MINUTES

Meeting CBE Workplace Health and Safety Committee
Meeting No: 1/15
Present Dr Maria Racionero, Committee Chair
Lorna Monaghan
Drew Treasure
Richard Farran
Julia Woodruff
Gail McNamara
In Attendance Ingrid Krauss, Major Injury Prevention, Work Environment Group
Melissa Deaner, Project Manager, The Workers’ Compensation Self-Insurance
Apologies Linda Parker, Jamie Browne, Flora Mehr
Date/Time Tuesday, 24 March 2015 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 3 December 2014.

Item 2: Report from the Chair

- The WHS Committee Chair Survey was completed and submitted on 4 February. Documents tabled.

Item 3: Health and Safety Representative Report

- The AED has been tested and details and photos of the location of the AED sent to the Work Environment Group.
- Both the First Aid and Parents’ rooms are now fully equipped for use. A formal launch of the Parents’ room will be planned for late April or sometime in May.
- An email sent was sent to all staff on 26 February with regard to sourcing additional emergency wardens, OSLO and First Aid officers.
- A list of the College’s trained OSLO staff has now been included on the College Health and Safety webpage.
- The College’s emergency wardens list has been updated.
- A quarterly email will be sent to all staff with regard to Safety Awareness, committee memberships, First Aid officers and OSLO staff, Health and Safety and Chemical and Electrical Safety. A copy of the 18 March email tabled.

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 appropriate procedures to follow during evacuation drills and emergencies on building ‘bridge’ doors.
• 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
• No report given at the meeting as Jamie Brown was unavailable.
• Report from Jamie Brown tabled as attached (Attachment B).

Item 6: Workplace Inspection Reports
• No reports completed. A reminder to all WHS committee that all areas will need to complete reports prior to the next WHS Committee meeting.

Item 7: Work Environment Group Report
• Self-insurance project steps underway:
  o Engaging an external consultant to assist in the preparation of the application for self-insurance;
  o Identifying the steps, processes and controls needed to implement a self-insurance license;
  o Implement changes to the WHS Management System to ensure its conformance and compliance with the National Audit Tool (NAT CTH);
  o Report to be presented to Steering committee.
• OSLO Networks priority
• WHS courses – upcoming
• Smoke free campus on track. A reminder to be sent to students with regard to smoke free arrangements.
• Diploma in WHS – Expressions of interest were sought. Courses are to be negotiated with the provider, and more information will be distributed soon.

Item 8: Other business
• Incident Reports
  o No incident reports tabled.
• WHS Executive brief dated 6 February tabled (at Attachment D). Next brief to be prepared for Executive meeting which will be held on 15 April.
• Draft guidelines for the College’s Early Intervention and Wellness Program have been passed to the College Executive for consideration.
• Massages will continue, but only during the busier times at the beginning and end of each semester.
• Pilates classes will continue with attending staff now to contribute towards the costs of the provider. An additional stretch class will be organised for next semester.
  o Action: Linda to prepare email to all staff regarding new financial arrangements for Pilates classes and to find another provider for the stretch class
  o HR Office to seek interest from staff to participate in the Get the World Moving challenge, cost $89 per person.
Carpet issues. Suppliers are required to come back to fix defects. Notification of defects are to be sent to the College Infrastructure Officer.

The Work Health and Safety (WHS) Reporting project includes the development and delivery of a set of dashboards and reports based on key WHS-related measures and statistics.

Drew Treasure provided the committee with a “VARIDESK” demonstration. The VARDIDESK allows work from either a standing or sitting position with a retrofit adjustable platform. This system is less expensive than other permanent standing models.

WHS sit/stand desk trial to take place. It was noted that it may be possible to adjust existing desks to allow standing up desks. Current desks will be checked by the Infrastructure Officer to see how far they raise.

- Action: Infrastructure Officer to check current desks heights.

- If staff need, or would like to try, ergonomic equipment, they should send an email to Drew Treasure.

- Action Items at attachment A.

Next meeting scheduled for 2.00 pm, Tuesday, 9 June 2015.

