



Minutes

| | |
|-------------|--|
| COMMITTEE | CBE WHS Committee |
| MEETING NO. | 04/2018 |
| DATE/TIME | 05 December 2018, 1.00 pm |
| VENUE | CBE Boardroom, Room 257, CBE Building 26C |
| ATTENDING | Professor Steven Roberts, Dean (Chair) Tina Kao, RSE HSR Mikheal Meece, CBE Administration HSR Grant Pearson, RSA HSR Naomi Somerville, WHS and Facilities Officer Richard Farran, Human Resources Manager (General Manager's Nominee) Gerard Patron, WHS Manager, Work Environment Group Dannielle Conway, WHS Consultant Joanne Fitzpatrick, General Manager Linda Parker, WHS and Facilities Officer (Secretariat) |
| APOLOGIES | Patricia Dennis, RSFAS HSR |
| OBSERVERS | Tracy Skinner, Senior School Administrator, RSFAS |

1. Welcome and apologies

- Tracy Skinner attended the meeting in place of the RSFAS HSR.
- A reminder to Committee members to send apologies if unable to attend the WHS Committee meetings and for HSRs to arrange alternates to attend if they are unavailable to attend.

2. Previous minutes

2.1. Confirmation of previous minutes

The Committee accepted the minutes of the previous meeting 03/2018 held on 3 September 2018.

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.

- The green release buttons have been installed in all teaching rooms in the Arndt Building. RSE are pleased with the new installations and an email has been sent to all RSE staff advising of the new arrangement.
 - Action item: Infrastructure Manager to place instructions (with picture) near all existing green door release devices.
- Dyson heater audit. Progress is being made to replace and remove all of the remaining portable Dyson heaters before the cooler weather arrives next year, and having alternate heating arrangements in place. Eight rooms were identified as requiring heating after hours. A service request was raised; Facilities and Services are responsible for the modifications and installation of heating in the affected rooms.

- Hazard Register – There has been a change to the risk matrix. There is a requirement to transfer the old information on to the new template. The WHS and Facilities Officer and HR Manager are working on this.
- Discussion on whether there are enough OSLO staff in the College. There are currently five OSLO staff. A new staff member is to undertake training as an OSLO as part of their job description. A flow chart is being put together encouraging 90% of staff to undertake self-assessments of work stations. Those needing additional advice can arrange an assessment with an OSLO, or seek expert advice from the Work Environment Group. If a staff member submits an item through Figtree it is considered a hazard, and a case manager will be assigned. Once the flow chart is complete it will be distributed to staff.
 - Action item: A recommendation that all of the WHS team 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.
- Emergency Control Organisation (ECO) training has been scheduled for 11 December. All CBE ECO team members have been sent advice encouraging them to enrol if they have not undertaken the training in the last 12 months.
- WHS inductions. HR are working on a new induction process that includes WHS content. WEG are working on introducing university level inductions and orientation.
- Break glass – Draft email for staff advising that they can break glass if they are trapped in a building or room if there is no green button.
 - Action item: Infrastructure Manager to draft email.
- Document Cameras.
 - A number of staff have logged incidents on Figtree regarding document cameras in lecture theatres and back injuries. This matter is currently sitting with ITS/AV. CBE are considering purchasing free standing height adjustable tables where the document cameras can sit on the tables. Repeated injury incidents are being logged following a delay in resolving this issue. Concerns that more individuals have been affected by the cameras but a culture may exist where these concerns are not being raised or pursued.
 - Concern and disappointment that incidents have been logged on Figtree and 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.
 - Action item: Infrastructure Manager to confirm where modifications to document cameras are across campus, and to forward latest email to the Dean who will forward a response to Director Information Technology Services.
- Cleaning and rubbish concerns. Cleaners are vacuuming after 9.30 and interrupting meetings and there are issues with vacuum cords being trip hazards and toilets being closed for cleaning after 9.00 am. Discussion on preparation of email to the 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.
 - Action item: Infrastructure Manager to draft an email.
- Touch screen noticeboards should be in place by the end of January or early February.
- John Dedman building demolition will occur over the next few months. Lend lease have offered to bring in an asbestos hygienist to provide an all staff information session.
 - Action item: Infrastructure Manager will organise session.
- Electronic filing for travel risk assessments. Risk assessments are meant to be attached to travel applications in ANU eforms. The travel application is filed but the attachments do not appear to be flow through to personnel files. This creates a manual handling workload due to the inefficient system. Attachments need to be included in eform storage and on personnel files. Whoever administers the eforms needs to address that the automatic filing capability be modified for the attachments to flow through as well.

