MINUTES

Meeting  CBE Workplace Health and Safety Committee
Meet No.  4/14
Present  Dr Maria Racionero, Committee Chair
Dr Linda Parker, Committee Secretary
Richard Farran
Jamie Brown
Julia Woodruff
Andrew Churches
Lorna Monaghan
Gail McNamara
In Attendance  Margaret Theakston, Associate Director, Work Environment Group
Ingrid Krauss, Major Injury Prevention, Work Environment Group
Apologies  Drew Treasure; Flora Mehr; Lucy Agar and Aneta Rusek
Date/Time  Wednesday, 3 December 2014 2.00 pm
Venue  CBE Boardroom 2.57, Building 26C

Item 1. Minutes
The Committee noted its acceptance of the minutes from the previous meeting held on 10 September 2014.

Item 2. Report from the Chair
• The Chair acknowledged the recent, comprehensive email that was sent to all College staff with regard to WHS matters.

Item 3. Health and Safety Representative Report
• A number of college staff have recently completed OSLO training:
  ▪ Drew Treasure
  ▪ Moussab Loraibi
  ▪ Hannah Wang
  ▪ Jenny Nguyen, and
  ▪ Ben Paine

Item 4. College Evacuation Drill Report
• No reports submitted.
• After the last series of evacuation drills, the ‘bridge’ doors will be marked with appropriate advice regarding access, actions and use of the doors during drills. Susanna Pietrzak provided a report on the recent evacuation drill in the Arndt building raising bridge door concerns.
  o ACTION: Jamie Browne to place advice regarding appropriate procedures to follow during evacuation drills and emergencies on building ‘bridge’ doors.
There is a plan to alter the evacuation process. Advice will be sent to all College staff when the new arrangements are finalised, including responsibilities of all staff.
  o ACTION: Linda Parker to follow up with Campus Fire Officer to finalise changeover and procedure advice.

Item 5. CBE Precinct Security and Infrastructure Report

- Intention to test the duress buttons in both the First Aid and Parent’s room.
  o ACTION: Jamie Browne to test duress buttons.
- Phones should be available in both the First Aid and Parent’s room.
  o ACTION: Andrew Churches will arrange for telephones to be in place in both rooms.
- New ‘self-service’ being introduced regarding incidents/accidents in different areas through HRMS. All WHS Committee members should have access. Anticipate a January start.
  - There will be a strategic approach to monitoring and recording.
- A scooter was parked next to the electrical box near the Arndt building. It had been sitting there for some time. It has now been moved to the front of CBE Building 26C, uncertain if security moved it there.
- Painting will commence at the beginning of 2015, and then the carpets will be replaced.
  - The paint fumes were discussed, and the committee was advised that only low fume paints would be used.
- There was a recent incident in the college with a staff member falling down some steps on 28 November. Jamie Brown is investigating this matter. It may be a Facilities and Services matter rather than a CBE issue.
  o ACTION: Jamie Browne to follow up with regard to this incident.
- The Staff Tea room will be refurbished in 2015, there is no timetable as to when the work will commence yet. The actual kitchen will not be included in the update.

Item 6. Workplace Inspection Reports

- Only one workplace inspection report provided.
- Committee members reminded that it is important to make the time to do these inspections.
  o ACTION: All committee members need to make a time to conduct the inspections on a regular basis.
- Workplace Inspection report templates will be sent out with future email reminders.
  o ACTION: Linda Parker to send out templates and reminders prior to meetings.
- Although the workplace inspection reports are conducted on a “buddy system,” individual checks are okay.
- Margaret Theakston mentioned that some of the colleges only do their inspection reports annually. As a result, consultation will be undertaken with RSE and RSFAS on converting the inspections to twice a year, once a semester.
  o ACTION: Linda Parker to consult with RSE and RSFAS WHS committee members with regard to changes.

Item 7. Work Environment Group Report

- Move to a smoke free campus, or almost smoke free campus is underway. Areas such as residential areas are being considered. There will be DSAs or Designated Smoking Areas. There will be 10 or 12 DSAs across the campus. Identification of hot spots has been made where cigarette bins are required. There has been a distribution of a discussion paper, detailing what other universities have done. At the end of January recommendations will
be considered. Then around May, in conjunction with the International Smoke Free Day, the program will commence.

- There has been a big review of work health and safety in the university. “Self-insurance” project over the next five years. The university will need to conform to legal requirements with workplace health and safety.
- Social risk management regarding mental health. Consideration required concerning workplace factors and managing it. Some work with training HR Managers has occurred.
- A new industry management system is going out to tender.
- The Work Environment Group unit has a number of new staff.
- At a recent Senior Managers Group meeting, a WHS lawyer spoke with them. This session provided information to the Executive members with regard to their WHS responsibilities.
- Comcare are taking some regulatory action against the University with regard to the WHS management system. The management system will make the work more transparent in detailing what is being done, such as; work demand; workloads; work load support; behaviours in the workplace; behaviour training; understanding of mental health and its management; asbestos management; and contractor management.

