

Minutes

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| COMMITTEE | CBE WHS Committee |
| MEETING NO. | 03/2018 |
| DATE/TIME | 3 September 2018, 1.30 pm |
| VENUE | CBE Board Room, Room 257, CBE Building 26C |
| ATTENDING | Professor Steven Roberts, Dean (Chair) Abe Archibald, Co-Chair and CBE Administration HSR Tina Kao, RSE HSR Patricia Dennis, RSFAS HSR Naomi Somerville, WHS and Facilities Officer Richard Farran, Human Resources Manager (General Manager's Nominee) Yana Potrebica, General Manager Gerard Patron, WHS Consultant, Work Environment Group Linda Parker, Secretariat Jennifer Thistlethwaite, Observer |
| APOLOGIES | Andrew Hughes, RSM HSR Grant Pearson, RSA HSR |

1. Welcome and apologies

- Co-Chair chaired the meeting as arranged at meeting 02/2018.
- Jennifer Thistlethwaite attended the meeting in place of the RSA HSR.

2. Previous minutes

2.1 Confirmation of previous minutes

The Committee noted its acceptance of the minutes from the previous Meeting 02/2018 held on 18 June, 2018.

- Accepted: General Manager's nominee. Seconded: General Manager

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.

New Action Items

| ID | Description | Responsibility | Due | Age | Status | Priority |
|-------------|---|--|-------|-----|-------------|----------|
| 2018/03/001 | CBE Hazard Register review Local area content to be verified (not populated). CBE will need to transfer local information to the new register. The best way to complete this task will be discussed and reviewed. | HR Manager WHS and Infrastructure Officer | NOV18 | New | In progress | Medium |
| 2018/03/002 | OSLO trained persons Ascertain which areas or schools do not have formally trained OSLO staff, then contact managers to nominate staff to be trained as OSLOs | Secretariat | NOV18 | New | New | Medium |
| 2018/03/003 | ECO training Contact ANU Fire Safety to see when the next ECO training sessions will be scheduled so that wardens can enrol for required training. Once advice has been received, it will be forwarded to ECO members for their information and action. | Secretariat | NOV18 | New | New | Medium |

| New Action Items | | | | | | |
|------------------|--|------------------------------------|-------|-----|--------|----------|
| ID | Description | Responsibility | Due | Age | Status | Priority |
| 2018/03/004 | WHS Induction list A check list to be compiled for all new staff for distribution. Managers need to be reminded that new staff need to be inducted. | Secretariat HR Manager | NOV18 | New | New | Medium |
| 2018/03/005 | Asbestos Compliance CBE to check and advise that asbestos compliance procedure is being followed, and to email Director HR that CBE is complying. | Infrastructure Manager | NOV18 | New | New | Medium |
| 2018/03/006 | Break Glass/door issues in Arndt Talk to professional staff in RSE who are aware of problems with individuals being shut in teaching spaces after hours and determine whether arrangements have been made to unlock or provide swipe free access specific teaching rooms after hours, Discuss problems encountered and process moving forward including recording and reporting of these issues. | Infrastructure team | NOV18 | New | New | Medium |
| 2018/03/007 | Email to staff locked in rooms Send an email to staff advising if they are locked in a room after hours, that they break glass to release door (or call Security). Mention also to be made at next staff meeting. RSE staff should provide advice to Infrastructure team indicating whether classes or adhoc booking. | Infrastructure Manager | NOV18 | New | New | Medium |
| 2018/03/008 | Document Camera concerns Information to be collated and sent to the Chair who will then communicate with DVC (Academic) on the issue. | WHS and Facilities Officer Dean | NOV18 | New | New | Medium |
| 2018/03/009 | Cleaning and rubbish concerns Draft an email addressing new cleaning and rubbish arrangements to be sent to Chris Grange. | Infrastructure Manager Dean | NOV18 | New | New | Medium |

3. WHS Management System Reporting

3.1 CBE WHS Performance Report August 2018

The report was reviewed and accepted noting the following:

- There have been 41 incidents reported in the last quarter, which is 10 more incidents than we had reported at the same time last year.
- First aid and first aid refresher training by staff was recorded.
- The CBE Hazard Register needs to be reviewed. WEG have sent through a new template to assist with the review. The purpose of the review is to verify the local area data rather than populate the document. There are no significant changes to the template, but amendments have been made to the matrix. The matrixes will need to align. This will then be incorporated into the ANU register, which will be communicated back to senior management to assist in strategic planning.

3.2 WHS Audits and inspections

- Annual inspections are progressing and should be completed by October.
- General WHS inspections have been delayed due to short staffing in the WHS and Infrastructure teams.
- RSM audit has finished. Issues raised included:
 - Induction process – inductions need to be documented, and signed documentation filed. Mention was made that a new process is planned.
 - Not all staff are aware of Figtree and the reporting process.
 - WHS noticeboards – some items were not in place on noticeboards
 - ECO training:
 - There is evidence indicating that first aiders are trained.
 - There are a number of fire wardens who have not had any training. ECO members should attend the training every 12 months. Some of the feedback relates to the ECO training being full and waitlisted, or the dates, times have not been practicable for wardens.

- Comcare will be undertaking an audit in November, primarily focusing on WEG, and implementation in local areas.

3.3 WHS Training

- HSRs have undertaken their refresher training; only one HSR needs to complete refresher training.
- Extinguisher training is to be organised at a date to be determined for wardens.

