

THE AUSTRALIAN NATIONAL UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

The ninety-first meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 20 February 2008 in the Ross Hohnen Room, the Chancelry.

MINUTES

Present:

Mr R Watts, Director, Human Resources Division
Dr A Christy, Geology, College of Science
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences
Ms P Hill, RSPAS, College of Asia and the Pacific (for Mr D Boyd)
Ms M Jarvis, Finance and Business Services
Ms K Collier, Division of Information
Ms A Daun, College of Law
Mr A Mead, Director, Risk Management and Audit
Prof Aidan Byrne, Dean, Faculty of Science
Mr N Kaines, FEIT, College of Engineering and Computer Science
Mr L Welling RSC, College of Science
Ms K May, College of Arts and Social Sciences (for Ms M Eichholzer)

Apologies:

Nil

Absent:

Dr M Sherburn, RSC, College of Science
Ms J Veitch, College of Business and Economics
Mr B Lane, Ass Director, Facilities & Services

In Attendance:

Mr R Schmid, Co-Manager OHS Branch and Senior Occupational Hygienist
Ms S Sutton, OHS Branch

1 MINUTES

The Minutes of the ninetieth meeting (OHSPC4/2007, 200605669) were accepted with no amendment (see web link http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/Polmin407.pdf).

5 BUSINESS ARISING FROM THE MINUTES

5.1 Health and Safety Management Arrangement (HSMA)

Two HSMA information forums were held on 7 and 8 February 2008 with approximately 16 attendees. This may be taken to be a positive indication that the majority of staff are happy with the document. Several comments have been received and as a result, action will be taken to strengthen the wording in some sections and changes made to nomenclature. In addition to the comments distributed with the meeting agenda, a request has been made to clarify the role of OHS Committees in the document and to check that Facilities and Services have been consulted on the section relating to contractors.

Comments on the document remain open until 28 February 2008 following which a reviewed draft document will be distributed to the Committee for consideration and approval. Final approval will then be sought from the Vice-Chancellor through the Director, Human Resources.

Action: Prepare and distribute final document once period for comments has expired.

5.2 Footwear Hazard Management Procedure (HMP)

Comments were received that the draft procedure is difficult to read particularly in regard to its applicability in different work environments. Suggestions were made to include examples of safe footwear practices for various workplaces across the University. Further clarification was also sought for laboratory situations.

Action: HMP to be revised and sent out for further comment.

6 LOCAL DWG COMMITTEE ITEMS (standing item)

6.1 Local OHS Committee Chair's Report

A summary of the number of OHS Committee meetings in 2007 shows that 55% of committees met the requirement to meet at least four times a year. There is still no committee for the College of Arts and Social Sciences which is to be addressed by the Director, Human Resources. A summary of significant issues reported by OHS Committees was considered. All matters have been addressed and the policy committee considered that the quality of information received from local OHS committees is satisfactory.

Members of the OHS Branch attend most OHS Committee meetings and the Manager, OHS receives agendas and minutes from most meeting. As a result the Manager is able to filter and deal with most of the issues raised, bringing any policy/procedural issues to the Policy Committee.

Action: Director, Human Resources to write to College of Arts and Social Sciences re the urgent formation of OHS Committee.

7 NEW BUSINESS

7.1 OHS Statistical Report

Statistics for 2007 show a general downward trend in most categories with both incident and workers' compensation claim numbers down. No big impact has been made yet on incident numbers for body stressing and falls, slips and trips but strategies are being developed to address these. Comments were made that it was difficult to differentiate between reported incidents, actual workers' compensation claims and severity of the injuries. Action will be taken to improve on this by better footnoting, comments and indications of the severity of incidents.

Ron Watts commented that the OHS Branch team and other staff around the University involved in OHS should be congratulated on the results. He requested that an article to all staff be prepared outlining the good results.

*Action: OHS Branch to prepare article for Billboard.
OHS Branch to make minor improvements to clarity of statistics then final document to be included on web.*

7.2 Deloitte Audit of ANU's OHS Management System

Draft report has been received with a meeting to take place soon to go through initial findings. A report will be ready for distribution by the next meeting in May.