- Action: HR Manager will contact eforms about the process and possible modification.

3. WHS Management System Reporting

3.1. CBE WHS Performance Report November 2018

The report was reviewed and accepted noting the following:

- There were 56 incidents and hazards reported over the last 12 months in the CBE work group, an increase from last year (40 incidents and hazards reported in the previous year).
- Three of the reported items were the responsibility of other work groups.
- Reporting has increased, as has the number of injuries including repetitive strain injuries (RSI). This includes 28 injuries, 10 near misses, 5 property damage, 7 hazards and 3 vehicle or equipment.
 - Recommendation that a WHS sub group working party be created to consider how to reduce the number of injuries, type of injuries and reporting.
- Workplace inspections can be now be completed through Figtree.

3.2. WHS Audits and Inspections

Some non-conformances noted. Corrective action plan tabled, and included:

- Need to include performance and KPIs for each area, changes in legislation and reviewing the hazard register at a local level.
- Performance report needs to include a break down into groups, so each area can refer to the quarterly performance report and this is what should be done or being done.
- No improvement plan is in place.
- RSM will include WHS discussions in future agendas and reference will be made to the Committee minutes.

Actions: RSM response 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.

Workplace Inspections:

- CBE Inspections are complete.
- 235 action items were to resolve (compared to 397 last year). At least 50% of the action items are complete. This report will be tabled for meeting 01/19.

3.3. WHS Training

- 65 people trained in different areas of WHS. Responding to problematic student behaviour sessions had the most attendees.
- The next ECO training session will be held on 11 December 2018.

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

4.1 University WHS Training Matrix draft

WEG Representative provided clarification

- WHS Training Matrix is a tool which lists the WHS Courses delivered by the ANU to the ANU community.
- Externally provided training such as Health and Safety Representatives (HSR), or the nationally accredited Asbestos awareness course is not included on the list.
- As a result of the recent Self-insurance Audit there were 11 non-conformances in relation to WHS training requirements. WEG will be focusing on improving the processes in this area which will include the individual training needs analysis.
- Items noted:

- HSR role has First aid, etc listed as mandatory if required in blue. There is no ANU training available specific to the HSR role then no training should be identified as it causes confusion.
- Training for ANU roles provided by consultants external to the ANU are not to be identified on the list.
- Training identified for HSR role is confusing as there is actually no training provided by the ANU for the role of HSR. Training identified as mandatory if relevant to role, such as First Aid, should be removed.
- Mandatory and non-mandatory requirements to role may need to be changed on the chart, not particularly clear.

5. Legislative/Legal and other requirements update

No updates were identified.

6. Policy and Procedure Review

No Policies or procedures were identified for review.

7. Other business

7.1 Infrastructure Report

No items were identified for discussion

7.2 Emergency Procedures/Drill update

No updates were presented.

7.3 International travel risk assessment and mitigation – CBE staff and students

Travel for Academic Staff is covered for the entire journey if the work component is 60%.

ANU Travel insurance does not cover pre-existing conditions. The travel e-form does not ask if there are any pre-existing conditions

7.4 Asbestos Containing Material (ACM) Labelling responsibilities (per Procedure)

This was discussed and confirmation has been received; Facilities and Services are responsible for the management and labelling of ACMs.

7.5 Election of Co-Chair

A new Co-Chair is to be elected as previous Co-Chair (Abe Archibald) is currently on 12 months leave.

