



## Minutes

COMMITTEE	<b>CBE WHS Committee</b>
MEETING NO.	01/2019
DATE/TIME	18 March 2019, 1.00 pm
VENUE	CBE Boardroom, Room 257, CBE Building 26C
ATTENDING	Professor Steven Roberts, Dean (Chair) Andrew Hughes, Co-Chair and RSM HSR Tina Kao, RSE HSR Grant Pearson, RSA HSR Patricia Dennis, RSFAS HSR Richard Farran, HR Manager (General Manager's Nominee) Joanne Fitzpatrick, Interim General Manager Naomi Somerville, WHS and Facilities Officer Linda Parker, WHS and Facilities Officer (Secretariat)
APOLOGIES	
OBSERVERS	Dannielle Conway, WHS Consultant Mark Mulligan, Associate Director, Work Environment Group

### 1. Welcome and apologies

- Welcome to newly appointed Co-Chair (RSM HSR).
- Welcome back to the Associate Director, Work Environment Group. (WEG representation will vary at future CBE WHS Committee meetings.)

### 2. Previous minutes

#### 2.1. Confirmation of previous minutes

The Committee accepted the minutes of the previous meeting 04/2018 held on 5 December 2018 with the following changes.

Items raised on the minutes 04/2018:

Asbestos compliance: The matter resolved following feedback received after the Infrastructure Manager sent an email regarding the responsibility lying with Facilities and Services.

Document cameras in lecture theatres at CBE: There is disappointment that incidents have been logged on Figtree and with the lack of follow up centrally. As lecture theatres are a central university responsibility, responsibility should not revert to CBE, and the college should not be responsible for the purchase of new document cameras. There is a risk that CBE will purchase the new items and there may be a problem with them. A trial has been taking place in one of the CBE lecture theatres, in conjunction with ITS, which has been successful.

## 2.2. CBE 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.**

- Dyson heater audit
  - Progress is being made. The Infrastructure and WHS Support Officer is currently meeting with the School Managers and reviewing documentation. The Infrastructure team are meeting with Facilities and Services (F&S) on Wednesday to ensure everything is in place, to discuss why the Dyson heaters are being utilised and how F&S can provide alternatives and resolve this issue.
- Formation of WHS sub group working party
  - This is something that should be centrally coordinated, as there is a limit to what can be done by the College, this would then be more effective across the university. A WEG representative will be invited to participate in the working party. WEG advise that they are currently recruiting a new staff member who will work on a range of strategies including injuries and cause, and will advise once the staff member is in place.
- Test and tagging
  - Test and tagging should be a centralised task through ITS, who should test and tag computers and IT items, prior to installation. The test and tagging policy is fine, but there is only one person on campus that does test and tagging. This has been raised at the University WHS committee meetings but nothing has come of it.
- Electronic filing of travel risk assessments
  - Confirmation that risk assessment attachments do not automatically flow through to personal files. This is with regard to travel applications and risk assessments uploaded to eForms and where they go, they are permanently stored in the eForm system. They do not go through to ERMS which would be the preferred and most accessible way to access the documents. It has been raised with the eForms team as a suggestion for improvement in case a document needs to be retrieved. Travel risk assessments can be retrieved through the travel system. If field work is nominated on a travel form, the system will prompt for a risk assessment to be completed. For travel to a conference overseas it will not request a risk assessment. Very few risk assessments are required in CBE. Global Business Immersion tours lodge risk assessments, for the tour and all attendees, not necessarily for each staff member or student.
    - Action item: Follow up on Global Business Immersion tours regarding staff records – WHS & Facilities Officer.
- WHS Communications
  - WHS items, in the form of a one page summary document with key points and highlights, will be shared with teams and schools, to attach to their agenda for meetings. Inclusion of the WHS Executive report on the CBE intranet for all staff to access, check with HR Manager that there is no issue with the content before uploading.
    - Action item: Send one page WHS summary to teams and schools for inclusion in meeting agendas. Upload WHS Executive Reports on CBE intranet. WHS & Facilities officer and HR Manager.
- Induction Pack.
  - The induction program is quite involved, and one of the key deliverables will be the handbook. A slide set, and speakers notes will also be available. The latest version of the handbook will be accessible online. The handbook is being reworked after feedback, and will then be reviewed again. WHS content is included.
- First aid kits
  - First aid kits are due for their annual check and restock this Thursday by Parasol First Aid. Currently an annual check of kits is in place, but suggested they be checked on a six monthly basis.

