

# Minutes

COMMITTEE

## CBE WHS Committee

MEETING NO.

01/2018

DATE/TIME

5 March 2018, 1.30 pm

VENUE

Executive Board Room, Room 257, CBE Building 26C

ATTENDING

Professor Steven Roberts, Interim Dean (Chair)  
Naomi Somerville, WHS & Facilities  
Linda Parker, Co-Chair and WHS & Infrastructure (Secretariat)  
Andrew Hughes, RSM HSR  
Tina Kao, RSE HSR  
Abe Archibald, CBE Administration HSR  
Grant Pearson, RSA HSR  
Richard Farran, Human Resources Manager (GM's Nominee)  
Yana Potrebica, General Manager  
Andrew Churches, Infrastructure Manager  
Gerard Patron, WHS Consultant, WEG  
Ira Bicioc, Associate Director – Work Environment (Interim)

APOLOGIES

Patricia Dennis, RSFAS HSR

### 1. Welcome and apologies

- All Members were welcomed and introduced.
- Apologies were noted (as listed above).
- Welcome to two new HSRs.
- Co-chair discussion to be held next meeting.

### 2. Previous minutes

#### 2.1 Confirmation of previous minutes

The Committee noted its acceptance of the minutes from the previous Meeting 04/2017 held on 3 October 2017.

#### 2.2 Review CBE Committee Meeting Action Item Register.

Items on the action register were discussed and reviewed. The CBE Committee Meeting Action Item Register has been updated to reflect discussions and agreements. Updated register attached noting:

- Lecture / Tutorial Cancellation.  
Discussion concerning powers of Health and Safety Representatives (HSRs) and how to address and promote them. Recent event during power failure caused concerns. Mention of the roles of HSRs will be made at the next staff meeting. An all staff email to be sent, advising that Lecturers have the power, and are able to cancel or reschedule classes in mitigating circumstances such as power outages.
- Communication of renovation progress  
The committee are especially mindful of the renovations in the college precinct. Items that are not an immediate risk should be discussed with local management wherever possible.
- Evening class security options (action item 2017/04/003) Close off.  
Two University Patrol Officers have been provided to escort students and staff with safety concerns.

- ANU Security Bus (action item 2017/04/004) Close off.  
ANU Security have confirmed the ANU Security bus does not go down Kingsley Street, and cannot accommodate classes as it is only a 12 seater bus.
- Test and Tag Resources (2017/04/007) – Close off  
It is no longer appropriate for IT staff affiliated with the college to be responsible for test and tagging. CBE’s Infrastructure team will receive appropriate training.
- Test and Tag Action Plan (2017/04/006)  
The proposed ANU Electrical Safety Procedure highlights all electrical equipment is to be tested and tagged before use. The College currently organises testing and tagging after new equipment is in use and also wears the cost of testing and tagging new computers and audio-visual equipment. CBE General Manager will discuss this issue with the Director of ITS.
- Security Response to incident #inc0000080 (Copland G032) – (2017/04/13)  
Security have provided feedback in relation to the Copland G032 Incident.
  - Green door releases will be placed in lecture and tutorial rooms, but not the green mushroom type buttons. The security of tutorial and lecture rooms will be raised at the CBE Education Committee meeting.
  - CBE CCTV. Further investigation is required to ascertain if the captured data can be filtered to ANU Security or whether the content should continue to be kept locally.
- Asbestos training modules.  
WEG have recommended that WHS Committee members and building custodians complete the modules. WEG will send out more information to a targeted audience. The email will include a link to the course. This is a closed item as all staff have been emailed about the asbestos modules.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/001 SD 05/03/2018	<b>Lecture / Tutorial Cancellation.</b> Email to be drafted for communication regarding roles and responsibilities in relation to cancelling lectures for health and safety reasons.	WHS and Facilities Officer	July 2018	New	New	Medium
2018/01/002 SD 05/03/2018	<b>Testing and Tagging Training</b> Infrastructure team to receive Test and Tagging training	Infrastructure team	July 2018	New	New	Medium
2017/04/005 SD 03/010/2017	<b>Test and Tag action plan</b> Testing and tagging of new IT and AV Equipment prior to installation is to be discussed with Director ITS	General Manager	July 2018	New	New	Medium
2018/01/003 SD 05/03/2018	<b>Security of Teaching Spaces</b> Green door releases will be placed in lecture and tutorial rooms, but not the green mushroom type buttons. The security of tutorial and lecture rooms including green push buttons will be raised at the CBE Education Committee meeting (related to action item 2017/04/13 - INC0000080)	General Manager	July 2018	New	New	Medium

