ANU College of Business and Economics – Minutes

Local Occupational Health and Safety Committee meeting 04/13 held on Wednesday, 4 December 2013 at 2.00pm in the College Board Room 2.57, Bldg 26C.

Present
Ms Lorna Monaghan – Acting Chair
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
Mr Donald Puttick – Facilities and Services Coordinator
Mr Jamie Browne – Building Operations Coordinator
Ms Aneta Rusek – RSE Administrator
Ms Julia Woodruff – RSM School Administrator
Ms Linda Parker – Chief Fire Warden

Apologies
Professor Neil Fargher; Ms Flora Mehr; Mr Drew Treasure; Ms Jennifer Hunt, Ms Katrina Boyd, OHS - Health Safety and Work Environment Branch,

Minutes from meeting 03/13 of the College Occupational Health and Safety Committee were accepted.

1. New Members

The Chair extended a welcome to Linda Parker who is replacing Mr Puttick as Chief Fire Warden.

2. Health and Safety Representative update:

Ms Hogan undertook the five day Health and Safety Representative (HSR) training and noted that HSR’s are not OHS Officers. Ms Hogan also noted to the Committee that any future HSR’s should be elected to the role.

Issues:
Some fire hose cupboards located on the 1st floor Copeland Building within the Research School of Management area are being used to store rubbish.
Action: Infrastructure Office to arrange removal of rubbish from the fire cupboards and noted to the cleaning contractors.
3. Warden, Emergency update and Warden Action Plans

Legislative requirements note fire drills are to be held annually. The Committee recommended that the College Chief Fire Wardens liaise with the ANU Fire Officer to arrange suitable timings of Emergency drills. The Committee discussed the need for the fire drills to happen during semester time to create a more realistic situation; however; this should also be done with as little disruption to teaching activities as possible.

Action: Chief Fire Wardens to liaise with the ANU Fire Officer to arrange suitable timings of evacuation/fire drills in 2014.

Emergency Warden training for CBE 26C has been arranged for Friday 6 December 2013.

3. CBE Precinct and Security update and Infrastructure update

No security incidents were reported.

Mr Puttick advised the security patrol hours of operation have altered during the ANU shut down period to run between 6:00pm -8:00am. Similar patrol hours may also be implemented for weekends and public holidays during non-shut down periods. Staff in the building outside the revised patrolled hours will need to phone 52249 for assistance if they lose their card and need to exit the building.

Additional seating has been installed outside of Building 26C.

A new footpath has been placed down the side of CBE building 26C. The footpath runs along the Lecture Theatre side of the building to reduce the risks to pedestrians walking on the road.

Mr Puttick noted that the fault reported with the CBE fire alarm has been rectified and tested.

Ms Monaghan noted that a response had been provided by Security regarding the matter of the emergency phone number ringing out in the course of an incident with distressed student. All calls to security are to be made to 61252249.

The College is investigating 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.

4. Workplace inspection reports

Workplace inspections have been undertaken with some reports still needing to be submitted. Items for action have been submitted to the Infrastructure Unit or jobs logged through Maximo.
A Workplace Inspection Schedule for 2014 has been distributed to all members.

5. OHS Health, Safety and Work Environment Branch Comment

Nil report

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 September 2013. All incidents have been followed up and no action is pending.

OHS Policy Committee Meeting:
Ms Monaghan attended the OHS Policy Meeting, issues of note for the CBE committee are:
- Mr Len Tomlinson, Associate Director, Work Environment Group will retire at the end of 2013 - no replacement was announced;
- Policy and procedure released for Managing Work-related Injury and Illness
- Policy released for Roles, Responsibilities and Rights in Rehabilitating Injured Staff;
- Comcare inspections are becoming more frequent to identify workplace hazards and risks. It is therefore important that internal workplace inspections are carried out regularly and thoroughly;
- The Work Health and Safety Act requires that ANU maintain Employer Representatives to assist with resolving work health safety issues.

Purchase of College Defibrillator
Quotes have been received and an order will be placed soon. The defibrillator will be housed on level 2, CBE Building 26 with the possibility of relocating it to the First Aid room when it has been completed.
Action: Ms Monaghan to arrange the purchase an automated external defibrillator (AED) and a lockable wall mounted case.