### 3. WHS Management System Reporting

#### 3.1. CBE WHS Performance Report February 2019

The report for 7 November 2018 to 14 February 2019 was reviewed and accepted noting the following:

- Eight incidents were reported for this period.
- There were 56 incidents and hazards reported in 2018 in the CBE work group.
- Several more items were reported since the report was compiled and will be addressed in the next performance report including: Traffic hazards on Kingsley Street, including traffic hazards on Childers Street and University Avenue (which is out of both CBE and the University's jurisdiction), a fall, and the Arndt lift emergency phone was disconnected.
- It is encouraging that more incidents, hazards and near misses are being reported.
- Figtree and Insight will merge later this year, possibly in May.
- Improvement is underway to separate the reporting of hazards and incidents for each work group or school.

#### 3.2. WHS Audits and Inspections

- RSM Audit
  - Corrective actions:
    - The CBE WHS Quarterly performance report is being updated and information more specific to the schools.
    - A CBE WHS Plan to be created. Waiting on the WEG WHS handbook (which will be instructional giving steps on how to comply) to be finalised and distributed so the improvement plan can be the same as all other areas, before proceeding with the document.
    - WHS training issues per the WHS training matrix were identified. Proof of HSR training records and Due Diligence training were two of the areas addressed.
    - There is a preference to have all RSM corrective action items completed by the next committee meeting. The WHS & Facilities officer to confer with the General Manager if there are issues in finalising corrective actions before the next meeting.
- RSFAS have an audit scheduled for May 2019 and RSA in May 2020.

#### 3.3. WHS Training

- Two staff members have completed the OSLO pulse module.
- The first round of ECO training was held on 1 March. The next ECO training session is scheduled for June. The ANU ETS Officer (Fire and Emergency) has advised that in-house sessions are no longer available but ECO training could be outsourced with FERST.
- HSRs have been reminded that they need to undertake initial training or their annual refresher training.
- The Chair encourages WHS training, including external training, for committee members or WHS and Infrastructure team members.
- The CBE WHS Training matrix is being progressively updated. Problematic with staff/role changes and lack of access to training records.
- Request for compilation of list of training as required in the WHS Training matrix for all Committee members, to be sent to the GM and cc Chair.
- The Chair has asked that all Committee Members complete the Occupational Strains and Liaison Officer (OSLO) training.
  - Action: Future CBE WHS Performance Reports should also include statistics on current training status including how many staff are due to complete training. WHS & Facilities Officer
  - Action: Identify training completed as required by the WHS Training matrix for all Committee members and send to the GM and cc Chair. WHS & Facilities Officer
  - Action: CBE WHS & Facilities Officer to organise Committee members to have access to the Pulse OSLO training module

- Action: All Committee members to complete OSLO training.

4. Summary of issues and items for action from University WHS Committee, Advisory Committees and subordinate WHS Committees

- Insurance
  - ANU staff who travel have insurance coverage, but there have been questions about pre-existing conditions and whether those affected staff are covered. Initially it appeared that these staff members were not covered, but legal and other areas have investigated and the position of the university is more apparent. If there are pre-existing conditions, and the staff member's health is currently stable, and there have been no issues in the last year, then an individual should be covered. More communications will be sent to staff and there may be an update of the online travel form. If a staff member with a pre-existing condition has not been to a doctor about that condition in the last year they should be covered, but if they are concerned, they should go to a doctor to get a certificate that they are okay to travel. Final wording from the University WHS Committee will be available when the minutes are released.
- Comcare audits
  - Comcare, with regard to the University's self-insurance licence and WHS Management system, nominated which schools or areas of the university would be audited. A sample of 107 criteria was applied to different areas to check the level of compliance with regard to self-insurance. The bottom line resulting with a 48% compliance rate from those criteria. This included 56 non-conformances, the remainder being conformances or conformances with observations. This has resulted in the generation of an extensive corrective action plan which was put forward to the university committee meeting in February, which was endorsed. The goal is to move from 48% compliance to 65% compliance by November this year. Why 65%? For a first year self-insurer, Comcare see the university as an emerging self-insurer so there is some latitude in implementation of the system. The desktop audit of the University's WHS Management system in 2018 stated that the University had the capacity to comply but that is different actually complying. The university needs to demonstrate that it can improve to 65% compliance by November and the corrective plan has been shaped to get to that target. Some of the items are far more complex and have a longer lead time to deliver, and have been pushed out to 2020 in the corrective action plan. There is a lot of work to do particularly with regard to hazard management, training and planning that needs to be in place by November. For major non-conformances, hazard management encountered 21, a lot of that had to do with consistencies for example in the application and completion of risk assessments. The audit found eight different risk assessment templates across the schools visited. Inconsistencies in training in terms of quality or the presence of local training matrixes; the way that completed training is recorded; the way that the University tracks and monitors people who are not current in their training or due for a refresher and may need a reminder. Training had 11 non-conformances and planning had six non-conformances. A number of administrative measures can be put in place before November.
- Road extension and traffic activity around CBE were raised. Concerns about traffic and safety including students who are new to the university and unfamiliar with the area, and staff who have been here for a number of years. The road and footpaths are not clearly defined. Traffic calming measures are required. The four pylons supporting the bridge have had some protective supports ordered but they were not the correct type. There is concern of structural damage if a vehicle hits one of those supports. The job is sitting under major projects and is considered a major risk. WEG encourage people to continue to log hazards or incidents on Figtree and Maximo and cross reference them to escalate them accordingly.
  - Action item: Raise the pylons (lack of bollards) and Kingsley Street traffic calming measures in Figtree. WHS & Facilities Officer
- The Associate Director WEG reported cyclists on University Avenue are a hazard. There have been multiple reports in the Figtree reporting system. Solutions are under consideration.

