting: <ul style="list-style-type: none"> Personal items are going to be difficult to manage. Process of testing and tagging needs to be managed from central divisions such as F&S and IT who distribute electrical equipment to colleges and various meeting and teaching environments. 	Chair	Nov 2017	New	New	High
2017/04/007 SD 03/010/2017	Test and Tag Resources (CBE Staff) Confirm if CBE IT staff are qualified in the training that meets current Australian Standards for testing and tagging	WHS and Facilities Officer	Dec 2017	New	New	Medium
2017/04/008 SD 03/010/2017	Dyson Heaters Ensure all Dyson heaters have been tested and tagged.	WHS and Facilities Officer	Nov 2017	New	New	High
2017/04/009 SD 03/010/2017	Wellness Program for CBE staff A schedule of lunchtime wellness programs will be communicated to CBE Staff Members in 2018.	HR Manager	Feb 2018	New	New	Medium
2017/04/10 SD 03/010/2017	RSA Lecturer access requirements Lecturer with specific accessibility needs, lectures to classes with 150 attendees. The closest accessible teaching space is John Dedman Building. The Lecturers Personal Emergency Evacuation Plan (PEEP) is to be updated to include John Dedman Building Lecture Theatre.	CBE Chief Fire Warden HR Manager	Nov 2017	New	New	High
2017/04/011 SD 03/010/2017	Emergency Assembly Point Concern raised regarding access to the Drill Hall assembly point with new temporary fence installations. ANU Fire Officer is to be invited to re-assess.	WHS and Facilities Officer	Nov 2017	New	New	High

3. WHS Management System Reporting

3.1. Incidents / Injuries / Hazard reports

CBE WHS Quarterly Performance Report was reviewed.

- Future reports are to include identification of Student / Staff or Other
- Incident #inc0000080 on 25 August 2017.
 - CBE actions are 100% complete.
 - Installation of emergency release buttons in lecture theatres is to be progressed by ANU Security.
 - ANU Security have agreed to complete a review of area surrounding CBE including Union Court Project fence line.
 - ANU Security Manager suggested Emergency Control Organisation (ECO) training through F&S Fire Safety Officer be available for all CBE staff.
- HDR students are now able to report through the Figtree Reporting System

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/04/012 SD 03/010/2017	<p>Emergency Control Organisation (ECO) Training</p> <p>ANU Security Manager will coordinate with ANU Fire Safety Officer dates of availability to provide ECO training. This may help better prepare all CBE staff in the event of an emergency. Training completion will be recommended to staff as an option, not a mandatory requirement.</p> <p>WHS & Facilities Officer will confirm the progress of this action item.</p>	ANU Security Manager WHS & Facilities Officer	Nov 2017	New	New	Medium
2017/04/13 SD 03/010/2017	<p>Security response to incident #inc0000080</p> <p>WHS & Facilities Officer will follow up with ANU Security Manager regarding progress of security review.</p>	ANU Security Manager WHS & Facilities Officer	Nov 2017	New	New	Medium

3.2. Claims and Rehabilitation

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

3.3. Investigation Reports / Corrective Actions

Incident related investigations and corrective actions are ongoing.

As at 20 September 2017 31 Incidents have been reported with 28 of the investigations closed. 17 corrective action items were identified with 3 only remaining to be completed.

3.4. Objectives and KPI's

Objectives include WHS training matrix documentation.

- Documentation of training objectives such as asbestos awareness, emergency control organisation, fire panel awareness and first aid training are recorded on the CBE training matrix.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/04/014 SD 03/010/2017	<p>CBE Training Matrix</p> <p>Update with current information and report at Meeting 01/2018</p>	WHS and Facilities Officer	Feb 2018	New	New	Medium

3.5. WHS Audits and Inspections

- CBE WHS workplace inspections
 - Chair thanked all Committee Members for participation in WHS workplace inspections.
 - 100% of inspections have been conducted with some reports still to be collected and action items documented.
- WHS management system audit schedule
 - An audit schedule will be distributed by WEG for 2018.
 - Qualified WHS Officers will be expected to participate in audits in the future.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/04/015 SD 03/010/2017	<p>CBE Workplace inspection report</p> <p>Complete a CBE WHS Workplace inspection report for Meeting 01/2018. Include top 6 most frequent type of action items.</p>	WHS and Facilities Officer	Feb 2018	New	New	Medium

4. Summary of Issues and Items for Action from the University WHS Committee

Items discussed at the ANU WHS Committee Meeting 03/2017 held on 15 August 2017:

- Maximo and Figtree Reporting System disconnect
 - Investigations will proceed in 2018 to estimate costs associated with having the two systems work together if compatible.
- Access and egress from John Dedman Building (27) issue identified.
- ANU specialist advisory groups and issue resolution through ANU Committee issue identified.
 - Issues to be resolved are to go firstly to Associate Director (WEG) to resolve and then reported to ANU WHS Committee for noting.
 - If an issue is unable to be resolved through the Associate Director (WEG) then the issue will be escalated to the Committee for resolution.
- HR Director reported on current self-insurance status.
- ANU Deans and Directors are to complete due diligence training.
- Automatic reports from the Figtree Reporting System will soon be forwarded to Senior Management to enable visibility over incidents.
- HDR Students now have access to Figtree Reporting System.
- Report on asbestos and hazardous materials in ANU Childcare Centres was provided.

5. Legislative / Legal and Other Requirements Update

Nothing to report at this stage

6. Policy and Procedure Review

New release WHS Procedures were communicated to the Committee for comment. HR Manager and WHS & Facilities Officer have identified some actions in relation to new procedures and will communicate as appropriate.

7. Other Business

7.1. Infrastructure and Security Report

CBE Infrastructure and Security Report was reviewed.

- RSA HSR reported minimal disruption from the Union Court Project in recent weeks.

7.2. Role of Building Custodian

An update will be provided at the next CBE WHS Meeting regarding changes which will impact the role of the Building Custodian.

7.3. Thermal Comfort Issues in Building 26C

RSM HSR reported thermal comfort issues during summer in the offices on the link to Building 26.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/04/016 SD 03/10/2017	Thermal Comfort in offices on Building 26c link to 26 Organise Facilities and Services to review office air conditioning functionality after hours and on weekends.	WHS and Facilities Officer	Feb 2018	New	New	Medium

8. Communication Arising from Meeting

8.1. Items to be Progressed to ANU WHS Committee Meeting

- Testing and tagging issues identified including resourcing and ensuring central areas manage new equipment when required to minimise impact on business.
- Progress of training through central HR for how to deal with aggressive behaviour.

8.2. Email any WHS Concerns to CBE Dean

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

9. Next Meeting

The CBE WHS Committee Meeting 01/2018 will be scheduled for February 2018