

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

The ninety-fourth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 18 February 2009 in the Ross Hohnen Room, the Chancelry.

**MINUTES**

**Present:** Mr R Watts, Director, Human Resources  
Prof A Byrne, Dean, Faculty of Science  
Mr B Lane, Ass Director, Facilities & Services  
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences  
Mr D Boyd, RSPAS, College of Asia and the Pacific  
Dr A Christy, Geology, College of Science  
Mr N Kaines, FEIT, College of Engineering and Computer Science  
Ms K Collier, Division of Information  
Mr Michael Schmidt-Liermann, Risk Management & Audit Office  
Dr N Kanizaj, Chemistry, College of Science (for Mr L Welling)

**Apologies:** Prof J Beaumont, College of Arts & Social Sciences  
Mr L Welling, Chemistry, College of Science  
Ms M Jarvis, Finance and Business Services  
Ms J Veitch, College of Business and Economics  
Prof R Welberry, Chemistry, College of Science

**Absent:** Ms A Daun, College of Law

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

**1 MINUTES**

The Minutes of the ninety-third meeting ([OHSPC4/2008, 200810041](http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/Polmin408.pdf)) were accepted as circulated (see web link [http://info.anu.edu.au/hr/OHS/OHS\\_Policy\\_Committee/Polmin408.pdf](http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/Polmin408.pdf)).

**5 BUSINESS ARISING FROM THE MINUTES**

**5.1 Chemical Inventory System**

Three user groups have now been established to oversee the business processes associated with implementation of the new system. Dates and times for roll-out of the new system are yet to be finalised but should occur in the first quarter of 2009.

*Action: CIS roll-out to progress*

**6 LOCAL DWG COMMITTEE ITEMS**

**6.1 Local OHS Committee Chair's Report**

A summary of local OHS Committee Chair's reports was distributed. It shows regular, well-spaced meetings are now being held by most committees. The response rate to requests for reports was good with only two committees who did not reply. One issue of concern is that some committees are not very effective in progressing matters to completion.

*Action: Assistance to be given to committees by OHS Branch to improve progression and completion of matters.*

## **7 NEW BUSINESS**

### **7.1 OHS Audit Plan - 2009**

The draft audit plan was distributed for consideration. The previous audit program has not been updated since 2005. In line with the Deloitte audit recommendation an indication of the level of risk has been included and a subjective judgement on the level of benefit to the ANU community. It is an ambitious program that includes three levels of audit; corporate, budget area and specific hazards.

*Action: Committee to propose additional hazards to be audited and their priority, if considered necessary.*

### **7.2 Plant (equipment) Audit Summary**

A summary of progress on this audit was distributed for noting and discussion. The final audit report will include rankings of the recommendations.

## **8 STANDING ITEMS**

### **8.2 OHS Manager's Report**

Revision of the current OHS Committee structure in line with the new College structure has almost been completed. There will probably be a reduction in the number of committees with smaller groups having standing items in larger committee meetings. ARPANSA licences will also be modified along these lines.

The OHS Branch activity list has been developed for 2009 (to be distributed via email).

Key issues are:

- Supervisor training – big push to increase numbers attending training.
- Review of OHS courses – training needs analysis to be conducted to ensure course are still in line with expectations and outcomes are still relevant.
- Improvements to OHS webpage.
- OHS policy and procedure reviews.
- OHS audit program

There are only minor OHS issues to report for the previous three months. A few electrical incidents and minor fires associated with these incidents have occurred and safety issues have been addressed. Several incidents involving heat stress and thermal comfort have been reported during the recent spell of hot weather. Significant incidents and incident trends should be picked up for appropriate action in College strategic plans.

Work continues on the Health and Well-being Program which will promote a range of existing and new preventative/recreational programs via a new website. A new health insurance initiative has recently been negotiated and details will be sent out shortly. Mr Watts pointed out that the OH&S Branch will be renamed shortly to the Work Environment Branch as part of the review of the area arising from the 2008 Deloitte Audit Report. The revised name is to emphasis the preventative and more holistic approach to this important area and to build on the excellent work of the OH&S Branch.

### **8.3 OHS Statistics**

The 2008 OHS statistics report was distributed for discussion and comment. Overall the results show an increase in the severity of incidents as there has been a marked increase in average time lost (up from approx 20 days to 29 days per claim). There has also been a slight increase in the number of workers' compensation claims. Case Managers continue to work to get people back to work as quickly as possible. There are some positive trends particularly in preventative activities; workplace assessment numbers have risen as have health surveillance assessments by specialists. The number of manual task incidents continues to rise and it is hoped this will be improved when the manual tasks injury reduction strategy is published later this year.

It is hoped that these statistics will allow more tailored data to be supplied to local OHS committees. This in turn will assist OHS committees in identifying priority areas for action. It may be necessary to move the first OHS policy committee meeting to slightly later in the year to allow more analysis of the previous year's statistics.

The Report will be sent to all senior managers and will provide the basis of the development of local OH&S Plans which are to be introduced this year across the University.

### **8.4 AUSA Benchmarking Report**

The 2008 report was distributed for discussion with key areas highlighted. The ANU's performance has improved over previous years. The goal continues to be for the ANU to be the best.

### **8.5 Deloitte Audit of ANU's OHS Management System**

At the last meeting a summary of recommendations was distributed. Actions are continuing with about six recommendations still to be finalised, including CR2 recommendations which are progressing but not yet finalised.

### **8.6 OHS Strategic Plan Update**

Most of the issues contained in the strategic plan were already addressed during discussion about the OHS Branch activity statement for 2009.

### **8.7 Building Project OHS Issues**

The Assistant Director, Facilities and Services provided an overview of current projects. Work has begun in clearing the site for the new College of Science project. Relocations will be necessary as a result of the new Crawford School Building. Several other construction projects were discussed.

## **11 ANY OTHER BUSINESS**

Remaining meeting dates for the OHS Policy Committee for **2009** will be -

May 20th,  
August 19th,  
November 18th,

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

**Action List**  
**OHS Policy Committee, from the 18 February meeting**

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<b>Action</b>	<b>By whom</b>	<b>Reporting when</b>
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	2009
96. Review of safety in Animal Houses	Working party	2009
99. Review of Fieldwork safety procedure – International travel	OHS/Risk Man	2008-09
106 Review structure or ways of supporting relevant DWG OHS Committees	OHS	Ongoing
108 OHS significant incident discussion	OHS Manager	Quarterly
110 ANU Chemical Management Policy	OHS	draft available
115 OHS Risk implementation proposal	OHS/Risk Manager/DOI	2008
120 Manual task injury reduction strategy	OHS	ASAP
122 Chemical Management documentation	OHS/working group	ASAP
129 OHS quarterly statistical update	OHS	Quarterly
130 Local OHS Committee Chairs to be invited to OHSPC		ongoing
132 Building projects OHS issues update	F&S	quarterly
136 Ensure Chemwatch database updating occurs in a timely manner	DOI/OHS	Quarterly
137 Laboratory gas cylinder guidance material	OHS	Feb 2008
139 OHS Management System audit action	OHS/HR	ASAP
140 Chemical Inventory System update to OHSPC	OHS	ongoing
141 Polices and procedures to be updated on web	OHS	ASAP
142 Chemical management policy procedure	web/OHS/Areas	Comments Feb 2009
143 Assistance to local OHS Com to progress matters	OHS Branch/local	Continuing
144 Audit items and priority comment	OHSPC members	Annually