## 5. Legislative/Legal and other requirements update

No updates were identified.

## 6. Policy and Procedure Review

No policies or procedures were identified for review.

- Compilation of WEG Handbook underway.

## 7. Other business

### 7.1 Infrastructure Report

- New projects
  - Allan Barton Forum new kitchen and terrace upgrade are starting this week.
  - HW Arndt terrace upgrade is scheduled to commence this week.
  - The Arndt Administration office and lift refurbishments have not yet commenced.
- No disabled access in place next to PAP Moran for access to Kambri precinct.
  - Action: Technical Advice Request is to be raised in Maximo in order to discuss options for improvement. WHS and Facilities Officer.
- Security
  - Concerns over theft of café food from kitchenette fridge. Issue discussed and the security post, that utilises the kitchenette after hours, will remain in the kitchenette and the fridge will be padlocked.
  - Personal safety. If staff or students are leaving at night, they can and should call security to escort them to their vehicle. Provide a reminder to staff and students to be mindful of tailgating entering buildings or car parks, of when Security are in the CBE buildings, what services ANU Security can offer, and that security can be contacted and advised that they are in the building after normal working hours. There have been a number of break-ins to the Kingsley carpark over the years at night. Security are aware of homeless people in the CBE precinct, CBE has toilets and showers and facilities and they feel safe here, and there are areas on campus they go for free meals.
    - Action: An email to be sent regarding working late or alone and suggest ways to stay safe. WHS and Facilities Officer

### 7.2 Emergency Procedures/Drill update

- The WHS and Infrastructure team met with the CASS building custodian as we share the Copland Building. The College's Emergency Planning Committee (ECP) will mesh the CASS building custodians and wardens with CBE's.
- For future building drills and evacuations, the entire Copland building will be evacuated, both the CBE and CASS areas in that building.
- An emergency evacuation occurred in Building 26C on 17 January. Brigade officers were in attendance. The alarm was caused by plaster dust from renovations on level 3; the area had not been correctly isolated.

### 7.3 WHS Kiosk and new noticeboards in CBE Building 26C

The new kiosks and notice boards are now in place and are functioning.

### 7.4 Early Intervention Funding Scheme

The Work Environment Group has provided advice that the University's early intervention funding scheme have been updated.

- Action: HR to email this advice to school managers and functional managers for awareness.

## 8. Communication arising from meeting

Chair will continue to communicate about the roads and bridge support pylons.

## 9. Additional Items

- External lighting outside and around CBE buildings, including in Kingsley carpark, is a concern. A suggestion was put forward for angled lighting for pedestrians and access points to the carpark.
  - Action: Send request through to have lighting in the precinct assessed and checked. WHS and Facilities Officer
- Bus services on campus. Concerns over the time bus services finish and where students park on campus. Some PG classes start at 6.00 pm.
  - Action: Confirm bus timetables and Security services for whole of campus service. WHS & Facilities Officer
- No disabled access in place next to PAP Moran (building 21) for access to the Kambri precinct.
  - Action: Follow up on technical advice required request which may have been raised in Maximo in order to discuss options for improvement. Check whether there is a compliance issue. WHS and Facilities Officer.
- A fruit fly problem addressed in some open area offices from unemptied bins on level 2. The problem appears worse after weekends. Staff who have opted to keep under desk bins should empty their office bins on Friday afternoons, into the larger communal bins.
- Some concerns about lack of wet floor signage. The wet floor signage is not being left long enough, or until the floors are dry.
- Small fridges have been purchased for expressing mothers to use in their offices.
- John Dedman building demolition
  - Action: GM to email all staff with a progress updates.
- Kambri related issues
  - RSM HSR reported power points located in stairs of Kambri lecture theatres are a hazard. People trip over persons sitting on the stairs charging their laptops.
    - Action: RSM HSR will raise a Figtree hazard report
  - Lecturers would like updates for when works are occurring that may disrupt lectures

