

THE AUSTRALIAN NATIONAL UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

The eighty-fifth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 16 August 2006 in the Ross Hohnen Room, the Chancelry.

MINUTES

Present: Ms A Hope, Deputy Director, Human Resources (Chair)
Mr A Mead, Director, Risk Management and Audit
Dr A Christy, Geology
Mr B Lane, F & S
Mr L Welling RSC for Dr M Sherburn, RSC
Ms K McKenzie, JCSMR for Ms C Woodhams, JCSMR

Apologies: Mr E Ward, RSES

Absent: Mr M Blacksell, RSPHYSSE

In Attendance: Mr R Schmid, OHS Manager and Senior Occupational Hygienist
Ms L Smith, Assistant Manager, OHSIM

1. MINUTES

There were no minutes of the eighty-fourth meeting (OHSPC2/2006) due to lack of a quorum.

Minutes of the eighty-third meeting (OHSPC1/2006) were accepted.

2. ADDITIONAL AGENDA ITEMS TO BE STARRED

There were no additional items to be starred.

3. COMMITTEE MEMBERSHIP

Mr Eric Ward, RSES resigned from the committee.

Ms Kate McKenzie, JCSMR replaces Ms Cathy Woodhams, JCSMR on the committee. Ms McKenzie is the Safety Officer at JCSMR.

The committee membership is being considered to strengthen representation, especially from Colleges and high risk areas, and an appropriate mix of general and executive representation. The Chair will shortly make recommendations on composition of 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. Areas raised several issues and these were forwarded to the electrical safety committee for comment and correction. A revised Electrical Safety Hazard Management Procedure incorporating the suggestions of the sub-committee, was distributed at the meeting. Comments from this committee were requested by 23 August 2006.

(Not adverse comments were received and the modifications will be made to the web version shortly)

An information sheet was also request to assist residential areas with compliance on the inspection of students electrical equipment.

*Action: Update web procedure
Electrical safety inspection information sheet for residences*

.2 Review of OHS Policies and Procedures

A project plan to review the OHS policies and Procedures was attached to the May agenda (OHSPC2/2006), incorporating more use of working parties and targeted consultation groups to speed up the review process. The committee was in general agreement with this approach.

A progress report on the following Policies/Hazard Management Procedures (HMP) indicated that –

Provision of First Aid Services HMP is awaiting approval. (See item 5.4).

Electrical Safety HMP is awaiting approval.

Plant and Equipment Policy and HMP awaiting final review by OHS Manager before distribution to areas for comment/consultation.

Chemical Management (new, see item 7.1)

The remaining policies and HMPs should be addressed once those above are completed. Some action on the remainder is expected this year and next.

Action: continue with Policy and HMP review

.3 Consultation timeframes

The consultation process was agreed as a guideline without being to ‘set in stone’. The new time frames should improve review processes.

The Risk Management Portal was also discussed. This portal under development will be another access route into OHS policy and procedures. This project is also weakly linked to a review of OHS web structure and accessibility.

.4 Provision of First Aid Services HMP

The updated changes to the procedure were discussed. The current version incorporates the changes/comments suggested by the University Community. Those individuals that had significantly contributed to the draft reviewed the

revised procedure and found it acceptable. The committee was asked to provide any comments by the 23 August. No adverse comments were received.

Action: update web procedure

.5 **Automatic External Defibrillators**

A proposal is being put forward to the executive for funding of AEDs to support the revised Provision of First Aid Service HMP. The proposal included one AED for the ANU Sports Union/Hall (although not strictly part of ANU management).

No outcome was yet known.

6. LOCAL DWG COMMITTEE ITEMS

Several DWG OHS Committees will be provided additional support and consideration given to their structure and relationship within the new College structure.

Action: review structure or ways of supporting relevant DWG OHS Committees

7. NEW BUSINESS

.1 **Chemical Management Policy**

The proposed new chemical management system was discussed. The new policy was considered acceptable and will be released at the same time as the new procedure – later in 2006.

The OHS Requirements for the Manufacture and Supply of Substances procedure will be incorporated into this new procedure.

.2 **Electrical Design Safety Course**

A new safety course covering electrical design safety will be developed for 2007. OHSIM is waiting for the electrical safety sub-committee to provide an agreed course outline – expected mid September 2006.

Action: Electrical design safety course

8. ANY OTHER BUSINESS

.1 **OHS Incidents and Report**

The committee has requested that the OHS Manager provide an overview of significant OHS Issues over the previous quarter.

Action Quarterly OHS significant incident discussion

.2 **OHS Statistics**

A project to extract and report on OHS statistics is nearing completion. It should soon be possible to produce reports for areas and incidents to assist in trend analysis and intervention. Further information will be provided at the next meeting.

Action Report on data/statistical project

Meeting dates and times

The meeting dates for the remaining OHS Policy Committee for 2006 are:
15 November
in the Ross Hohnen Room, Chancelry, from 10 – 12.

Action List

OHS Policy Committee, from the 16 August 2006 meeting

Action	By whom	Reporting when
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
84. Provision of First Aid Procedures - publish	OHS	ASAP
87. Student incident notification	OHS	November 2005
89. Electrical Safety HMP - publish	OHSIM	ASAP
91. OHS Requirements for the Manufacture and Supply of Substances	Budget Units	-
92. Hazard Management Procedure for PLANT	OHSIM	February 2006
93. Development of a Footwear procedure	OHS Unit	November 2006
94. Review of Pesticide safety	Working party	February 2007
95. Review of Hearing conservation	OHS Unit	February 2007
96. Review of safety in Animal Houses	Working party	February 2007
97. Development of an Eye health umbrella proc	OHS Unit	November 2006
98. HEWRR and the OHS Policy committee	Director, HR	November 2006
99. Review of Fieldwork safety procedure – International travel	OHS/Risk Man	February 2007
100. Request for DWG OHS Com. annual reports	OHS Unit	February 2006
101. Review ANU chemical management system	OHS unit	November 2006
103. Create a Chairs of DWG OHS Committees email list	OHS Unit	May 2006
105. Electrical safety info sheet for residences	OHSIM	September 2006
106. Review structure or ways of supporting relevant DWG OHS Committees	OHSIM	Ongoing
107. Electrical design safety course	Elect sub comm.	September
108. OHS significant incident discussion	OHS Manager	Quarterly
109. Report on data/statistical project	OHSIM	November 2006