7.3 OHS Policy Sub-Committees – Terms of Reference

Terms of reference for the Radiation, Electrical, Hazardous Waste and Special Incidents OHS sub-committees were distributed. The terms of reference are accepted as presented.

8. STANDING ITEMS

8.2 OHS Manager's Report

The OHS Manager commented that the period from November 2007 to February 2008 was relatively quiet for incidents. Of note were:

- A few minor incidents involving splash to the face and eyes. These have been addressed with the better use of protective equipment and further training of supervisors in risk management of activities.
- The controls of an autoclave were overridden resulting in the release of steam which set off fire sprinklers. The importance of allowing process equipment to operate as designed would have prevented the incident.
- A battery fire resulted in a evacuation of the building and the attendance of the fire brigade. A report is being prepared on the incident and recommendations made. The incident highlights the need for electrical safety/design and adherence to the University procedures.

8.3 OHS Strategic Plan Update

The Vice-Chancellor has approved the plan. Updates on the performance measures in the plan are included in the OHS Statistical Report for 2007 and will be reviewed at each meeting. Of note:

- Manual task strategy has been delayed pending issue of Comcare's new code of practice for manual tasks.
- OHS training for supervisors is being incorporated into other types of supervisor training but the hope is to have every supervisor attend a two-hour session on OHS.

11 OTHER BUSINESS

- Students are experiencing problems in logging in to the University's system to lodge an incident notification.

Action: OHS Branch to follow up with Human Resources Business Solutions.

- The timeliness of updating the Chemwatch database by DOI results in access be unavailable.

Action: OHS Branch and Kathy Collier, DOI to follow up regarding prompt updating of Chemwatch database.

- ARPANSA are auditing various radiation areas over the next few months as follows:
 - Facilities 22 - 23/5/08.
 - Areas using isotopes, x-rays and lasers – 26 – 27/3/08

Action List
OHS Policy Committee, from the 20 February meeting

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Action	By whom	Reporting when
55. Manual Handling Hazard Management Procedures/	OHS	November 2007
63. National Stress Survey implications	Working Party	ongoing
80. Review Emergency procedures in light of Crisis Management and Business Continuity plans	OHS Unit	November 2005
91. OHS Requirements for the Manufacture and Supply of Substances	Budget Units	-
94. Review of Pesticide safety	Working party	February 2008
95. Review of Hearing conservation	OHS Unit	2008
96. Review of safety in Animal Houses	Working party	2008
97. Development of an Eye health umbrella proc	OHS Unit	2008
99. Review of Fieldwork safety procedure – International travel	OHS/Risk Man	2008
106 Review structure or ways of supporting relevant DWG OHS Committees	OHS	Ongoing
108 OHS significant incident discussion	OHS Manager	Quarterly
109 OHS data/statistical report	OHS	Half yearly
110 Create ANU Chemical Management Policy	OHS	draft available
115 OHS Risk implementation proposal	OHS/Risk Manager/DOI	2008
118 Development of a HSMA	OHS	May 2007
120 Manual task injury reduction strategy	OHS	ASAP
122 Chemical Management documentation	OHS/working group	ASAP
124 Staff exit issues	OHS/HR/Areas	ASAP
127 Footwear HMP review/comment	OHS	March/April
129 OHS quarterly statistical update	OHS	Quarterly
130 Local OHS Committee Chairs to be invited to OHSPC		ongoing
131 Online training courses to be updated with related ANU OHS Material	OHS	ASAP
132 Building projects OHS issues update	F&S	quarterly
133 OHS Committee formation – CASS	Dir HR/Chair	ASAP
134 OHS Statistics to be distributed/web	OHS Branch	Annually/March
135 (PhD) Student access to IN reporting system	OHS Branch/HRBS	ASAP
136 Ensure Chemwatch database updating occurs in a timely manner	DOI/OHS	Quarterly