College of Business and Economics – Minutes

Local Occupational Health and Safety Committee meeting 13/01 held on Wednesday, 6 March 2013 at 2.00pm in the College Board Room 2.57, Bldg 26C.

Present

Professor Neil Fargher - Chair
Ms Lorna Monaghan - Secretary
Mr Andrew Churches – IT Manager
Ms Gail McNamara – RSABIS School Administrator
Mr Donald Puttick – Facilities and Services Coordinator
Ms Flora Mehr – Student Administration
Mr Damien Hughes – RSE Executive Officer
Ms Jennifer Hunt – RSFAS Executive Officer
Ms Malalai Khalidi – Deputy Finance Manager
Mr Drew Treasure - Deputy Health and Safety Representative
Mr Anesh Nair – OHS Consultant, Health Safety and Work Environment Branch

Apologies
Mr Terry Arnold – HR Manager; Mr Nick Hetherington – Finance Officer; Ms Meg Sawtell – RSM School Administrator

Minutes from meeting 12/04 of the College Occupational Health and Safety Committee were accepted.

1. Health and Safety Representative update:

Warden, Emergency update and Warden Action Plans:

The Committee discussed the need for a College wide fire drill during semester time to create a more realistic situation. Mr Treasure informed the Committee that Mr Mark Pritchard, ANU Fire Officer, would require two week’s notice to arrange the drills and that 30 minute blocks should be set aside for each precinct. The Committee agreed that a fire drill in the Arndt building should be undertaken first with the others to follow.

The College Chair will seek approval from the College Dean and Executive Committee to hold a College wide fire drill. If approved the dates for the fire drills will be decided with semester one being preferable.

It was noted that RSE are still to arrange emergency wardens for staff in the Copland buildings due to the recent relocation of the administrative team. Mr Hughes and Ms McNamara will co-ordinate to seek new wardens.
3. CBE Precinct and Security update

Mr Puttick informed the Committee on two security issues one of which is being investigated by police. The College is seeking to have the line of reporting between the College and Central Security improved particularly with regards to information being passed on to the College. A meeting to discuss concerns has been arranged.

Mr Puttick advised that security patrols will focus more on the John Dedman; Pap Moran and H Neumann buildings area of the CBE precinct, due to afterhours public access to this area.

Mr Hughes noted that a theft had occurred in RSE in the Arndt building in January and that RSE staff and CBE infrastructure were advised. The staff member affected contacted ANU Security directly. Mr Puttick reminded the committee that notifications of security issues or thefts should be reported to the Infrastructure Officer as soon as possible.

Ms Monaghan sent a College wide e-mail reminding staff of their personal safety and working afterhours.

4. Infrastructure update

Mr Puttick noted that the Student Equity Office would be moving to the old CBE administration area in the Copland building and occupying up to three rooms. The use of the kitchen has been granted to them along with access to the CBE tearoom coffee service. Concern was raised by the Chair regarding disability access for visitors to the Equity Office; Mr Puttick advised disability access is available via the lift. It was noted that some afterhours events may be held by Equity Office.

Mr Puttick advised that the leaking roof in room 1120 is being repaired.

Mr Puttick noted RSABIS administration along with the Director of that School will be relocating to the ground floor of the Pap Moran building (26B). The time frame for this move is yet to be decided.

Mr Puttick informed the Committee that a Microsoft tech lounge in the Arndt Foyer has opened and available to all University students.

Professor Fargher informed the committee that approval for a footpath to be placed down the side of CBE building 26C has been granted. The footpath will run along the Lecture Theatre side of the building to reduce the risks to pedestrians walking on the road. It was also noted that extra bike racks and seating have been placed at the entry of the building.

Ms McNamara reported that the RSABIS windows in the Hanna Neumann building are dangerous when open in high wind. The handles on some windows have broken and glass was cracked on one occasion when the windows slammed. She also
advised that the windows on the ground floor are a security concern. The Chair recommended that a project be put in place to fix these concerns.

5. Workplace inspection reports

Ms Monaghan advised the Committee that workplace inspections are to be carried out as soon as possible and reported on at the next OHS meeting.

6. Sub-Committee Update

Ms Monaghan noted that the Sub-Committee is to set a time to meet and review any outstanding action items

7. OHS Health, Safety and work environment Branch Comment

Mr Nair reminded the committee of its OHS responsibilities, such as, OHS notice boards to be updated, electrical testing and tagging to be arranged and Fire drills to be performed. Mr Nair noted that any feedback on new OHS policies can be e-mailed to ohs.officer@qnu.edu.au.

Ms McNamara noted that if HSWB are sending out several policies for feedback it would be preferred if they were grouped into one email rather than sent individually.

Ms Monaghan recommended that an updated contact list of the CBE Local OHS Committee be provided to the HSWB.

8. Other Business

Incident reports:
Ms Monaghan noted that OHS incident data received from the Work Environment Branch showed that 3 incident reports were lodged since the October 2012. All incidents have been followed up and no action is pending.

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

Other:

- Mr Churches provided feedback to the Committee on the Work Break Software. The previous problem of removing it from PCs has now been resolved. A test group will be setup prior to it being rolled out. Instructions on installing and adjusting the settings will be placed on the web prior to the roll out. Mr Churches noted that the Workrave software is not compatible with Mac machines. Mr Treasure mentioned that a similar package called ‘Time Out’ is available for Mac users for free.
Mr Puttick advised that any dysfunctional behaviour or OHS issues concerning the Microsoft Tech Lounge located on ground floor H W Arndt Building should be reported to IT Services.

Ms Monaghan reminded the committee that College Occupational Strains Liaisons Officers (OSLO’s) should be performing workstation set-ups for all new commencing staff as well as any current staff moves. Ms Monaghan recommended a list of College OSLO’s be placed on the CBE website.

**Action:**

- All Committee Members to co-ordinate with allocated officers to perform workplace inspections.
- Ms Monaghan to place a list of College OSLO’s on the CBE web.
- Mr Churches to set-up web page providing instructions on how staff can install the Workrave break software; not actioned from previous meeting.
- Ms Monaghan to place notice in College Bulletin informing staff that Workrave break software is being rolled out once the IT problem has been solved and tested.
- Mr Churches to roll out Workrave break software by School; to be actioned when issues have been sorted and tested.
- Mr Treasure to speak to Mark Pritchard about a College wide fire drill.
- Professor Fargher to seek approval from Dean and Executive Committee to hold College wide fire drill with dates and times of the fire drill to be decided.
- Ms McNamara and Mr Hughes to follow up with RSE for volunteer emergency wardens.
- Ms Monaghan to provide OHS Committee contact list for HSWB.
- Ms McNamara to provide plan for fixing the windows in the Hanna Neumann building.

Next Meeting is scheduled for Wednesday, 5th June 2013

**Action Items Completed**

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<th>Task</th>
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<td>Mr Hetherington to speak to Mark Pritchard about a whole college fire drill and speak to Neil Fargher to seek confirmation</td>
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