Further meetings for 2015 scheduled for 2.00pm on the following dates:

- Tuesday, 1 September 2015
- Tuesday, 24 November 2015
<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Review practice training for emergency wardens</td>
<td>CBE HR</td>
<td>In progress</td>
</tr>
<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>In progress</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Consider process for private items in testing and tagging process.</td>
<td>Jamie Browne</td>
<td></td>
</tr>
<tr>
<td>Ensure that workplace inspections are completed and the reports returned to WHS Committee Secretary</td>
<td>All</td>
<td>All teams will need to submit their workplace inspection reports prior to the next WHS meeting in June.</td>
</tr>
<tr>
<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>
</tr>
<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.</td>
<td>On-going with annual updates</td>
</tr>
<tr>
<td>CBE OHS Improvement Plan</td>
<td>HR Manager – Richard Farran</td>
<td>In progress</td>
</tr>
<tr>
<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</td>
<td>Complete</td>
</tr>
<tr>
<td>Email lists, combining Fire wardens lists by separate buildings.</td>
<td>Linda Parker to follow up with Campus Fire Officer to finalise changeover and procedure advice.</td>
<td>In progress</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<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>
<td>In progress</td>
</tr>
<tr>
<td>Duress buttons in First aid and parents rooms to be tested.</td>
<td>Jamie Browne</td>
<td>In progress</td>
</tr>
<tr>
<td>Telephones to be placed in both the First Aid and Parents rooms.</td>
<td>Andrew Churches</td>
<td>Complete</td>
</tr>
<tr>
<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>Complete</td>
</tr>
<tr>
<td>Workplace Inspection report templates will be sent out with future email reminders. Send out report templates with reminders prior to each WHS meeting.</td>
<td>Linda Parker</td>
<td>Ongoing</td>
</tr>
<tr>
<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. Following each WHS Committee meeting and prior to CBE Executive meetings.</td>
<td>Linda Parker</td>
<td>Ongoing</td>
</tr>
<tr>
<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>
<td>Linda Parker and Lorna Monaghan to make contact with potential massage providers.</td>
<td>Complete</td>
</tr>
<tr>
<td>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.</td>
<td>Richard Farran to follow up.</td>
<td>In progress</td>
</tr>
<tr>
<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>
<td>Andrew Churches is making arrangements and enquiries.</td>
<td>In progress</td>
</tr>
<tr>
<td>Finalisation of guidelines for the College’s Early Intervention and Wellness Program</td>
<td>Lorna and Linda</td>
<td>In progress</td>
</tr>
<tr>
<td>Book massage therapist of end of semester and beginning of semester</td>
<td>Linda</td>
<td>In progress</td>
</tr>
<tr>
<td>Find provider for Stretch Class</td>
<td>Linda</td>
<td>In progress</td>
</tr>
<tr>
<td>Email to be sent to staff with regard to new payment process for Pilates classes</td>
<td>Linda</td>
<td>In progress</td>
</tr>
</tbody>
</table>
ATTACHMENT B: Infrastructure report

From: Jamie Browne  
Sent: Thursday, 9 April 2015 2:01 PM  
To: Linda Parker  
Cc: Lorna Monaghan  
Subject: RE: WHS Committee report

Hi Linda,

Below is a quick update from what has been done from December meeting.

- Waiting from Mark Pritchard to give process for the bridge door procedure signs.
- Both Duress buttons have been tested and the Parents room one is not working as yet. Security are looking into this. Also both rooms are now locked and people need swipe access to enter. There is phones in each room, paper towels and soap dispensers in each and microwave in parents room and cleaning in these rooms are done also each day.
- Scooter has been moved, person was notified by parking and security and it has been moved.
- Painting is almost complete for all 6 buildings.
- Carpets is completed and they have to come back and do final touch ups and defects with glue stains and carpet lifting in some areas.
- Incident report about staff falling down stairs, this was a Facilities issue and has been fixed up by them.
- Tea room is nearing completion of the upgrade and is couple weeks away from being completed.

Heater refresh is underway, waiting on quote for 50 of these which will be distributed to schools so that staff can use them when they come in after hours where the heating does not work on weekends in the older buildings.
Also power boards is in this quote also for the purchase of new power boards to be replaced from the test and tagging that was done.

