



Minutes

COMMITTEE	CBE WHS Committee
MEETING NO.	02/2019
DATE/TIME	Monday 8 July 2019, 10.00 am
VENUE	CBE Boardroom, Room 257, CBE Building 26C
ATTENDING	Professor Steven Roberts, College Dean and Chair Andrew Hughes, RSM HSR and Co-Chair Tina Kao, RSE HSR Grant Pearson, RSA HSR Patricia Dennis, RSFAS HSR Tim Bateman, Acting General Manager Naomi Somerville, WHS and Facilities Officer Linda Parker, WHS and Facilities Officer Rick Walsh, Work Environment Group Representative
APOLOGIES	Richard Farran, HR Manager (General Manager's Nominee) Yana Potrebica, General Manager Brett Morrison, Acting Infrastructure Manager
OBSERVERS	Justin Donley, Team Leader, Injury and Rehabilitation, WEG Melinda Brady, Senior WHS Consultant – Injury Prevention, WEG Xin Li, Senior WHS Consultant: Systems and Audit, WEG Lorna Monaghan, Acting HR Manager

1. Welcome and apologies

Apologies from:

Richard Farran, HR Manager (General Manager's Nominee)
Yana Potrebica, General Manager
Brett Morrison, Acting Infrastructure Manager

There is no designated WEG representative for the Committee. There would be a preference for the same representative to attend the CBE WHS Committee meetings for consistency and continuity if possible.

2. Previous minutes

2.1. Confirmation of previous minutes

The Committee accepted the minutes of the previous meeting

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.

- Follow up on Global business immersion tours (2019/01/001), following on from concerns about the approval and insurance process, and other areas where things can go wrong for staff and

students travelling. The General Manager met with WEG, and suggested areas of improvement are:

- Induction/trip training session for students
- Recording attendance at induction sessions
- Schedule of events is to be included and communication flow chart with contact details is to be included if schedule is modified
- Ensure on all communications remind staff and students that they are ANU representatives, and even in non-scheduled time the guidelines within the University's Code of Conduct apply
- Provide information regarding immunisations for travelling overseas
 - Where immunisations take place
 - Provide evidence of immunisation before travel
 - When do immunisations have to be completed before travel
 - Information shared with students needs to be documented
- Document that the student has read and agreed to the controls in place to manage the hazards and risks involved with travel
- Staff hours should also be addressed as the tours are long, a least a weekend off before the start of the tour and weekend at the end of the tour.
 - WHS team are to create a checklist for hazard and risk assessments addressing the areas that could be improved, including the insurance (to ensure coverage) and immunisation issues. These areas need to be checked off before the assessment is signed off by WHS or approved. Ensure travel insurance documents are sighted. (2019/02/001)
- WHS summary document (2019/01/002), no more than one page, addressing key points raised at the WHS meetings to be compiled and distributed to teams and schools following each WHS Committee meeting, preferably a week after each meeting.
- WHS training (2019/01/003 and 2019/01/004) and identifying who has completed WHS training has been problematic, some training that has been completed but those who have completed the training do not appear on downloaded listings. WEG advise that an Insight report is being created for all areas, so that all training completed in a local area can be identified. This new reporting process should be complete at the end of July. Following that time, access will be provided so that local areas can run the reports. The data is drawn from HRMS, but training transfer from Pulse or other data areas should be referred to HRD.
- Bollards are now in place next to the pylons under the bridge between CBE Building 26C and the Crisp building (2019/01/007), but no traffic calming measures are in place yet. WEG advise Facilities and Services (F&S) undertook a review of traffic management at the university and an extensive traffic management plan was devised which has not been implemented yet. The Associate Director, Work Environment Group is meeting with the Associate Director (Operations), F&S to discuss and monitor the implementation of the plan. It is unclear whether Kingsley Street is included in this plan, or whether the review undertaken by F&S was done before or after Kingsley Street reopened. There are concerns that serious injury may occur.
- WHS and Facilities Officer advised that a report was undertaken on the area from Barry Drive to the end of Kingsley Street and that the report was sent to the University Executive, and then on to the Associate Director (Operations).

3. WHS Management System Reporting

3.1. CBE WHS Performance Report June 2019

The report for 15 February to 28 June 2019 was reviewed and accepted noting the following:

- 20 hazards have been reported so far this year (compared to only 7 for the whole of 2018). 54 incidents and hazards have been reported on Figtree so far this year (compared to 56 for all of 2018), but this is a positive result as most of the reports were for hazards.
- A comparison has been included for CBE and each of the Research Schools as per the audit request.
- Addressed by the Chair that it is a good thing that issues are being reported on Figtree, but if they are not being actioned, individuals may stop reporting issues

3.2. WHS Audits and Inspections

- The RSFAS audit is scheduled to commence on 22 July.