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/004 <small>SD 05/03/2018</small>	<b>Centralising CBE CCTV</b> Negotiate centralising CBE CCTV with ANU Security CCTV (related to action item 2017/04/13 - INCO000080)	CBE Infrastructure Manager	July 2018	New	New	Medium
2018/01/005 <small>SD 05/03/2018</small>	<b>Asbestos Pulse Training Modules</b> Infrastructure team and CBE WHS Committee members must complete these modules.	CBE WHS Committee Members	June 2018	New	New	High

### 3. WHS Management System Reporting

#### 3.1 CBE WHS Performance Report February 2018

The report was reviewed and accepted noting the following:

- There were 17 significant health and safety issues identified in the reporting period of 21 September 2017 to 22 February 2018. Five hazards and twelve incidents were reported, four were near miss incidents. One was a lost time injury associated with the Copland incident in August 2017. Four incidents were lift related.
- Supervisors need to log incidents on Figtree.
- Hazard and near miss reporting will be promoted at the staff meeting.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/006 <small>SD 05/03/2018</small>	Promotion of hazard and near miss reporting at staff meeting	Chair or General Manager	July 2018	New	New	Medium

#### 3.2 WHS Audits and inspections

- 2017 inspections concluded with 397 action items recorded. To date 92 have been completed. The six most common items were:
  - Emergency contacts on noticeboards;
  - Information on noticeboards
  - Emergency flip charts not available
  - First aid signage
  - Electrical items not tagged and personal electrical items
  - Temperature/air control
- A new schedule was tabled for General WHS inspections, by the WHS and Infrastructure team, in each area, with a five week cycle.
- The 2018 WHS Workplace Inspection schedule for 2018 was tabled:
  - CBE, RSA and RSE will commence during August 2018
  - RSFAS and RSM will commence during September 2018
- Standing WHS items will be shared in team and school meetings. This will also be promoted and advised at the next CBE staff meeting.
- The RSM audit has been rescheduled to July 2018. WEG will send an update with reviewed dates.
- WEG will provide a generic letter with advice regarding Internal Audit specifications.
- **The ANU internal audit is being considered a pilot and should not cause too much concern.**

### 3.3 WHS Training

- 39 Training sessions have been completed by staff. This included Emergency Control Organisation and First Aid training and the Comcare Work Health and Safety module.
- The training matrix has been updated, this includes changes regarding mandatory and “role” based training.
- First aider training. Although CBE is a low risk work area, there will be a call for more staff to be trained as first aiders. First aid kits will be placed on all floors in all buildings. First aid staff have been advised of the ANU’s Cardiopulmonary training for refresher purposes.
- Discussion concerning Global immersion tours and specifically the requirement for first aid training or qualified first aid staff participating in the tours. Is there a need for attending staff to be first aid qualified? WEG confirmed that this qualification is part of the overseas travel policy. Do we need to train our staff that will be participating in this program each semester? WEG will check procedure. (NB First Aid procedure is currently under review.)

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/007 SD 05/03/2018	Standing WHS items will be shared in team and school meetings	Directors, Supervisors and School Managers	July 2018	New	New	Medium
2018/01/008 SD 05/03/2018	Standing WHS items will be promoted and advised at the staff meeting	Dean or General Manager	July 2018	New	New	Medium
2018/01/009 SD 05/03/2018	Call for more staff to become first aid officers	WHS Officer	April 2018	New	New	Medium
2018/01/010 SD 05/03/2018	First aid kits to be obtained and positioned on all floors, in all wings, in all buildings where there are no first aid officers	WHS Officers	July 2018	New	New	Medium

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/011 SD 05/03/2018	Ascertain whether there is a need for a staff member participating in the Global Immersion tours to be first aid qualified.	WEG	June 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 04/2017 held on 2017:

- Main issue addressed was the hazard registers. A centralised approach is preferred.
- There was discussion concerning the John Dedman building.
- Hazard register workshops will be held. Work activities rather than area focus.
- WHS training was discussed. A working party will be formed. Recommendations for baseline requirements for WHS roles with general competencies and capabilities.
  - College would fund mandatory training (Research Schools or college would fund).
  - Funding is available, each respective budget code has been provided with an allowance for training.
  - The General Manager or Dean will manage this if there are issues.