Regards

Jamie

Jamie Browne  
Building Operations Co-ordinator  I ANU College Business and Economics I  
CBE Building 26C I Room 2.14 I  
The Australian National University  
Canberra ACT 2601 I  
T: +61 6125 7754  
F: +61 6125 3942  
M: 0404 484 948  
www.cbe.anu.edu.au
Hi Jamie

Although you were not able to attend the last WHS Committee meeting, are you able to provide a report and respond to action items that related to you in the minutes from the December meeting.

If you could get something to me, it only needs to brief, by lunch time this Friday that would be great, as I need to prepare the WHS Executive briefing paper for the Exec meeting next Wednesday.

Many thanks

Linda

Linda Parker  
HR consultant  
Room 2.42  
ANU College of Business and Economics  
The Australian National University  
26C Kingsley Street  
ACTON  ACT  2601  
Australia

T: +61 2 6125 9343  
www.CBE.anu.edu.au

Hours of Work:  
8:00 am- 4:00 pm  
Monday – Friday

CRICOS Provider #00120C
ATTACHMENT C: All CBE staff email

From: Linda Parker
Sent: Wednesday, 18 March 2015 8:49 AM
To: CBE - All Members
Subject: Safety Awareness: CBE’s WHS Committee, First Aid officers and OSLOs and Chemical and Electrical Safety, Health and Safety

Dear colleagues

The following information is provided for your information. This information will be sent to you on a quarterly basis to allow for changes that you need to be aware of including WHS, First Aid and OSLO staff changes.

The College has a **Workplace Health and Safety Committee** that meet four times a year.

The Committee consists of:

Dr Maria Racionero – Committee Chair
Linda Parker – Committee Secretary and Health & Safety Representative
Drew Treasure – Health and Safety Representative Deputy
Lorna Monaghan
Andrew Churches
Flora Mehr
Gail McNamara
Julia Woodruff
Lucy Agar
Richard Farran
Jamie Browne
Aneta Rusek

Please note that the next WHS Committee will be held next Tuesday, 24 March. If you have any concerns regarding WHS please discuss the issue with one of the committee members prior to the meeting.

Details regarding Health and Safety, including: WHS Committee meetings, minutes of the WHS meetings; committee membership; Workrave; Emergency Wardens; First Aid Officers; OSLO staff; the First Aid Room; the Parents’ room; and other WHS links can be found [here](#).

**Occupational Strains Liaison Officers (OSLOs)**

OSLOs are trained volunteers working within Colleges and Divisions. They assess workstation set-ups for staff and provide general advice on ergonomics issues including personal computer (PC) workstation configurations, and; chair, footrest and desk adjustments. Alternately, guidelines for setting up your workstation are available [here](#).

Current College OSLO staff include:

Anna Pickering
Ben Paine
Erica Anand
Hannah Wang
Julia Woodruff
Marina Naumoska
Patty Penm

Antoinette Bosman
Drew Treasure
Gail McNamara
Jenny Nguyen
Lorna Monaghan
Moussab Loraibi
Tracy Skinner
First Aid Officers and First Aid room

First Aid officers can be identified by the green and white signs on their doors.

Senior first aid officers have the essential skills required to administer first aid to a victim of illness or injury until the arrival of professional medical help. Advanced first aid officers are able to provide advanced first aid response and life support, and are responsible for the management of casualty(s), incidents, and other first aid officers until the arrival of medical assistance.

The College first aid officers are:

- Dr Aaron Bruhn
- Dr Gary Buttriss
- Erica Anand
- Susanna Pietrzak
- Marina Naumoska
- Dr Wai-Man Liu
- Lorna Monaghan
- Finola Wijnberg
- Anna Pickering

The College’s First Aid room is located on the ground floor of Building CBE 26C just near the elevator. Staff will require their swipe card for access. If staff or students use the First Aid room, they are requested to make contact with one of the First Aid officers, a list with names and contact numbers is provided by the phone.

Parents room

The College’s Parents room is located on the ground floor of Building CBE 26C, just near the elevator. Staff will require their swipe card for access. Please leave the room clean and tidy for other patrons before you leave.

College Early Intervention and Wellness Program

This new program has included massages and Pilates classes for College staff. Additional information will be provided to staff as more details are finalised and as arrangements are planned.

Safety Data Sheets for chemicals used within the College

Each area, including Research Schools, should have a folder containing Safety Data sheets concerning any chemicals or cleaning products stored or used in that area, and staff should be advised of the location of this information. The College Administration area safety data sheets are located in a white folder in the stationery cupboard in the mail/stationery room on level 2.