Item 8. Other business

- Incident Reports
  - No incident reports tabled.
- The Dean attended the SMG meeting which involved WHS. The Dean is keen to bring WHS to the Executive Committee meetings, one issue will be selected to be discussed at each meeting. If committee members have any suggestions for an item for discussion please speak to Richard, Lorna or Linda.
- A briefing paper is to be completed after each WHS committee meeting for the Dean; this will include health related matters.
  - ACTION: Linda Parker to prepare briefing document.
- The Dean and General Manager have agreed to put $30k toward early injury support and treatment. The process to access this funding needs to be designed. Incident reports still need to be completed. This will be promoted more widely once it is known how the process will work. The College is exploring providers for corporate massages. Linda and Lorna will screen providers. The plan is to have someone on site once a week or fortnightly.
  - ACTION: Linda Parker and Lorna Monaghan to make contact with potential massage providers.
- 10,000 Steps Australia workplace challenge takes place in the New Year. Advocates for the challenge will be sought from different areas of the College.
  - ACTION: Richard Farran to follow up.
- Standing desks and other WHS equipment was discussed. Monitor stands that can be extended are being purchased, looking at investing in eight of the stands for the time being. These stands are currently being investigated and tested, and will need OSLO checking. There is also a pool of equipment including ergonomic mice available through Drew Treasure.
  - ACTION: Andrew Churches is making arrangements and enquiries.
- OSLO training held at the College this month identified a lack of adjusting/winding sticks for desks.
- A vote of thanks to Kate Hogan, who recently left the college, for all of her contributions to the committee and college as a committee member and the Health and Safety representative.
- Discussion concerning moving the meetings days from Wednesdays to Tuesdays for 2015. Committee agreed to move the meetings to Tuesdays.
• Action Items – see below.
• Next meeting scheduled for 2.00 pm, Tuesday, 24 March 2015.
• Further meetings for 2015 scheduled for 2.00pm on the following dates:
  o Tuesday, 9 June 2015
  o Tuesday, 1 September 2015
  o Tuesday, 24 November 2015
<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Review evacuation process for staff when alarm sounds, including the communication of this process to staff</td>
<td>CBE HR</td>
<td>In progress</td>
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<tr>
<td>Review practice training for fire wardens</td>
<td>CBE HR</td>
<td>In progress</td>
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<tr>
<td>Building ‘bridge’ doors to be marked clearly giving advice regarding actions to follow during evacuation drills and in case of emergency</td>
<td>Jamie Browne</td>
<td>By end of March</td>
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<tr>
<td>Follow up on the equipment that failed the testing and tagging process with the staff concerned. This equipment will need to be replaced and rechecked.</td>
<td>Jamie Browne</td>
<td>In progress</td>
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<tr>
<td>Send an email to all College staff about the general findings from the testing and tagging process.</td>
<td>Jamie Browne</td>
<td></td>
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<tr>
<td>Consider process for private items in testing and tagging process.</td>
<td>Jamie Browne</td>
<td></td>
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<td>Ensure that workplace inspections are completed and the reports returned to WHS Committee Secretary</td>
<td>All</td>
<td>Before either of the two WHS Committee meetings scheduled for Semester 1 2015 Overdue areas are: College Administration, RSE and RSFAS</td>
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<td>Chief Fire Warden Arndt Building to organise Evacuation Drill</td>
<td>Susanna Pietrzak</td>
<td>Completed</td>
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<td>Upload draft minutes as soon as possible to the web then confirm minutes after the next meeting</td>
<td>CBE HR</td>
<td>On-going. As soon as possible after each meeting</td>
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<tr>
<td>Review of the Material Safety Data sheets across the College for accuracy and consistency</td>
<td>Research School Admin staff and Student Admin Staff. CBE HR to follow-up reviews each year.</td>
<td>On-going with annual updates</td>
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<tr>
<td>CBE OHS Improvement Plan</td>
<td>HR Manager – Mr Richard Farran</td>
<td>In progress</td>
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<tr>
<td>Subject</td>
<td>Minutes</td>
<td>Description</td>
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<td>OHS Committee, Emergency Warden and First Aid officer email lists need to be updated</td>
<td>Linda to investigate and contact the Campus Fire Services officer and update email lists, combining Fire wardens lists by separate buildings.</td>
<td>In progress</td>
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<td>There is a plan to alter the evacuation process in CBE. Advice will be sent to all College staff when the new arrangements are finalised, including responsibilities of all staff.</td>
<td>Linda Parker to follow up with Campus Fire Officer to finalise changeover and procedure advice.</td>
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<td>Duress buttons in First aid and parents rooms to be tested.</td>
<td>Jamie Browne</td>
<td>January 2015</td>
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<td>Telephones to be placed in both the First Aid and Parents rooms.</td>
<td>Andrew Churches</td>
<td>December 2014</td>
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<td>A staff member fell down some steps on 28 November. It may be a Facilities and Services matter rather than a CBE issue.</td>
<td>Jamie Browne</td>
<td>January 2015</td>
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<td>Workplace Inspection report templates will be sent out with future email reminders.</td>
<td>Linda Parker</td>
<td>Send out report templates with reminders prior to each WHS meeting.</td>
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<td>As a result of discussions at the meeting that some of the colleges only do their inspection reports annually, consultation will be undertaken with RSE and RSFAS on converting the inspections to twice a year, once a semester.</td>
<td>Linda Parker to consult with RSE and RSFAS WHS committee members with regard to changes</td>
<td>Complete</td>
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<td>A briefing paper is to be completed after each WHS committee meeting on the main issues discussed at the meetings for the Dean; this will include health related matters.</td>
<td>Linda Parker to prepare briefing document.</td>
<td>Following each WHS Committee meeting and prior to CBE Executive meetings.</td>
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<td>Corporate massages were in place a year or two ago. Linda and Lorna will screen providers. The plan is to have someone on site once a week or fortnightly.</td>
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<td>Standing desks and other WHS equipment have been discussed. Monitor stands that can be extended are being purchased. These stands are currently being investigated and tested.</td>
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