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

- Asbestos found or suspected to have been found in schools
 - Facilities and Services are responsible for keeping this information up to date including kilns, new material, or plant equipment bought by schools or other areas on campus
 - CBE plant rooms are owned by Facilities and Services. They take control of these services including asbestos issues related to that, or other hazardous materials. There are gaps in equipment such as labs, kilns, heater stirrers not owned by Facilities and Services. Non Facilities and Services equipment is not the responsibility of Facilities and Services to register. Project Officers on projects are responsible for reporting or updating the register. CBE do not need to have their own register, but do need to be aware of what is on the register. If asbestos is suspected an external assessor could be hired, but it would be unlikely to find an asbestos issue as it was banned in Australia in 2003.
 - Windows in the Copland building are sealed with putty that contains asbestos. Facilities and Services have stickers (as identified in the asbestos management plan) for identifying asbestos in situ, ie if asbestos is identified in a ceiling or roof space sticker on the cornice identifying the presence of asbestos in the ceiling above. Maximo requests have been logged for the Copland windows to be labelled but as the window putty is sealed it is considered a low priority (and quite safe in its current form).
- New Working off Campus Policy (formerly known as fieldwork policy) is now available and has a risk assessment link; this is frequently used and associated with school trips and student travel. The procedure was updated to provide clarification between work off campus and field work, ie conferences, field work, or exchanges in other universities. Elements for consideration including the risk assessment are not loaded or attached to the policy or policy library but sits on the main WHS webpage (required changes can be made faster that way), although it is still linked to the procedure.
- A number of complaints with regard to Figtree. There is some confusion on the difference between an incident and a hazard. The landing page in Figtree is the incident reporting page. A new button will be added to simplify the process.

5. Legislative/Legal and Other Requirements Update

- Change in the international standards, from 18001 to 45001 takes effect from next year regarding WHS management systems, not major changes, just an update of the standard, no impact on the college or university.

6. Policy and Procedure Review

- Updated procedures updated include:
 - Safe management of asbestos and synthetic mineral fibre
 - Chemical management
 - Working safely away from campus
 - Radiation
- Some policy and procedures have been repealed, but this is because of the changes or updates to other procedures, one being the campus bicycle management procedure

7. Other Business

7.1 Infrastructure Report

- The CBE infrastructure report was discussed.
- New infrastructure progressing well and should be completed ready for first semester

7.2 Emergency Procedures/Drill Update

- An email was sent to lecturers and tutors providing advice of required actions and procedure out of hours, and who can cancel classes or lectures. Examinations will be sending similar advice to invigilators.
- An emergency drill was held in Building 26C on 9 July.

7.3 Break glass preferences in Arndt building teaching spaces

- Discussion concerning break glass in teaching rooms. Security reviewed and confirmed break glasses in all rooms. Although RSE had asked for the break glass to be replaced with green push buttons, the break glasses are more effective in an emergency situation as the door will open and stay open, whereas the green button needs to be pushed again and again.
- Break glass boxes are reset by Security officers
- Broken or damaged break glasses should automatically be acknowledged by Security or be reported to Security for repair.
- Ad hoc bookings are problematic with doors not set to be open for after-hours makeup classes, workshops or events.
- The Chair felt that the University should determine the need and installation of green buttons. Not adverse to install the green buttons in the future as long as it is coordinated centrally.
- Security have been leaving teaching rooms open until 9.30 pm (where classes finish at 9.00 pm) to allow people to exit rooms or buildings in good time.
- Concerns that recommending break glass to exit rooms if locked in, equipment access and security of items, such as computer labs, could be a problem.
- By breaking glass it may provide an evidence base that green push buttons should be considered or installed.

7.4 Height adjustable desks for document cameras

- Incidents reported from RSE staff with regard to the height of the document cameras, causing back pain, not specific to CBE but across campus.
- Some issues have been reported on Figtree with regard to the document cameras in the lecture theatre on Barry Drive.
- Maximo service request was submitted to AV and IT services some time ago to investigate, advice was sent advising that the cameras were being looked into, but that was some time ago. Came through Figtree and as an action item logged a job with AV.
- Information will be collated and provided to the Chair who will send advice to Marnie.

7.5 New cleaning arrangements and the new rubbish bins

- Some staff have issues with the timing of the vacuuming of offices. Arrangements are that public areas and the Executive space be cleaned before other areas which is the likely cause of offices being cleaned at the later time.
- Incident on 9 August – staff member noticed broken glass outside the lift on the mezzanine level, was not cleaned the following morning/day. Security or Waste cleaning services could be called with regard to broken glass.
- Staff are frequently noticing overflowing bins on all levels.
- Additional bins cannot be requested or provided at this time. A review will be conducted at some time in the future to determine if, or how many, more bins will be required.
- Vacuuming is continuing after 9.00 am. Would it be possible to do the noisier cleaning at an earlier time? Suggestion that an email be drafted and sent to the ANU's Chief Operating Officer from a college level addressing concerns about the new cleaning arrangements specifically bins and vacuuming, stating that vacuuming be completed prior to 8.00 am.

7.6 International travel risk assessment and mitigation – CBE Staff and students

- This will be discussed at the next WHS meeting in November as the RSM HSR was not available to participate in the meeting today.

- Need early planning, travel approvals have sometimes been done retrospectively, or a day or two, or a short time prior to travel causing a short time to conduct risk assessments before being signed off.
- Travel forms should prompt for a risk assessment.

7.7 Hazard alerts

- Hazard Alert for LP Gas Bottle safety in BBQ appliances following an incident at the School of Music.

8. Communication Arising from Meeting

No matters arising.

9. Next Meeting

The CBE WHS Committee Meeting 4/2018 is scheduled for Monday, 26 November 2018 commencing at 1.30 pm.