3.3. WHS Training

- Details of WHS training undertaken by CBE staff was provided in the Performance Report.
- Testing and tagging training completed by two of the WHS and Infrastructure team.
 - Discussion on who should be responsible for the testing and tagging of computers and related equipment when it is installed and that it should be the responsibility of ITS. WEG have advised that an area cannot guarantee how the reliability of items after shipping and delivery and they these items should be tested and tagged before implementation. There is only one full time test and tag provider on campus, and the policy does not appear to address the problem of making sure outcomes are reached.
- If providing accurate records of WHS training completed by staff is problematic it should not be included in the performance report or minutes if data is incorrect or missing. Communication is underway with HRD regarding problems with data transfer.
- WEG advise a new system is being introduced where access to training records that should be available from HRMS, on Insight, at the end of July. Access to running reports should be available, by default, to school managers, and WHS officers.

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

- The University is moving towards the utilisation of the WHSMS Handbook. WEG will be working with the two CBE WHS and Facilities officers to facilitate implementation of the WHS handbook and WHS Plan. The Comcare audit last year recognised that some standardisation and additional work was required to meet requirements. The College needs to implement a local WHS plan by October.
- The lack road calming measures and the pylon protection under the bridge was raised at the meeting.
- Mention was made of the facilities and overdose that occurred in the CBE area.
- Travel insurance concerns were raised. The travel approval eform has been updated and forms now have a link which provides advice on travel insurance and what needs to be considered, from an insurance perspective, on pre-existing conditions. Central were going to send an email concerning the update to the travel form. An email was distributed to Chairs concerning the update. An email should be distributed from Central, possibly from HR (or the Insurance office) to address the change to policy and the eform. Problems could occur if the advice is not sent centrally.

5. Legislative/Legal and other requirements update

No updates were identified.

6. Policy and Procedure Review

- No policies or procedures were identified for review.
- The WHMS Handbook and WHS Plan has been released and utilisation and implementation is underway. A local WHS plan will be developed in CBE and each of the four research schools. WEG suggested that CBE develop the plan as a college plan, but save as each research school. Some of the plan is school specific.
- HSRs and work group structure in the University was reviewed. Through the audit on self-insurance last year the university was compliant with regard to HSR structures. The university is currently looking to formalise all areas with regard to work group and HSR structures across the university. HSRs in the college could be HSRs for the entire college not individual areas. The preferred approach is that the whole college is one work group, the HSRs representing that work group. There is no rule as to how many HSRs are required on the WHS committee, as long there is at least one in the college. HSRs do not need to attend WHS committee meetings. HSRs can be invited to attend but are not legally bound to attend, although the current CBE WHS Charter states that at

least three HSRs must be in attendance to make a quorum. If a college level work group is arranged, the Chair has a preference for a HSR from each area, and it would be preferred for HSRs to attend rather than other area representatives.

7. Other business

7.1 Infrastructure Report

- Allan Barton refurbishment including kitchen and balcony is now complete.
- RSE balcony refurbishment in the Arndt building is nearly complete. Handrail and gas enclosure to be completed this week with a handover anticipated later this week.
- John Dedman building site remediation is now complete. The area will remain fenced off and the carpark returned at the rear of CBE.
- Installation and refurbishment of the John Mitchell lab in the Copland building is complete.
- Demountable lift out of the Copland courtyard will possibly occur on Sunday 14 July or Saturday 20 July. No one should be in the Copland Building during the lift. Projects will advise as soon as the date is confirmed.
- Issue raised with regard to the Dedman building zone. The footpath is still blocked off, between 26C and the Dedman demolition area, people are walking on the road to get to Kambri (rather than crossing the road to use the footpath on the other side). Action: HSR RSA to log Figtree report and area to be identified to Infrastructure team. (2019/02/002)
- Lecterns will be replaced in the Arndt Building lecture theatres and CBE Lecture Theatre 1 in the non-teaching period in September.