#### 5. Legislative/Legal and Other Requirements Update

For noting – audit implication – international standard for management systems changing – may have some effect on management systems more at University level than local level.

#### 6. Policy and Procedure Review

- Procedures circulated for consultation – no comments or feedback received.
- Reviewed documents will appear in the Policy library once the latest version has been approved and accepted.

#### 7. Other Business

##### 7.1 Infrastructure Report

Issues include:

- Flooding
- Electricity outages
- Asbestos – removal
- Air quality

##### 7.2 Emergency Procedures/Drill Update

- Drills are currently planned for the following dates:
  - Hanna Neumann/Copland/LF Crisp/PAP Moran Buildings– September 2018
  - HW Arndt Building – Semester Break June or July
  - CBE Building – 4 April (TBC)

##### 7.3 Communication of WHS items to workgroups

- Health and Safety Representatives have been asked to document their communication plan for workgroups including participation or attendance in team meetings.
- Executive WHS Reports are to be sent to School managers and HSRs for discussion at School meetings and CBE Managers meeting.
- RSM have a sandpit or lounge on Wattle where staff can drop in.
- Health and Safety Representative Role Communication

- Mention of the role and powers of HSRs at the next staff meeting.
- Email outline of HSR roles and responsibilities to all staff.

#### 7.4 Safety for Evening classes

- Concerns with regard to staff catching buses home due to later classes finishing at 9.00 pm, was a subsidised scheme available for teaching staff.
- Chair agreed that if there was no issue with HR or Finance offices would agree to this as long as ANU Policy backs it. Subsidise or cap figures involved.
- Policy on Academic working hours is there one?
- Duty of care – off campus?
- Investigate what could be done for those working later hours – concerns for safety – HR Manager
- Teaching hours – define if working until 9.00 pm is acceptable.

#### 7.5 WHS Noticeboard Kiosk

- Due to lack of suitable space options for some areas in the College and electronic . Will contain all requirements as listed on the WHS noticeboard guidelines. Vital and emergency information will be retained in case of power outages.
- Initially located on level 1 and level 2 in CBE Building 26C.
- Another meeting will be held specifically aimed at discussion and testing of the kiosk.
- All WHS committee members are to have their photos on the website as soon as possible.

#### 7.6 CBE WHS Statement of Commitment

- Discussion. Will include document on the noticeboards.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/012 SD 05/03/2018	<b><u>Document Communication Flow</u></b> Health and Safety Representatives have been asked to provide an outline of groups in their area of representation.	Health and Safety Representatives	July 2018	New	New	Medium
2018/01/013 SD 05/03/2018	<b><u>Monthly Communication to HSR's</u></b> Executive WHS Reports are to be sent to School Managers and HSRs for discussion at School meetings and CBE Managers meeting.	WHS & Facilities Officer	April 2018	New	New	High
2018/01/014 SD 05/03/2018	<b><u>HSR Role Communication</u></b> ○ Mention of the role and powers of HSRs at the next staff meeting.	Chair or General Manager	June 2018	New	New	Medium
2018/01/015 SD 05/03/2018	<b><u>HSR Role Communication</u></b> ○ Email outline of HSR roles and responsibilities to all staff.	WHS & Facilities Officer	June 2018	New	New	Medium
2018/01/016 SD 05/03/2018	<b><u>Safety for Evening Classes</u></b> Investigate policy and opportunity to enable Lecturers and late night teaching staff to get home safely	HR Manager	June 2018	New	New	High

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/01/017	<b>WHS Noticeboard kiosk</b> Organise a meeting to test the electronic noticeboard with Committee Members.	WHS & Facilities Officer	June 2018	New	New	Medium
2018/01/018	Update Photos of Committee members on the Website	WHS & Facilities Officer	April 2018	New	New	High

**8. Communication Arising from Meeting**

Not applicable.

**9. Next Meeting**

The CBE WHS Committee Meeting 2/2018 is scheduled for Monday, 18 June 2018 commencing at 1.30 pm.