ANU College of Business and Economics – Minutes

Local Occupational Health and Safety Committee meeting 01/14 held on Wednesday, 4 March 2014 at 2.00pm in the College Board Room 2.57, Bldg 26C.

Present
Ms Lorna Monaghan – Acting Chair
Mr Andrew Churches – IT Manager
Ms Kate Hogan – CBE Health and Safety Representative
Ms Gail McNamara – RSABIS School Administrator
Mr Jamie Browne – Building Operations Coordinator
Ms Aneta Rusek – RSE Administrator
Ms Julia Woodruff – RSM School Administrator
Ms Lucy Agar – RSFAS School Administrator
Ms Flora Mehr – CBE Student Administrator
Mr Drew Treasure - Health and Safety Representative

Apologies
1. Ms Linda Parker; Mr Richard Farran, Work Environment Branch representative
2. Minutes from meeting 13/04 of the College Occupational Health and Safety Committee were accepted.
3. Appointment of New Chair – Ms Monaghan

Ms Monaghan advised that there is currently a search in progress for a new chair. This is expected to be an academic position.

4. Health and Safety Representative update:

Ms Hogan stated there were no issues.

5. Warden, Emergency update and Warden Action Plans

Ms Hogan informed the Committee that CBE 26C held an emergency evacuation drill 20th Feb 2014. A report is still to be provided by the ANU Fire Office. Ms Hogan stated that it was a concern that only 52% of the wardens were present. It was noted that the alarm could not be heard in the Lecture Theatre 1, CBE Building 26C. This has been rectified.

Ms McNamara advised that she had contacted ANU Fire Officer to arrange suitable timings of evacuation/fire drills for Copland area in April 2014.

Action: Ms McNamara to provide confirmation of date to the Executive once finalised.
6. CBE Precinct and Security update and Infrastructure update

No security incidents were reported, however, Lecture Theatre 2, Building 26C was locked in during teaching time. Mr Browne informed the Committee that he now has Cardex access to enable emergency access to all CBE buildings.

Mr Browne advised that the College is gaining quotes for the installation of duress buttons to be installed at the front counters of each of the School and College Student Offices for use if faced with a significant threat and/or act of aggression.

Mr Browne noted that the café plans had been approved by the Dean.

Mr Browne advised the Committee that he is enrolled to do a Test & Tag training course to enable him to review all CBE items. The committee raised their concerns about having Mr Browne taking on this role and the magnitude of the workload.

Action: Ms Monaghan to raise this issue with the General Manager. Mr Churches recommended that staff from IT also be trained in Test and Tag as this skill could be utilized for all PCs and other items as they are deployed.

7. Workplace inspection reports

Workplace inspections have been undertaken with some reports still needing to be submitted. Ms Monaghan added that all workplace inspection forms should be copied to Mr Browne for action as appropriate until Maximo training has been organized for staff.

The responsible person section on the inspection reports was confirmed as the Dean.

8. OHS Health, Safety and Work Environment Branch Comment

Nil report

6. Other Business

Incident reports:
Ms Monaghan noted that no new OHS incident data was received from the Work Environment Branch.

Ms Monaghan received an overview of the last five years of the incidents in CBE that listed the majority of incidents from overuse injuries. The recommendation from the Work Environment Branch is for CBE to pay special attention to and consider proactive injury prevention towards body stressing.

Clarification was provided on the responsibility of workplace assessments for new staff. Ms Monaghan noted that local area manager’s should ensure assessments are completed within a reasonable time. All areas are encouraged to have Occupational
Strains Liaisons Officer (OSLO) assist with these assessments. Ms Woodruff commented that the she had learned the ANU was moving to a self-assessment of staff workstations. The committee discussed the workload of the OSLO and would support any consideration of payment for these positions. An induction checklist was discussed to aid the School’s in administering the tasks of on boarding new staff. The Committee agreed HR would work with each of the Schools to provide a checklist.

*Action: HR is to provide the schools with a staff induction checklist for any new staff members.*

OHS Policy Committee Meeting:
Ms Monaghan attended the University OHS Policy Committee Meeting and provided an overview for the Committee members.

First Aid and Parents Room – Ms Monaghan provided the Committee with preliminary concept sketch of proposed parents and first aid rooms to be positioned on the ground floor of Building 26C. The Committee members raised several questions regarding the designs, of which a list is to be provided to the General Manager.

Questions:

- Should an extra hand basin be included in the parent’s room?
- Should a hand basin be placed in the first aid room?
- Who will ensure regular cleaning?
- How will the room be monitored and will it have the ability to lock down?
- Will a phone be placed in the room?
- Will the room be sound proof?