## 10. Next meeting and action items

The next meeting is scheduled for 17 June 2019.

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

### 11. New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
2019/01/001	Follow up on Global Business Immersion tours regarding staff records	WHS & Facilities Officer	New	Risk assessments attached to e-form travel applications are permanently stored in the e-form system and are not automatically attached to personal files. In the travel e-form system if staff nominate conference they will not be prompted to complete a risk assessment through the system.
2019/01/002	One page WHS document to be provided to teams and schools for inclusion in meeting agendas. Upload WHS Executive reports on CBE intranet.	WHS & Facilities Officer HR Manager	New	Share key points and highlights of WHS meeting and issues with teams and schools. WHS & Facilities Officer to confer with HR Manager that content in the executive report has no sensitive content before uploading on the intranet.
2019/01/003	Future CBE WHS Performance reports will include statistics on current WHS training status including how many staff are due to complete training	WHS & Facilities Officer	New	The training advice should include those who are due for refresher training.
2019/01/004	Identify training completed as required by the WHS Training matrix for all Committee members and send to the GM and cc Chair	WHS & Facilities Officer	New	Compile list of WHS training completed by WHS Committee members.
2019/01/005	Organise for all Committee members to have access to Pulse OSLO training module	WHS & Facilities Officer	New	Arrange for WHS Committee members to have access to complete the OSLO Pulse module.

2019/01/006	All Committee members to complete the Pulse OSLO module	All CBE WHS Committee members	New	All WHS Committee members are to complete the full OSLO training, including the WHHR41 OSLO Practical session which can be booked in HORUS.
2019/01/007	Raise the pylons and lack of safety bollards and Kingsley Street traffic calming measures in Figtree	WHS & Facilities Officer	New	Hazards to be logged in Figtree.
2019/01/008	Email to be sent to all staff members regarding working late or alone in the college	WHS & Facilities Officer	New	Email to be sent to all staff to provide suggestions of staying safe after hours.
2019/01/009	Request F&S to conduct check and assessment of lighting in the CBE precinct	WHS & Facilities Officer	New	Additional lighting may be required. Facilities and Services to check lights and complete light audit.
2019/01/010	Confirm bus timetables and Security services for whole of campus	WHS & Facilities Officer	New	Seek confirmation on bus or security services available on campus, particularly after hours.
2019/01/011	No disabled access in place next to PAP Moran Building 21 for access to Kambri. Follow up on technical advice required request which may have been raised in Maximo.	WHS & Facilities Officer	New	Technical Advice Request is to be raised in Maximo in order to discuss options for improvement and check whether there is a compliance issue.
2019/01/012	Email advice to school managers and functional managers regarding Early Intervention Funding Scheme	HR team	New	
2019/01/013	Email staff with progress updates with regard to John Dedman building demolition	General Manager	New	

2019/01/014	Figtree hazard report to be raised concerning power points located on stairs in Kambri lecture theatres and tripping concerns	RSM HSR	New	Hazard to be reported on Figtree.
2018/04/001	Green door release buttons.	Infrastructure Manager	Ongoing	Place instructions (with image) near all existing green door release buttons/devices.
2018/04/002	Pulse Workstation assessment module.	WHS team, Chair and General Manager	Ongoing	Complete the workstation assessment module to have a better knowledge of the process and assist the OSLO team during high demand. The Chair and General Manager will also complete the module.  WHS team have completed the training.
2018/04/007	Formation of WHS sub group working party.	WHS team	Ongoing	Following the number of injuries and incidents on Figtree, recommendation that a WHS sub group working party be created to consider how to reduce the number of injuries, type of injuries and reporting. A new WEG staff member commences soon and will participate in the group.
2018/04/008	Research School of Management (RSM) audit and resulting actions.	WHS team, General Manager and HR Manager	Ongoing	RSM response to audit to be sent to Committee members for information. Before the next WHS Committee meeting the WHS team, General Manager and HR Manager to look at audit document and discuss actions required
2018/04/010	New, larger monitors for Research School of Accounting (RSA).	WHS & Facilities Officer	Ongoing	Each of the 43 inch monitors installed in RSA will be assessed on a case by case

				basis to insure installation is safe and secure. Checklist will be updated to ensure users are aware of the risks and take appropriate actions to prevent injury.
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 and WHS & Facilities Officer	Ongoing	In progress.
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 and HR Manager	Ongoing	In progress.

