Local Occupational Health and Safety Committee meeting 13/03 held on Wednesday, 11 September 2013 at 2.00pm in the College Board Room 2.57, Bldg 26C.

Present
Professor Neil Fargher - Chair
Ms Katrina Boyd – Student Equity Unit
Mr Andrew Churches – IT Manager
Mr Richard Farran – Manager, Human Resources
Ms Kate Hogan – CBE Health and Safety Representative
Ms Gail McNamara – RSABIS School Administrator
Ms Flora Mehr – Student Administration
Mr Andrew Churches – IT Manager
Mr Richard Farran – Manager, Human Resources
Ms Kate Hogan – CBE Health and Safety Representative
Ms Gail McNamara – RSABIS School Administrator
Ms Flora Mehr – Student Administration
Mr Donald Puttick – Facilities and Services Coordinator
Ms Susanna Pietrzak – RSE Administrator
Mr Drew Treasure - Deputy Health and Safety Representative
Mr Glyn Whitworth – OHS, Health Safety and Work Environment Branch
Ms Julia Woodruff – RSM School Administrator

Apologies
Ms Aneta Rusek; Lorna Monaghan

Minutes from meeting 13/02 of the College Occupational Health and Safety Committee were accepted.

1. New Members

The Chair extended a welcome to new members of the committee – Richard Farran, Kate Hogan and Katrina Boyd. Aneta Rusek was acknowledged but had sent her apologies for this meeting.

2. Health and Safety Representative update: nil report

Warden, Emergency update and Warden Action Plans

An evacuation drill was completed in the HW Arndt Building on Monday 5 August. A report is still to be submitted to the Committee by the ANU Fire Officer but informally advice was that there were no issues.

Additional emergency wardens have been identified for the HW Arndt building and Copland/Crisp precinct. All details have been updated on the CBE website and the consolidated list has been distributed to the three chief wardens.
There was a diversity of opinions about the timing of the next drill for the Copland/Crisp building, and CBE 26C. Discussion was deferred until the legislative requirements (ie drills are required every year or 2 years) are checked.

3. CBE Precinct and Security update and Infrastructure update

No security incidents have been reported though there had been an issue with the door to entrance four in the main foyer area.

Maintenance report - Arndt & CBE Teaching Room will be painted November/December.

Carpets will be cleaned in all buildings, teaching rooms corridors & public spaces, seminar & meeting Rooms. Work will occur after hours. Don Puttick will notify staff of dates when ISS advise of them.

4. Workplace inspection reports

Workplace inspections have been undertaken as required but some reports still need to be submitted. All outstanding reports need to be submitted to Richard Farran. Items for action have been submitted to the Infrastructure Unit.

The issue of mounting a small whiteboard near the Copland/Crisp fire board should be dealt with by Don Puttick. A white board is available.

RSFAS raised concern that OHS posters, first aid officer posters are not up-to-date in that area.

There are some issues around the shelving set-up in Room 1106 Copland but given that there will be changes in the level of hardware support with the outsourcing of hardware deployment, any decision on maintenance or refurbishment of room 1006 should be deferred.

5. OHS Health, Safety and work environment Branch Comment

Mr Glyn Whitworth reported:
ANU has a new employee assistance provider – Assureprograms – information is available the Staff Health and Well-Being site.

The on-line risk assessment system (version 1) is now available. A across-campus training program for the system is to be implemented. Target audiences will be compliance officers, laboratory heads, fieldwork supervisors.

The locations of Automated External Defibrillators (AED) is now noted on campus maps, and signage is available to indicate location of AEDs. The closest AED to CBE is in Spaces Service GO37 but with the upcoming move of Space Services to the Innovation building, CBE will consider the purchase of its own AED for use by trained personnel.
Applications for the Sociology of Safety Award can be put forward at any time. Detailed information is available from the OHS site.

Wellbeing programs:

Quit Smoking support commencing on 25 September.

Posture & Flexibility and Strength & Flexibility courses are being offered at locations across campus. There will be an offering using the Hanna Neumann Seminar room commencing 14 October.

A reorganization of the Agenda & Minutes was suggested, in particular the presentation of the Agenda and Action Items as one document.

6. Other Business

Incident reports:
Ms Monaghan noted that OHS incident data received from the Work Environment Branch showed that 2 incident reports have been lodged since June 2013. All incidents have been followed up and no action is pending.

OHS Policy Committee Meeting:
Kate Hogan attended the OHS Policy Meeting on behalf of Lorna Monaghan. Issues of note for the CBE committee which Mr Whitworth had not raised in his report are:

ANU injury frequency rate has been down in the first half of 2013 compared to 2012; major injury is body-stress. An outline was given of the trialling of the 'posture plane' equipment by two areas as part of addressing stress related issues. This is an expensive option but one that is felt to help reduce liability claims.

A recommendation was made that the University OHS Committee be renamed to the Work Health and Safety Committee. The CBE OHS committee may wish to consider a name change when the central name change occurs.

The Pre Employment Work Environment Report (PEWER) is under review with a focus on not just identifying possible hazards and workplace issues connected with every position but to ensure that relevant training is available and undertaken. Discussion is continuing to determine area of the university has final responsibility for ensuring that PEWER’s are implemented.

Purchase of College Defibrillator
The closest AED to CBE is in Spaces Service GO37 but with the upcoming move of Space Services to the Innovation building, CBE will consider the purchase of its own AED for use by trained personnel.

Proposal to setup the ping-pong table in the CBE Tearoom, 2nd floor Copland RSE would like to have the old ping-pong table setup in the tearoom to encourage activity. Some concerns were expressed about the practicality of the suggestion but a two week trial will be implemented, and then feedback invited.
Bike Policy
Bikes are allowed to be kept in offices. If the office is being used by two people then agreement must be reached about the storage of the bike in the office. Bikes cannot be kept in stairwells. In those instances where bikes are being kept in stairwells the process is to leave a note with the bike advising that it will be removed if kept in the stairwell; if the bike remains then the Facilities and Services Coordinator should be advised and the bike will be removed.

Footpath – Union Lane
The construction of a footpath down the side of building 26c in Union Lane has been approved.

Action:
- Ms Kate Hogan to check legislative requirements for timing of fire drills. It has been confirmed that fire drills are to be held yearly. 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)
- Maintenance or refurbishment of room 1006 to be deferred for discussion at the first meeting of 2014.
- Agenda & Minutes presentation to be discussed with Committee Secretary
- Mr Puttick to investigate the costs associated with purchasing an AED and a lockable wall mounted case.

Next Meeting is scheduled for Wednesday, 4th December 2013

Action Items Completed

| HW Arndt Building evacuation drill | completed |
| Repairs to Hanna Neumann building windows | underway |
| OHS website updating | continuing |
| ANU bike Policy clarification | completed |
| Workrave roll-out | completed |