Responsible Service of Alcohol Certificate (RSA) – Ms Monaghan noted RSA requirements for serving alcohol at College functions is a grey area for the University. Facilities and Services Division confirmed College buildings are exempt from this if holding functions for staff only, however, if students (excluding PhD students) were included in functions an RSA certificate holder would be required to be present. The Committee agreed volunteers could be sought to undertake training and that it would not be mandatory for them to attend functions.

OHS Website – Ms Monaghan noted that the College OHS Website was in the final stages of being updated, committee members were requested to provide feedback.

OHS Committee member training will be arranged for all current members on appointment of the new Chair.

Ms Monaghan advised the options concerning the slippery tiles in the foyer of Building 26C when it’s raining have been sought with the most suitable being non-slip mats to be placed in this area.

*Action: Ms Monaghan to source suitable roll-away no slip mats.*
Next Meeting is scheduled for Wednesday 4 June, 2014

**Action Items Completed**

<table>
<thead>
<tr>
<th>Action</th>
<th>Discussion</th>
<th>Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase an AED and a lockable wall mounted case.</td>
<td>Complete</td>
<td></td>
<td>Completed</td>
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<tr>
<td>Seek volunteers to become OSLO representatives for the College.</td>
<td>Complete</td>
<td></td>
<td>Completed</td>
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<tr>
<td>Possible options from the WHS Branch to assist with potential hazard of the slippery entry floor when wet.</td>
<td>Complete</td>
<td></td>
<td>Completed</td>
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<tr>
<td>Obtain list of exit stairs and gathering points and purchase photo frames for maps to be mounted.</td>
<td>Complete</td>
<td></td>
<td>Completed</td>
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<td>OHS posters, first aid officer posters are not up-to-date.</td>
<td>Complete</td>
<td></td>
<td>Completed</td>
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**Action Items**

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<tr>
<td>Chief Fire Wardens to liaise with the ANU Fire Officer to arrange suitable timings of annual evacuation / fire drills in 2014</td>
<td>College Fire drills to be discussed With Mr Pritchard and reported back to Committee</td>
<td>Linda, Gail and Susanna to contact Mark Pritchard to discuss the suitability of being able to hold a College drill</td>
<td>Next meeting</td>
</tr>
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<td>The following buildings are to be scheduled for a fire drills: Copland (Bldg 24) L F Crisp (Bldg 26) Pap Moran (Bldg 26B) H Neumann (Bldg 21) CBE (Bldg 26C)</td>
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<p>| Review of the Material Safety Data sheets across the College for accuracy and consistency | Ongoing MSD information provided to all Committee members seeking areas to update details | All Committee members | Ongoing           |
| CBE OHS Improvement Plan | Currently under | HR Manager – Mr | Ongoing |</p>
<table>
<thead>
<tr>
<th><strong>In- house OHS supervisor training be arranged for College supervisors and managers.</strong></th>
<th><strong>Sub Committee to arrange</strong></th>
<th><strong>Lorna Monaghan</strong></th>
<th><strong>On-going part of HR reporting</strong></th>
</tr>
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<td><strong>follow up identified building items requiring repairs</strong></td>
<td><strong>On-going</strong></td>
<td><strong>Mr Browne</strong></td>
<td><strong>ongoing</strong></td>
</tr>
<tr>
<td><strong>All Committee Members to co-ordinate with allocated officers to perform workplace inspections</strong></td>
<td><strong>All Committee Members</strong></td>
<td><strong>ongoing</strong></td>
<td></td>
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<td><strong>Ms Monaghan to purchase non slip roll-away mats for the front foyer ground floor to assist with potential hazard of the slippery entry floor when wet.</strong></td>
<td><strong>LM to explore mats that can be placed on wet days.</strong></td>
<td><strong>Lorna</strong></td>
<td><strong>ASAP</strong></td>
</tr>
<tr>
<td><strong>Website update &amp; feedback</strong></td>
<td><strong>Website is in final stages being sent to General Manager for approval. Feed - back from Committee members requested</strong></td>
<td><strong>All Committee members</strong></td>
<td><strong>End of March</strong></td>
</tr>
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<td><strong>Test &amp; Tag training course concerns about having Mr Browne taking on this role and the magnitude of the workload.</strong></td>
<td><strong>Ms Monaghan to raise this issue with the General Manager. Mr Churches recommended that staff from IT also be trained in Test and Tag as this skill could be utilized for all PCs and other items as they are deployed.</strong></td>
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