

Minutes

COMMITTEE	CBE WHS Committee
MEETING NO.	02/2018
DATE/TIME	18 June 2018, 1.30 pm
VENUE	Executive Board Room, Room 257, CBE Building 26C
ATTENDING	Professor Steven Roberts, Interim Dean (Chair) Abe Archibald, Co-Chair and CBE Administration HSR Tina Kao, RSE HSR Grant Pearson, RSA HSR Patricia Dennis, RSFAS HSR Naomi Somerville, WHS & Facilities Officer Richard Farran, Human Resources Manager (GM's Nominee) Yana Potrebica, General Manager Toby McFadden, Senior Project Officer - Student Experience Glynn Whitworth, WHS Consultant, WEG
APOLOGIES	Andrew Hughes, RSM HSR Andrew Churches, Infrastructure Manager Gerard Patron, WHS Consultant, WEG Linda Parker, WHS & Infrastructure (Secretariat)

1. Welcome and apologies

- Change to Committee Membership:
 - The Committee's new Co-Chair is the CBE Administration HSR who was the only nominee for the position and successful in placement in the role. The Co-Chair will chair the next meeting.
- The new CBE and RSA Health and Safety Representatives have completed HSR training.
- The Senior Project Officer - Student Experience attended as part of their transition into the role of Infrastructure Manager.

2. Previous minutes

2.1 Confirmation of previous minutes

The Committee noted its acceptance of the minutes from the previous Meeting 01/2018 held on 5 March 2018.

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.

3. WHS Management System Reporting

3.1 CBE WHS Performance Report February 2018

The report was reviewed and accepted noting the following:

- There have been 33 significant health and safety issues identified and addressed in 2018. Within the previous reporting period from 23 February – 8 June 2018, two hazards and 23 incidents were reported.
- Two of the 23 incidents reported by CBE staff members were not reported through CBE reporting lines in Figtree, as they were the responsibility of another work group to rectify.
- Facilities and Services will be adjusting their processes with regard to white powder incidents.
- The ANU Fire Safety Officer has communicated CBE buildings have been certified as being adequately accessible by emergency services.

- With the current building access arrangements, it is impossible to monitor who is in the building at any one time.
- When 000 is contacted via the landline, it should alert ANU Security. This information is communicated to new ANU Inductees. ANU Security and the Communications teams have confirmed an alert should automatically be received by ANU Security but currently does not.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/001 SD 18/06/2018	Building Access after hours Modify building lockdown hours.	WHS & Facilities Officer	SEP2018	New	New	Medium
2018/02/002 SD 18/06/2018	External Group bookings General Manager will review current external groups using the CBE Facilities.	General Manager	SEP2018	New	New	Medium
2018/02/003 SD 18/06/2018	Review external group booking rules Review rules surrounding acceptance of external groups and consider limiting external groups in consideration of the benefits to CBE.	General Manager	SEP2018	New	New	Medium
2018/02/004 SD 18/06/2018	ANU Security after hours protocols Investigate ANU Security process for managing people at after-hours events.	WHS & Facilities Officer	SEP2018	New	New	Medium
2018/02/005 SD 18/06/2018	0-000 automatic warnings to ANU Security Infrastructure Manager is currently liaising with ANU Security to find out if calls to 000 from the ANU landline do send Security an alert.	Infrastructure Manager	SEP2018	New	New	Medium

3.2 WHS Audits and inspections

- CBE Scheduled Work Health and Safety Management System Audit on RSM is progressing as scheduled with WHS & Facilities Officer scheduled to meet with RSM School Manager to prepare.
- Annual WHS Workplace Inspections are currently due to progress in August 2018.
- CBE weekly general WHS Inspections are progressing as planned.

3.3 WHS Training

- Safety training participants for the period of 23 February – 8 June 2018 totalled 69.
- 100% of CBE WHS Committee members and Infrastructure staff completed the Asbestos Pulse Modules by 31 May 2018.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/006 SD 18/06/2018	OSLO trained persons Request expressions of interest in OSLO training with the next WHS communication.	WHS & Facilities Officer	SEP2018	New	New	Medium

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

Items discussed at the ANU WHS Committee Meeting 02/2018 held on 9 May 2018 included:

- Teaching staff responsibilities during an emergency such as an electrical outage.
 - The Chief Operating Officer supports a central approach to this issue and has commended the CBE Interim Dean on communication during a recent power outage experience.

- Identifying and responding to problem behaviour training proposal has been received by external provider Code Black.
 - College of Business and Economics will be the first College to provide feedback and trial the training program.
 - College of Asia and Pacific have identified similar issues with student behaviours and would appreciate opportunity to train staff.
- College of Engineering and Computer Science Dean was disappointed with how Figtree incidents are closed off. The WEG team will investigate how they can improve the current process.
- Lack of WHS training for casual staff has been identified as a risk. Casual staff do not have the access to the same inductions as permanent staff.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/007 SD 18/06/2018	External group bookings General Manager will review current external groups using the CBE Facilities.	General Manager	SEP2018	New	New	Medium

5. Legislative/Legal and Other Requirements Update

For noting: Audit implication – international standard for management systems changing. This may have some effect on management systems more at university level than local level.

