College of Business and Economics – Minutes

Local Occupational Health and Safety Committee meeting 13/02 held on Wednesday, 5 June 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 Jennifer Hunt – RSFAS Executive Officer
Ms Julia Woodruff – RSM School Administrator
Mr Drew Treasure - Deputy Health and Safety Representative
Mr Roy Schmid – Manager, OHS, Health Safety and Work Environment Branch

Apologies

Ms Flora Mehr – Student Administration; Mr Damien Hughes – RSE Executive Officer

Minutes from meeting 13/01 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 seeking nominations to fill the vacant position of the College Health and Safety Representative. It was agreed that Ms Kate Hogan would be approached by the Secretary to volunteer for the role with a formal invitation to follow. The Committee also agreed that an invitation be sent to Mr Richard Farran, Acting CBE, HR Manager to join the Committee.

The Committee discussed the need for a whole College fire drill during semester time and agreed that due to the difficulty of Mr Mark Pritchard, ANU Fire Officer, attending to the College’s three fire panels at one time, that only one fire drill, in the Arndt building, should be undertaken at this stage. The Committee noted that further discussions with Mr Pritchard should be undertaken on the best way to approach a whole College drill before setting a date. Recommendations to the Committee from Deputy Dean of Education noted that it would be preferable that fire drills not be held in the examination periods and where possible they occur ten minutes either side of the hour to limit disruption to classes. It was agreed that Mr Puttick would discuss the requirements with Mr Pritchard and report back to the Committee at the next meeting.

Ms McNamara noted RSE had been seeking several new volunteer emergency wardens in the Copland buildings.
3. CBE Precinct and Security update and Infrastructure update

Mr Puttick informed the Committee of security issues involving unauthorised undergraduate students having access to the CBE Building after hours. One of the unauthorised students showed aggressive behaviour towards a security guard when asked to leave. An e-mail was sent to all staff reminding them that staff cards are not to be given to friends or relatives for after-hours access to any College buildings. Staff and students are also being informed at school meetings.

Mr Puttick noted that repairs to the leaking roof in room 2110 have been completed; however, he advised that there is a possibility that the room will need to be closed for a day for repairs to the floor.

Mr Puttick informed the Committee that the installation of a small coffee shop is being investigated with the intention of locating it in the foyer of building 26C by the end of July.

Ms McNamara raised concerns regarding individuals smoking close to the entrances of the Hanna Neumann building 21. Cigarette smoke is being smelled in the offices immediately above the doorways. Ms McNamara has requested that larger ‘no smoking’ signs be erected and that the smoking bin removed. Professor Fargher stated he would be happy to ask people to move if necessary.

Concerns were raised with regard to bikes being stored in offices after one staff member was found to have his bike hanging from the office roof by hooks. Professor Fargher advised he would seek to clarify the bike policy before the next meeting.

5. Workplace inspection reports

Ms Monaghan advised the Committee that workplace inspections were carried out and all jobs requiring attention should be logged with the Infrastructure Officer.

7. OHS Health, Safety and work environment Branch Comment

Mr Schmid reminded the committee that any feedback on new OHS policies can be e-mailed to ohs.officer@qnu.edu.au.

8. Other Business

Incident reports:
Ms Monaghan noted that OHS incident data received from the Work Environment Branch showed that 3 incident reports have been lodged since March 2013. All incidents have been followed up and no action is pending.

OHS Policy Committee Meeting:
Ms Lorna Monaghan noted that no members of the CBE OHS Committee were able to attend the University OHS Policy Committee Meeting held on 29 May 2013.

Other:

Mr Churches updated the Committee on the Work Break Software. A test group was set up with no problems identified. The IT Section is now ready to commence with the roll out, as previously stated it will commence with RSABIS, with each of the other Research Schools to follow on a month by month basis until complete. Instructions on installing and adjusting the settings have been placed on the web as well as placed in the College Bulletin.

Ms McNamara advised she was looking into arranging a “Crook Back Clinic” to be held in- house for College staff. The Clinic would be available for College staff to register initially, and later open for enrolment to all University staff.

Mr Treasure advised the Committee that the College OHS website is now up and running and that all OHS listed information would need to reviewed and updated on a regular basis. Mr Treasure also informed the Committee that the Dragon site licence is to be released soon.

Mr Puttick noted that the Student Equity Office had completed their move to the old CBE administration area in the Copland building. The Committee agreed that an invitation would be sent to the Student Equity Office seeking a representative to join the Committee for the duration of their residency with CBE.

The Chair advised that he would be happy to talk with any staff experiencing levels of stress as a result of the University financial cuts and the commencement of the College Administration Review (and make appropriate referrals where necessary).

Action:

- Ms Monaghan to send invitations to Ms Kate Hogan and Mr Farran to join the OHS Committee.
- Mr Puttick to discuss requirements with Mr Pritchard for whole College fire drill and report back to the Committee.
- Mr Puttick to speak to Mark Pritchard about holding a Arndt building fire drill
- Professor Faragher to clarify the ANU bike policy.
- Ms Monaghan to send an invitation to the Student Equity Office seeking a representative to join the Committee.

Next Meeting is scheduled for Wednesday, 4th September 2013

Action Items Completed

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<tr>
<td>Mr Churches to set-up web page providing instructions on how staff can install the</td>
<td>Completed</td>
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<td>Workrave break software.</td>
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<td>Mr Treasure to follow-up on progress of the uninstalling problem with Workrave</td>
<td>Completed</td>
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<td>Ms McNamara to follow-up with RSE for volunteer emergency wardens</td>
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<td>Ms Monaghan to place a list of College OSLO’s on the CBE web.</td>
<td>Completed</td>
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<tr>
<td>Professor Fargher to seek approval from Dean and Executive Committee to hold College wide fire drill.</td>
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<td>Ms Monaghan to provide OHS Committee contact list for HSWB.</td>
<td>Completed</td>
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