

# Minutes

COMMITTEE	<b>CBE WHS Committee</b>
MEETING NO.	02/2017
DATE / TIME	1 May 2017, 3.00pm
VENUE	Building 26C, CBE, 257, Board Room
ATTENDING	Professor Ian Clarke, Dean (Chair) Yana Potrebica, 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 Gerard Patron, WHS Consultant, WEG Naomi Somerville, WHS & Facilities Officer Zachary Ong, Observer
APOLOGIES	Cathy Haberle, WHS Committee Secretariat, WEG

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## 1. Welcome and apologies

All Members were welcomed and introduced. The Dean thanked Mr Zachary Ong for agreeing to Chair the last Committee meeting during the transition process to the new CBE Dean.

Apologies were noted (as listed above)

## 2. Confirmation of previous Minutes

The Committee noted its acceptance of the minutes from the previous meeting 01/207 held on 20 February 2017. Minutes accepted by General Manager, seconded by RSFAS HSR.

## 3. 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.

## 4. Review CBE WHS Hazard Register

HR Manager presented Hazard Register documents which need to be populated to include all CBE related hazards and controls in the workplace. The draft Hazard Register will be updated and presented at the next CBE WHS Committee Meeting and also published for all to view on the CBE intranet.

These documents are fluid and will require ongoing review and update.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/02/001 SD 01/05/2017	Hazard Register to be presented at CBE WHS Committee Meeting 03/2017	WHS & Facilities Officer HR Manager	July 2017	New	New	High

## 5. Review CBE WHS Workplace Schedule

Two inspections per year are required; the first inspection includes Area Supervisors and the second is to be completed by WHS Committee members.

CBE Workplace Inspection Guidelines Schedule and worksheets were accepted by the committee. RSM HSR identified the need for HSR's to be involved with all inspections in order to show support and also create awareness to staff in the workgroup of the role of the HSR.

The committee noted this is a significant task and supports this involvement if manageable with individual HSR workloads

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/02/002 SD 01/05/2017	Draft email for Dean to communicate role of all area managers who need to be involved in WHS Inspections.	WHS & Facilities Officer  Dean	May 2017	New	New	High
2017/02/003 SD 01/05/2017	Update the inspection worksheets to include identification of any hazardous materials for the hazard Material register.	WHS & Facilities Officer	May 2017	New	New	High
2017/02/004 SD 01/05/2017	Forward invitations including maps, inspection worksheets and guidelines to Supervisors and HSR's for the Supervisor WHS workplace inspections to be completed before the next WHS Committee Meeting.	WHS & Facilities Officer	May 2017	New	New	High

## 6. Incident Report

CBE WHS Quarterly Performance Report was reviewed. Transportation of injured staff members was discussed at length and the following agreed:

- Medical attention is to be requested where necessary (Health first, cost is secondary)
- In an emergency where urgent medical attention is necessary always call an Ambulance. Staff should not drive colleagues to the hospital.
- Cost / payment of Ambulance will be determined on case by case basis.

- Individual's emergency contact is to be contacted in the event the emergency services are not required.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/02/005 SD 01/05/2017	Inform managers of process at the next CBE managers meeting.	HR Manager	June 2017	New	New	Medium
2017/02/006 SD 01/05/2017	The CBE WHS intranet will be updated to communicate the points listed in action item 2017/02/005.	WHS & Facilities Officer	June 2017	New	New	Medium

It was noted that incident reporting will be transferring to the Figtree System in July 2017.

## 7. Infrastructure Report

WHS Officer provided an update on Union Court key issues.

RSE are expected to be the first group to be impacted by the works, proposed to commence on Kingsley Lane in May.

CBE has arranged for hot desk rooms for academic staff when they require respite from construction noise. Noise cancelling devices / industry rated hearing protective equipment are currently under investigation.

The noise is not expected to be loud enough to cause hearing damage however it will create "nuisance noise" that will be very distracting.

CBE Infrastructure Manager will provide CBE Executive and Managers with a monthly update on Union Court progress, standing item on agendas and it was agreed that CBE WHS Officer provide this committee with a regular update.

Action Items						
ID	Description	Responsibility	Due	Age	Status	Priority
2017/02/007 SD 01/05/2017	Standing item on future agenda's - Union Court update	WHS & Facilities Officer	May 2017	New	New	High

## 8. Legislative Updates

This is a standing agenda item. No Legislative updates were noted for this meeting.

Work Environment Group is investigating possible subscriptions for the university to have better access to legislative updates in the future.

## 9. Other Business

WHS and Facilities Officer advised the agenda for future CBE WHS Committee is currently under review and once approved by the ANU WHS Committee will be adopted.

## **10. Next Meeting**

The next CBE WHS Committee is currently scheduled for the following dates.

These meeting dates have been scheduled 2 weeks prior to the scheduled ANU WHS Committee Meetings.

03/2017      31 July 2017

04/2017      03 October 2017