7.2 Emergency Procedures/Drill update

- On 16 April an evacuation event was triggered through all of the buildings that surround the Copland Courtyard. The alarm was a result of an evacuation drill that had been scheduled in the Haydon-Allen Building. There may have been a problem with the required isolations, as the Haydon-Allen EWIS panel is linked to the EWIS panel in the Crisp Building.
- An evacuation drill has been scheduled for the Arndt building in the week of 2-6 December.
- Evacuation drills have not yet been arranged for CBE and PAP Moran, Crisp and Copland buildings.

7.3 Health and Safety Representatives

- Continuing HSR Vacancy, CBE Administration. Requests for nominations has been sent out twice to college staff for a new HSR with no nominations or staff members put forward. The last two HSRs have gone on extended leave, one scheduled to return in November and the other in March next year. The Acting General Manager will follow up with Interim GM about this (2019/02/003). It is the preference of the Chair that each area and school have a HSR as part of the Committee in the college, as a baseline.
- Investigation with regard to who can be a HSR and definition of “management” with regard to HSRs. Following the release of the WHS Handbook, discussion on HSRs will be included in the training provided to the WHS and Facilities Officers this week.

7.4 Work Environment Group information session regarding injury management and prevention

- A summary of injuries, hazards or claims across the university since self-insurance was put in place, 12 months ago, includes:
 - 566 safety issues
 - 234 hazards
 - 368 injuries and
 - 17 workers’ compensation claims.
- In CBE:
 - 51 safety incidents
 - 24 hazards
 - 28 injuries and

- no workers' compensation claims.
- Having a number of hazards reported is good, to avoid injuries.
- Lower numbers, or no claims, means potential injuries are being captured early.
- Early intervention advice available from WEG has been utilised by CBE.
- A diverse range of professionals are available in the Injury Management team in WEG.
- Induction should include aspects of pre-existing conditions, self-assessment and available resources.
- A number of resources are available online.
- OSLO assessments have been updated.
- OSLO network to be revitalised.
- Individuals with disabilities need to be aware that provision can be made for a range of diverse backgrounds, and to be aware of reasonable adjustments available to them from small to large scale.
- Occupational therapists are available to check work station design and related issues.
- The team communicates within 24 hours with individuals affected with an injury.
- Feedback is sought on areas where it is thought areas could be improved.
- An injury management wellbeing lunch event may be organised by the CBE HR team.

7.5 CBE WHS Committee Charter

- The college charter is out of date. References in content relating to quorum, HSRs and secretariat need to be updated or deleted.
- Local WHS committees are a sub-committee of the University WHS committee. The local WHS committee charter needs to be in line with the University WHS Committee charter, which has been updated.
- The Chair has identified a preference that the Dean should not send a nominee but the Dean should attend, that the GM should be in attendance not a nominee, the HR manager should be a member of the committee and two WHS officers should be in attendance.
- Preference for a HSR attend from each area rather than area representatives.
- Negotiate with HSRs, for legal requirements, and negotiate with HSRs to see if they agree to be on the committee, once confirmation is achieved then it can be stated in the charter. HSRs are invited to attend, not forced to attend. Otherwise the university could be fined. (2019/02/004)
- Action: WHS and Facilities Officer to update the charter and send to Acting General Manager for consideration. (2019/02/005)

7.6 RSA HSR – RSA Concerns

- Concerns about accessibility to the PAP Moran building 21. Still waiting on pipe, which is a trip hazard, to be repaired or modified before hoardings are removed. Action: HSR RSA to log hazard in Figtree. (2019/02/005)
- Concerns about lighting in the Copland courtyard. The lighting has been logged on Figtree. The lights were checked last week, but still unclear whether there is enough light between the Haydon-Allen Tank and PAP Moran buildings. Action: HSR RSA to log on Figtree again. (2019/02/006)

7.7 CBE Hazard Register

- The CBE Hazard Register needs to be reviewed annually.
- Each research school also require their own register, based on the CBE Hazard Register, and review their register annually.
- In addition to the Hazard Register, a Static Risk Assessment Register is required for local areas, as detailed in the WHS Handbook. This needs to be reviewed periodically with the School Directors and the Dean, as they are Officers. As long as the hazards are the same, the document can be saved five times.
- A WEG representative will be teaching staff on hazard register processes. RSFAS will have the first session.

- The new WHS Handbook requires the Chair to identify and nominate two people to be investigators who review incident investigations on Figtree, rather than supervisors. Infrastructure issue investigations will divert to Facilities and Services. Incident investigation is a corporate function, for someone who has been professionally trained to undertake investigations. WHS Officers are default investigators unless someone else is nominated, next would be the GM or HR Manager. Training sessions will be provided to learn the University's incident investigation methodology levels 2 and 3, possibly several months of training, which will include an assessment, before attendees can be authorised investigators on behalf of the Dean.
- Incidents reported on Figtree will be sent to the WEG team who are triage, who will then look at the level of the incident, and ascertain who will be the investigator, and this can be changed by WEG between authorised investigators/the WHS team members.