A request will be forwarded to all Administration staff seeking volunteers to become OSLO representatives for the College. A representative from each of the functional teams would be ideal, particularly from IT as they have a role in setting up workstations.
Action: Ms Monaghan to seek volunteers to become OSLO representatives for the College.

On behalf of the Committee Ms Monaghan thanked the outgoing Chair, Professor Neil Fargher for his service to the Committee over the past two years.

OHS Committee member training will be arranged for all current members and the new Chair in early 2014.
Mr Farran noted that the College Improvement Plan is currently being revised and will align with the ANU WHS Strategic Plan. It was noted that there is a new ANU WHS Strategic Plan under development which is due to be distributed in early 2014.

Ms Parker raised concerns about the tiles in the foyer of Building 26C being slippery when it’s raining. Mr Puttick advised that a non-slip mat is not suitable to be placed in this area.
Action: Mr Farran will explore possible options with the Work Environment Group to assist with the potential hazard.

Ms McNamara remarked that it would be beneficial if the current online incident notification form could be revised with a broader range of questions to reflect ongoing strain injuries rather than just specific incidents.

Action:

- Infrastructure Office to arrange removal of rubbish from the fire cupboards and noted to the cleaning contractors.
- Chief Fire Wardens to liaise with the ANU Fire Officer to arrange suitable timings of evacuation/fire drills in 2014.
- Ms Monaghan to arrange the purchase an automated external defibrillator and a lockable wall mounted case.
- Ms Monaghan to seek volunteers to become OSLO representatives for the College.
- Mr Farran to explore possible options with the WHS Branch to assist with potential hazard of the slippery entry floor when wet.

Next Meeting is scheduled for Wednesday, 5th March 2014

Action Items Completed

| OHS posters, first aid officer posters are not up-to-date. | Completed |
| Agenda & Action items presentation review | Completed |
| Purchase of College Defibrillator and a lockable wall mounted case. | Completed |
| Obtain list of exit stairs and gathering points and purchase photo frames for maps to be mounted. | Completed |
| OHS posters, first aid officer posters are not up-to-date. | Completed |

Action Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Discussion</th>
<th>Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<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 timings of holding College drills</td>
<td>Next meeting</td>
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<tr>
<td>The following buildings are to be scheduled for a fire drills:</td>
<td></td>
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<tr>
<td>Copland (Bldg 24)</td>
<td>LF Crisp (Bldg 26)</td>
<td>Pap Moran (Bldg 26B)</td>
<td>H Neumann (Bldg 21)</td>
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<td><strong>review of the Material Safety Data sheets across the College for accuracy and consistency</strong></td>
<td>Ongoing</td>
<td>Meeting arranged – schedule required of when reviews should be updated.</td>
<td>Lorna to follow-up with 2014</td>
</tr>
<tr>
<td><strong>CBE OHS Improvement Plan</strong></td>
<td>Currently under review</td>
<td>HR Manager – Mr Richard Farran</td>
<td>ongoing</td>
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<td><strong>In-house OHS supervisor training be arranged for College supervisors and managers.</strong></td>
<td>Sub Committee to arrange</td>
<td>Lorna Monaghan</td>
<td>ongoing part of HR reporting</td>
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<td><strong>follow up identified building items requiring repairs</strong></td>
<td>On-going</td>
<td>Mr Puttick</td>
<td>ongoing</td>
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<td><strong>All Committee Members to co-ordinate with allocated officers to perform workplace inspections</strong></td>
<td></td>
<td>All Committee Members</td>
<td>ongoing</td>
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<td><strong>Ms McNamara to provide plan for fixing the windows in the Hanna Neumann building.</strong></td>
<td></td>
<td>Ms McNamara</td>
<td>ASAP</td>
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<td><strong>Ms Monaghan to seek volunteers to become OSLO representatives for the College.</strong></td>
<td></td>
<td>Lorna</td>
<td>March 2014</td>
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<tr>
<td><strong>Mr Farran to explore possible options with the WHS Branch to assist with potential hazard of the slippery entry floor when wet.</strong></td>
<td></td>
<td>Richard</td>
<td>Next meeting</td>
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<tr>
<td><strong>Website update</strong></td>
<td>Drew and Lorna to meet and discuss changes required.</td>
<td>Drew, Kate and Lorna</td>
<td>ongoing</td>
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