6. Policy and Procedure Review

- WHS Procedures were circulated for consultation.
- Reviewed documents will appear in the Policy library once the latest version has been approved and accepted.
- WHS Document Management Procedure:
 - The university runs a course for how to file through Electronic Records Management System (ERMS).
 - All WHS Committee records will be destroyed after 5 years.
 - Once minutes are endorsed the Committee Secretariat will be responsible for filing into ERMS.
 - The risk assessments related to the workplace (WHS Workplace inspections) need to be kept in ERMS for 35 years (travel assessments are kept through personal file on ERMS).
 - Any risk assessment in relation to an ANU employee must be kept for 75 years
 - This may include travel assessments documented on personal files through HRMS.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/008 SD 18/06/2018	Electronic Filing CBE WHS Secretariat to confirm WHS items are being filed appropriately	WHS & Facilities Officer	SEP2018	New	New	Medium
2018/02/009 SD 18/06/2018	Electronic Filing – Travel Risk assessment attachments Confirm if travel assessment attachments are being automatically filed through HRMS to the personal file or if these items need to be filed additionally	HR Manager	SEP2018	New	New	Medium

7. Other Business

7.1 Infrastructure Report

The CBE infrastructure report was discussed with amendments to be made.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/010 SD 18/06/2018	<p>Amend the CBE Infrastructure report to include:</p> <ul style="list-style-type: none"> The CBE New Wing Project, with the current project status to be documented as under tender evaluation. Change the name of Innovation Hub to CBE Venture Lab 	WHS & Facilities Officer	SEP2018	New	New	Medium

7.2 Emergency Procedures/Drill Update

Drills are currently planned for the following dates:

- HW Arndt Building: Emergency drill is planned for December 2018.
- CBE Building: Emergency drill scheduled for July 2018.
- Hanna Neumann/Copland/LF Crisp/PAP Moran Buildings have had four evacuations and do not require a planned emergency drill.

7.3 RSE WHS Issues

- Smoking on Campus
 - There has been a reported increase in people smoking around CBE buildings.
- Some maintenance issues that are ongoing and are also a WHS issue can take a long time to be resolved.
- WEG have reported a trend where maintenance requests, that are not been actioned, are increasingly being reported through Figtree in order to progress. They do not recommend maintenance items progress through Figtree if possible.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/011 SD 18/06/2018	<p>No Smoking Signage</p> <p>WHS & Facilities Officer will follow up with F&S on expected delivery and installation time frame for no smoking signage.</p>	WHS & Facilities Officer	SEP2018	New	New	Medium
2018/02/012 SD 18/06/2018	RSE HSR will advise RSE staff to contact ANU Security or call CBE Infrastructure team if the smell of cigarette smoke is detected in the building	RSE HSR	SEP2018	New	New	Medium
2018/02/013 SD 18/06/2018	<p>HW Arndt Fire Door</p> <p>Infrastructure Officer will follow up maintenance requests for the Arndt building first floor fire exit door with Facilities and Services</p>	Infrastructure Officer	SEP2018	New	New	Medium
2018/02/014 SD 18/06/2018	<p>Maximo refresher training</p> <p>WHS & Facilities Officer will organise Maximo refresher training for all professional staff that currently raise service requests</p>	WHS & Facilities Officer	SEP2018	New	New	Medium

7.4 Fieldwork Off-Campus Advisory Committee

HR Manager reported the Fieldwork off-campus procedure contains multiple complex discussion points:

- Fieldwork is work or study related activity at an off-campus location. It may involve work in remote locations.
- Off-campus work is work undertaken away from the person's normal work environment and not on-campus at the University. Fieldwork is a type of off-campus work. Work off-campus is aimed at (low risk) activities in an urban environment. For example: conducting interviews, or attending a conference in Canberra. The supervisor of an off-campus work project may remain University based.
- Currently the travel hazard assessment is only required as part of a travel application if the staff member clicks the fieldwork button when indicating the type of travel.
- The current practice identified at CBE is when going to overseas conferences, the participant selects the conference button. A Hazard Assessment is not required through this selection however CBE guides staff to complete a hazard assessment separately and ensure supervisor approval before travel. Staff and students must agree to behave responsibly as a member of the ANU community and follow ANU policy and procedures.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/015 SD 18/06/2018	Fieldwork Off Campus Procedure Distribute Fieldwork Off Campus Procedure for comment to the CBE WHS Committee to provide feedback	HR Manager CBE WHS Committee members	JUL2018	New	New	Medium

7.5 WHS Noticeboard Kiosk

- The aim of the WHS electronic noticeboard is to provide people with access to required items according to the WHS noticeboard guidelines. Due to limited space, the WHS electronic noticeboard will enable people to access the information without taking up a large amount of space.
- A demonstration of the electronic noticeboard was provided for the committee to have visibility.
- The electronic noticeboard has been modified following feedback from the HSRs.
- Vital and emergency information will be retained in hardcopy form in case of power outages.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2018/02/016 SD 18/06/2018	WHS Touchscreen noticeboard Additional meeting will be held specifically for testing of the kiosk	WHS & Facilities Officer	SEP2018	New	New	Medium
2018/02/017 SD 18/06/2018	WEG representative will forward the Electrical Safety Brochure	WEG representative	SEP2018	New	New	Medium

8. Communication Arising from Meeting

The CBE WHS Committee Chair will raise the issue of smoking on campus to the University WHS Committee.

9. Next Meeting

The CBE WHS Committee Meeting 3/2018 is scheduled for Monday, 3 September 2018 commencing at 1.30 pm.