7.8 WHS Plan

- WEG are providing the WHS and Infrastructure Officers with training and comprehensive advice on the WHS Handbook and WHS Plan implementation this week.
- WEG will be conducting safety talk sessions over lunch periods to assist WHS Officers/Managers, School Managers and HR Managers on assisting the Dean and School Directors to implement the University WHSMS and to fulfil their Due Diligence obligations under WHS Act 2011. WEG aims to target each cohort on different days throughout the week to improve understanding of various topics, over the months ahead.

7.9 First Aid Officers

- Numbers/cap
 - Is there requirement for a specific number of or not too many first aiders? The college is low risk area and, as a minimum, a first aider is required for each 50 staff, students, contractors, etc. The Chair agreed for anyone who wishes to undertake First aid training, could complete the training.
 - As part of the local WHS Plan, a college first aid assessment is required and a template is available in the WHS Handbook. Each building requires a separate first aid assessment, noting how many occupants, how many first aiders, to ascertain if enough or too many first aiders are in place, this needs to be signed off by the Dean and School Directors. These assessments need to be undertaken each year.
 - First aid kits are to be placed, in areas where there are no first aiders.
- Immunisation
 - A check of the first aiders in the college shows that less than half of the first aid officers are immunised against tetanus, hepatitis A and B,
 - The new policy will change from 'shall' have immunisation to 'optional' for first aiders to have immunisation. Action: Send updated advice to first aiders regarding immunisation. (2019/02/008)
 - Parasol First aid check and update supplies in the college's first aid kits twice a year.
 - Action: Check First aid officer numbers, location and signage over first aider doors. (2019/02/009)

8. Communication arising from meeting

- Communicate lack of road calming measures and concerns.
- Lighting on Kingsley Street, of main concern around the Kingsley car park, particularly at this time of year. Action: RSM HSR to also log on Figtree. (2019/02/010)

9. Next meeting and action items

The next meeting is scheduled for 16 September 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
2019/02/001	Create a checklist for hazard and risk assessments addressing the areas that could be improved on particularly with regard to international travel.	WHS and Facilities Officer	New	Create a checklist and ensure these areas are checked off before the assessment is signed off by WHS or approved.
2019/02/002	Figtree report to be raised concerning the Dedman building zone. The footpath is still blocked off, between 26C and the Dedman demolition area. Pedestrians are walking on the road to get to Kambri.	HSR RSA	New	HSR RSA to log Figtree report and identify area to Infrastructure team.
2019/02/003	No nominations received for a replacement HSR in CBE Administration, following two calls for nominations.	Acting GM	New	Acting GM to communicate with Interim GM concerning any actions or decisions made about placement of a HSR for CBE Administration.
2019/02/004	Negotiate with HSRs, for legal requirements, and negotiate to see if they agree to be on the committee, once confirmation is achieved then it can be stated in the charter.	WHS and Facilities Officer	New	Email HSRs to check whether they agree to be part of the WHS Committee, and update the Committee Charter with regard to outcomes of feedback.
2019/02/005	The CBE WHS Charter is out of date and needs to be updated in line with the University Charter.	WHS and Facilities Officer	New	Update the charter and send to Acting General Manager for consideration
2019/02/006	Concerns about accessibility to the PAP Moran building 21. Still waiting on pipe, which is a trip hazard, to be repaired or modified before hoardings are removed. Issue to be logged as a hazard in Figtree.	HSR RSA	New	Hazard to be logged on Figtree.

2019/02/007	The lack of lighting in the Copland courtyard has been addressed. There is not enough light between the Haydon-Allen Tank and PAP Moran buildings. Hazard to be reported on Figtree.	HSR RSA	New	Lighting was checked by F&S in the last two weeks. Hazard to be logged on Figtree.
2019/02/008	Send advice to first aiders regarding immunisation. The new policy will change from first aid officers 'shall' have immunisation to 'optional' to have immunisation	WHS and Facilities Officer	New	Send email to first aid staff advising of change in new policy regarding immunisation.
2019/02/009	Check First aid officer numbers, location and signage over first aider doors.	WHS and Facilities Officer and Infrastructure team	New	Place green triangles on doors of new or relocated first aid officers.
2019/02/010	Lack of lighting on Kingsley Street, of main concern around the Kingsley car park, particularly at this time of year. Hazard to be logged on Figtree.	RSM HSR	New	Lack of lighting to be reported as a hazard on Figtree.
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	Ongoing	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	Ongoing	Insight is being updated to provide WHS Officers and School Managers the ability to download reports on WHS training undertaken by College staff. This should be in place in late July or August.
2019/01/006	All Committee members to complete the Pulse OSLO module	All CBE WHS Committee members	Ongoing	Oslo training includes 2 parts Part 1 – Pulse module

