

**THE AUSTRALIAN NATIONAL UNIVERSITY**  
**OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE**

The eighty-third meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 22 March 2006 in the Ross Hohnen Room, the Chancelry.

**MINUTES**

- Present:** Ms A Hope, Deputy Director, Human Resources  
Mr A Mead, Director, Risk Management and Audit  
Dr A Christy, Geology  
Mr B Lane, F & S  
Mr M Blacksell, RSPHYSSE  
Dr M Sherburn, RSC
- Apologies:** Mr E Ward, RSES  
Ms C Woodhams, JCSMR
- Absent:** Mr F Daniels, F & S
- In Attendance:** Mr R Schmid, OHS Manager and Senior Occupational Hygienist  
Ms L Smith, Assistant Manager, OHSIM

**1. MINUTES**

Minutes of the eighty-second meeting (46/2005) were accepted.

**2. ADDITIONAL AGENDA ITEMS TO BE STARRED**

There were no additional items to be starred.

**3. COMMITTEE MEMBERSHIP**

Ms Andrea Hope, deputy Director HR joins the committee.

**4. BUSINESS ARISING FROM THE MINUTES  
NOT APPEARING ON THE AGENDA**

**5. BUSINESS ARISING FROM THE MINUTES**

.1 **Electrical Safety Procedures**

The Electrical Safety Hazard Management Procedure was placed on the web in October 2005. The issues that were raised were forwarded to the electrical safety sub-committee for comment. A discussion paper by the Chair of the Electrical Safety Committee was attached to the agenda. Some discussion was had regarding the increased need for inspection and the practicalities of testing in the residences. The committee awaits the minutes of the next electrical safety subcommittee.

.2 **Emergency Procedures**

The emergency response report following the RSC fire was discussed, in particular points 6 (phones), 11 (risk profiles), and 12 (electronic data backup) and concerns over the wording of footnote 1. Many of the recommendations have or are being implemented. There is a need to share the best practice processes around the University.

Other comments on the report and related matters were that ANU had good crisis management, but Business continuity planning could be improved, and the risk assessment of science/storage areas was being undertaken in 2006.

.3 **Comcare investigation report into RSC Explosion, August 2005**

ANU's action on Comcare's recommendations were delayed due to emails not reaching their targets quickly.

Due to the action in chemical related matters due this year, the ANU's chemical management system will be reviewed in 2006.

*Action: Review ANU chemical management system*

.3 **OHS Hazard Management Procedures Review**

The two issues of policy/procedure structure and consultation were discussed.

OHS is a high level component of Risk Management, with the aim to manage the performance and compliance elements, to get an embedded process that is also intuitive. The OHS information system will be slowly reworked to comply with ANU guidelines and become current.

Consideration was also given to the OHS procedure in terms of relevance to 'me' and the 'ANU to 2010'.

The committee accepted the following options for improvement:

- a) consultation process - locking in a time scale for responses, which may mean some out of session correspondence. The aim is for a 3 month timeframe to first draft.
- b) Project planning - assigning responsibility of the project to a person or working party, and development of a project plan (1 page, who, when, consultation list).
- c) using electronic communication for efficiencies in consultation – eg. a draft web page, presenting the policy and procedure at the same time for distribution for comment.

It was also decided to investigate with the Risk Management and Audit Office, the feasibility of a risk management framework for OHSIM and other risk management web material – e.g. a portal

*Action Develop an OHS policy/procedure project plan template  
Create a Chairs of DWG OHS Committees email list.*

.4 **Provision of First Aid Services**

The procedure was approved for distribution for comment after minor amendment, with the consultation period kept short.

*Action*        *Send out first aid procedure for comment.*

.5 **Legal Liability and ANU staff in relation to OHS**

The committee felt that enough time had elapsed, and it would be appropriate to remove the word 'draft' from the title.

*Action*        *Update legal liability policy by removing 'draft'.*

**6. LOCAL DWG COMMITTEE ITEMS**

The annual reports from many DWG OHS Committees were discussed. Some issues were -

- a) Trying to encourage academics onto committees.
- b) Support services/structure for OHS committees and networks.
- c) The difficulty in finding people committed to taking on the OHS Chair role.
- d) The increasing resources and time required by Chairs to fulfil their role.
- e) Due to the significant workload by (active) RACLOs and OSLOs, several responses indicate that remuneration might be appropriate. There was nothing in the Enterprise Agreement related to OSLOs or RACLOs (only First Aid officers). The committee would consider an appropriate business case.

The outstanding DWG OHS Committee reports would be followed up and the Chair given the opportunity to submit a report or present in person.

*(Committee action list # 100 )*

**7. NEW BUSINESS**

**8. ANY OTHER BUSINESS**

.1 **Avian Flu Draft response strategy**

Mr A Mead discussed the issue of Avian Flu and business continuity. The response document covers education, communication and prevention strategies.

Mr Mead will distribute the draft Avian Flu response strategy to the committee for information and comments.

*Action*        *Distribute Draft Avian Flu response*

## Meeting dates and times

The meeting dates for the remaining OHS Policy Committee for 2006 are:

17 May

16 August

15 November

in the Ross Hohnen Room, Chancelry, from 10 – 12.

## **Action List**

### **OHS Policy Committee, from the 22 March 2006 meeting**

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<b>Action</b>	<b>By whom</b>	<b>Reporting when</b>
55. Manual Handling Hazard Management Procedures	OHSIM	November 2005
63. National Stress Survey implications	Working Party	ongoing
73. Occupational Strains Liaison Policy	IPAR Unit	February 2005
80. Review Emergency procedures in light of Crisis Management and Business Continuity plans	OHS Unit	November 2005
83. Immunisation procedures	OHS - Web	ASAP
84. Provision of First Aid Procedures	OHS	ASAP
86. Additional Sub-committees	Dir HR	November 2005
87. Student incident notification	OHS	November 2005
89. Electrical Safety review of comments	OHS/Electrical Comm	February 2006
91. OHS Requirements for the Manufacture and Supply of Substances	Budget Units	May 2006
92. Hazard Management Procedure for PLANT	OHS Unit/working party	February 2006
93. Development of a Footwear procedure	OHS Unit	May 2006
94. Review of Pesticide safety	Working party	May 2006
95. Review of Hearing conservation	OHS Unit	August 2006
96. Review of safety in Animal Houses	Working party	August 2006
97. Development of an Eye health umbrella proc	OHS Unit	August 2006
98. HEWRR and the OHS Policy committee	Director, HR	February 2006
99. Review of Fieldwork safety procedure – International travel	OHS/Risk Man	May 2006
100. Request for DWG OHS Com. annual reports	OHS Unit	February 2006
101. Review ANU chemical management system	OHS unit	November 2006
102. Develop an OHS policy/procedure project plan template	OHS Unit	May 2006
103. Create a Chairs of DWG OHS Committees email list	OHS Unit	May 2006
104. Distribute Draft Avian Flu response	RMAO	ASAP