Action items: HR Manager will communicate the election process to committee members

7.6 RSA Business case - Purchase of 43 inch monitors

43 inch monitors will be ordered for RSA staff to use. Each Monitor installation will be assessed on a case by case basis to insure installation is safe and secure.

Action items: WHS and Facilities Officer will update checklist to ensure users are aware of the risks and take appropriate actions to prevent injury

8. Communication arising from meeting

9. Next meeting and action items

The next meeting is scheduled for 18 March 2019.

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

10. New and ongoing action items

| Action ID | Description | Responsibility | Status | Notes |
|-------------|--|-------------------------------------|--------|--|
| 2018/04/001 | Green door release buttons. | Infrastructure Manager | New | Place instructions (with picture) near all existing green door release buttons/devices. |
| 2018/04/002 | Pulse Workstation assessment module. | WHS team, Chair and General Manager | New | 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. |
| 2018/04/004 | Break Glass instruction email. | Infrastructure Manager | New | Break glass – Draft email for staff advising that they can break glass if they are trapped in a building or room if there is no green button. |
| 2018/04/005 | Asbestos Information session for CBE staff prior to John Dedman building demolition. | Infrastructure Manager | New | 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 | New | 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. |

| | | | | |
|-------------|--|--|---------|--|
| 2018/04/007 | Formation of WHS sub group working party. | WHS team | New | 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. |
| 2018/04/008 | Research School of Management (RSM) audit and resulting actions. | WHS team, General Manager and HR Manager | New | 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 |
| 2018/04/009 | Election of new Chair. | HR Manager | New | Election of new Co-Chair. The election process will be communicated to WHS committee members. |
| 2018/04/010 | New, larger monitors for Research School of Accounting (RSA). | WHS & Facilities Officer | New | 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. |
| 2018/03/008 | 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 | Ongoing | In progress. |
| 2018/03/009 | Draft email with regard to cleaning and rubbish concerns for Chief | Infrastructure Manager | Ongoing | In progress |

| | | | | |
|-------------|--|---|---------|--------------|
| | 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. | | | |
| 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. |
| 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 | Ongoing | In progress. |

11. Completed action items

| Action ID | Description | Responsibility | Status | Notes |
|-------------|--------------------------------------|------------------------|-----------|--|
| 2018/04/003 | Asbestos Containing Materials (ACMs) | Infrastructure Manager | Completed | Asbestos Containing Materials (ACMs) and labelling ACMs in the College, follow up with Facilities and Services where this currently stands. Confirmation has now been received; Facilities and Services are responsible for the management and labelling of ACMs. |

| | | | | |
|-------------|--|-------------|-----------|--|
| 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 | Completed | OSLO staff in all Research Schools and in CBE. |
| 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 | Completed | ECO training session held on 11 December, all CBE ECO members were provided with advice with regard to registering for the training. |

12. 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 whs@anu.edu.au</p> <p>Information Required:</p> <ol style="list-style-type: none"> 1. Committee/Advisory Group name 2. Meeting Number 3. Date 4. Number of Members 5. Number of Members actually in Attendance 6. Attendance Percentage. | Chair/Secretariat | Sent 14JAN2019 | <p>Provide details</p> <ol style="list-style-type: none"> 1. CBE WHS Committee meeting 2. 04/2018 3. Wednesday 5 December 2018 4. 10 members 5. 8 members 1 HSR alternate 1 observer 2 WEG representatives 6. 80% |

| | | | | |
|-----|--|-------------------|----------------|--|
| 6.2 | Email a copy of unconfirmed meeting minutes to whs@anu.edu.au no later than 2 weeks after closed meeting. | Chair/Secretariat | Sent 14JAN2019 | |
| 6.3 | <p>Email a copy of final confirmed meeting minutes to hrrsystems@anu.edu.au to be published. Do this as soon as the committee meeting minutes are indorsed.</p> <p>In email give instruction to publish the pdf document (un watermarked) against your respective local area heading provided in the link below: https://services.anu.edu.au/planning-governance/governance/local-work-health-and-safety-whs-committees</p> | Chair/Secretariat | | |