				<p>40% complete Part 2 – Face to Face training 0% Complete Data collected from HRMS as at 28/06/2019</p>
2019/01/009	Request F&S to conduct check and assessment of lighting in the CBE precinct	WHS & Facilities Officer	Ongoing	Figtree hazard reported : HAZ0000428 CBE Infrastructure is negotiating lighting options with F&S. Initial F&S review of area was considered adequate 03/04/2019
2019/01/012	Email advice to school managers and functional managers regarding Early Intervention Funding Scheme	HR team	Ongoing	
2019/01/014	Figtree hazard report to be raised concerning powerpoints located on stairs in Kambri lecture theatres and tripping concerns	RSM HSR	Ongoing	
2018/04/001	Green door release buttons. Place instructions (with picture) near all existing green door release buttons/devices.	Infrastructure Manager	Ongoing	Infrastructure team fabricated and installed signage. 80% complete as at 28 June 2019
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

				<p>reduce the number of injuries, type of injuries and reporting. A new WEG staff member commences soon and will participate in the group.</p> <p>Meeting Date currently planned for August 2019</p>
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	July 2019 - WHS Induction template is within new WHSMS Handbook. Items can be added by local area

11. Completed action items

Action ID	Description	Responsibility	Status	Notes
2019/01/001	Follow up on Global Business Immersion tours regarding staff records	WHS & Facilities Officer	Complete March 2019	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.

2019/01/004	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	Complete April 2019	Email sent
2019/01/005	Organise for all Committee members to have access to Pulse OSLO training module	WHS & Facilities Officer	Complete April 2019	Access available
2019/01/007	Raise the pylons and lack of safety bollards and Kingsley Street traffic calming measures in Figtree	WHS & Facilities Officer	Complete March 2019	Figtree hazard reported : HAZ000038
2019/01/008	Email to be sent to all staff members regarding working late or alone in the college	WHS & Facilities Officer	Complete March 2019	Email "CBE infrastructure and safety advice" sent 27/03/2019 from CBE General Manager Content included personal Safety awareness including * Security Escort and contact details * ANU OK App link * Campus traveller – free Shuttle bus * On campus night bus
2019/01/010	Confirm bus timetables and Security services for whole of campus	WHS & Facilities Officer	Complete March 2019	Email "CBE infrastructure and safety advice" sent 27/03/2019 from CBE General Manager Campus Traveller Bus Campus Traveller is a complimentary shuttle bus service that provides transport to ANU staff and students on campus and to two different destinations off campus – Lindsay Pryor car park and National Library of Australia. The Campus Traveller picks up from Lindsay Pryor car park at 8.30am, 9.00am and 9.30am only and offers a return journey every hour from 2.30 pm with the last pick up leaving campus at 5.30pm. Please

				<p>allow flexibility of +/-10 minutes within those timeframes.</p> <p>ANU On Campus night bus timetable</p> <p>There is no Action Bus Route through ACTON Campus</p>
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	Complete March 2019	<p>Access is compliant according to the time the Buildings were built.</p> <p>F&S engaged and Access Consultant to make an assessment.</p>
2019/01/013	Email staff with progress updates with regard to John Dedman building demolition	General Manager	Complete March 2019	Email "CBE infrastructure and safety advice" sent 27/03/2019 from CBE General Manager
2018/04/008	Research School of Management (RSM) audit and resulting actions.	WHS team, General Manager and HR Manager	Complete March 2019	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
2018/04/005	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	

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		<p>Provide details</p> <ol style="list-style-type: none"> 1. CBE WHS Committee meeting 2. 02/2019 3. Monday 8 July 2019 4. 9 members 5. 8 members 4 WEG representatives 6. 90%
6.2	Email a copy of unconfirmed meeting minutes to whs@anu.edu.au no later than 2 weeks after closed meeting.	Chair/Secretariat		
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)</p>	Chair/Secretariat		

	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			
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