## 12. Completed action items

Action ID	Description	Responsibility	Status	Notes
2018/04/005	Asbestos Information session for CBE staff prior to John Dedman building demolition.	Infrastructure Manager	Complete	John Dedman building demolition will occur over the next few months. Lendlease have offered to bring in an asbestos hygienist to provide an all staff information session.
2018/04/006	Risk assessments, related attachments and eform process.	HR Manager	Complete	Risk assessments are meant to be attached to travel applications on ANU eforms. The travel application is filed but the attachments do not flow through to personnel files. This creates a manual handling workload due to the inefficient system. Eforms administrators need to address that the automatic filing capability

				be modified for the attachments to flow through as well. Contact eforms about the process and possible modification.
2018/04/003	Asbestos Containing Materials (ACMs)	Infrastructure Manager	Complete	F&S has responsibility for labelling of ACMs comprising building fabric. The labelling program is awaiting approval by the ANU WHS Committee.
2018/04/004	Break Glass instruction email.	Infrastructure Manager	Complete	Email was sent to all staff including imagery of the break glass units and instructions to use them if unable to escape, noting use of the glass will not trigger a fire brigade call out or evacuation.
2018/04/009	Election of new Co-Chair.	HR Manager	Complete	Andrew Hughes nominated as co-chair.
2018/03/008	Confirm where modifications to document cameras in lecture theatres, across campus, stands. Forward latest email to the Dean who will forward a response to the Director, Information Technology Services.	Infrastructure Manager	Complete	There is no whole of campus program to upgrade Tier 1 lecterns or document cameras; however, areas including the Crawford School and College of Law have upgraded their Tier 2 facilities. CBE's lecture theatres are Tier 2 meaning any upgrades that do not fall under regular maintenance are College funded.
2018/03/009	Draft email with regard to cleaning and rubbish concerns for Chief Operating Officer (COO), or to the Director of Facilities and Services and ccing the COO. Contract delivery is not the issue but the timing of the cleaning.	Infrastructure Manager	Complete	Addressed via whole of ANU review by A/Associate Director Operations and implementation of regular contract accountable audits.

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	Complete	
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### 13. Administrative Standing Action Items

Action ID	Description	Responsibility	Status	Notes
6.1	<p>Post WHS Committee/Advisory Group meeting please email information requested below, as soon as practicable (Within the current week) to <a href="mailto:whs@anu.edu.au">whs@anu.edu.au</a></p> <p>Information Required:</p> <ol style="list-style-type: none"> <li>1. Committee/Advisory Group name</li> <li>2. Meeting Number</li> <li>3. Date</li> <li>4. Number of Members</li> <li>5. Number of Members actually in Attendance</li> <li>6. Attendance Percentage.</li> </ol>	Chair/Secretariat	Sent	<p>Provide details</p> <ol style="list-style-type: none"> <li>1. CBE WHS Committee meeting</li> <li>2. 01/2019</li> <li>3. Monday 18 March 2019</li> <li>4. 10 members</li> <li>5. 9 members 2 WEG representatives</li> <li>6. 90%</li> </ol>
6.2	Email a copy of unconfirmed meeting minutes to <a href="mailto:whs@anu.edu.au">whs@anu.edu.au</a> no later than 2 weeks after closed meeting.	Chair/Secretariat		
6.3	Email a copy of final confirmed meeting minutes to <a href="mailto:hssystem@anu.edu.au">hssystem@anu.edu.au</a> to be published. Do this as soon as the committee meeting minutes are indorsed.	Chair/Secretariat		

	<p>In email give instruction to publish the pdf document (un watermarked) against your respective local area heading provided in the link below: <a href="https://services.anu.edu.au/planning-governance/governance/local-work-health-and-safety-whs-committees">https://services.anu.edu.au/planning-governance/governance/local-work-health-and-safety-whs-committees</a></p>			
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