Electrical Safety

Did you know that double adaptors are not to be used at the ANU (as they have no overload protection)? Power boards should include a circuit breaker. Extension cords should only be used as a temporary solution.

The use of private owned electrical appliances (such as heaters and fans) is discouraged. All non ANU owned electrical appliances (unless exempt) must be inspected, tested and tagged before being used in University workplaces. The cost of testing and tagging (by a competent person or external company) is to be covered by the appliance owner.

Mobile phone chargers, and laptop power supplies meeting Australian standards, design, voltage requirements that have undergone and passed a regular visual inspection are exempt.

An electrical safety brochure is attached for your information, please take a minute or two to read through it.
Linda

Linda Parker
WHS Committee Secretary and CBE Health & Safety representative
HR consultant
Room 2.42
ANU College of Business and Economics
The Australian National University
26C Kingsley Street
ACTON ACT 2601
Australia

T: +61 2 6125 9343

www.CBE.anu.edu.au

Hours of Work:
8:00 am - 4:00 pm
Monday – Friday

CRICOS Provider #00120C

Electrical_Brochure.pdf
Attachment D

BRIEFING PAPER

SUBJECT CBE Workplace Health and Safety Executive Brief

DATE 6 February 2015

FROM Linda Parker – Secretary, College Workplace Health and Safety Committee

CBE Workplace Health and Safety

- First Aid Room and Parents Room complete - rooms are in the process of being fitted out with appropriate supplies and equipment.
- Sharps boxes placed throughout the College - due to recent incidents with used needles being found in inappropriate receptacles in the college. Sharps boxes have been placed in the ground floor toilets of 26C, Arndt building and First Aid room.
- Plans are underway to change the College Evacuation alarm process - alarms will be changed to evacuate rather than a standby alarm and then evacuate. Once operational Fire Wardens will be advised of the changes.
- Occupation Strains Liaison Officers (OSLO) - Five additional professional staff trained taking the College up to a total of 14 OSLO trained staff.
- All offices have been fitted with locks that can allow the office to be locked both from in and outside after security concerns.
- Duress buttons have been placed in all of the student offices following potential safety concerns.
- A comprehensive email was sent to all staff towards the end of 2014, concerning WHS and health and safety issues.
- Local WHS Committee Chair Survey 2014 sent to CBE Chair for completion. In the Chair’s absence the survey was compiled by the CBE Local WHS Committee Secretary and the College General Manager.

ANU Workplace Health and Safety Topics

- Smoke Free Campus – ANU to move towards smoke-free campus and involves the establishment of Designated Outdoor Smoking Areas (DOSAs) at residential and commercial areas and possibly other locations on campus. To be widely advertised and planned to be in place in time for World No Tobacco Day on 31 May 2015. Smoking at remote sites and on fieldwork will be addressed and further consultation with managers, students and staff will be outlined in a consultation plan to be distributed.
- Vision for WHS Division - Move toward a more proactive and less reactive approach to WHS management with a visible commitment from all levels of management. There will be a focus on early intervention and measurement of performance to identify factors that can prevent incidents and manage hazards including psychosocial hazards.

Preventative WHS actions

- The Dean and College General Manager have approved funds for an early intervention program for injuries.
Proactive injury prevention measures and activities have been initiated to avoid body stressing. This includes:

- In-house massages – a provider has been organised to give 15 minute massages to staff, two afternoons a week for three weeks in February.
- A ‘pilot’ of Pilates classes will commence in mid February 2015. Classes will be held over a six week block, one morning and one evening a week. Due to the overwhelming interest from staff, the classes will be reviewed with regard to the possibility of extending or increasing the frequency of the classes, towards the end of the six week pilot.
- Standing desks will be progressively replacing regular desks through the college. These adjustable, standing desks will offer better circulation, cardiovascular health, less stress on the back and joints, and less muscular tension. (The College’s Research Schools being welcome to join the order for these desks).
- The College’s pool of ergonomic equipment remains in place.

Meetings

The last CBE Local WHS Committee meeting was held on: 3 December 2014

The next meeting is scheduled for: 24 March 2015