

THE AUSTRALIAN NATIONAL UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

The eighty-eighth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 30 May 2007 in the Ross Hohnen Room, the Chancelry.

MINUTES

Present: Ms L Cooke, Acting Associate Director, Human Resources (A/g Chair)
Mr A Mead, Director, Risk Management and Audit
Ms A-M O'Brien, School Manager, Art and Music
Dr A Christy, Geology, College of Science
Mr L Welling RSC, College of Science
Dr M Sherburn, RSC, College of Science
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences
Mr D Boyd, RSPAS, College of Asia and the Pacific
Mr N Kaines, FEIT, College of Engineering and Computer Science
Ms J Veitch, College of Business and Economics
Mr B Lane, Ass Director, Facilities & Services
Ms M Eichholzer, Manager, Business Office Arts and Social Sciences

Absent: Prof T Brown, Dean, Faculty of Science
Ms A Daun, College of Law
Ms K Pandey; Research Office, Central Administration

In Attendance: Mr R Schmid, OHS Manager and Senior Occupational Hygienist
Ms S Sutton, Project Consultant, OHS
Mr A Cregan, Senior OHS Consultant
Mr S Dover, Associate Director, Human Resources

1 MINUTES

The Minutes of the eighty-seventh meeting ([OHSPC1/2007, 200605669](#)) were accepted with no amendment (see web link (http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/index.asp)).

2 ADDITIONAL AGENDA ITEMS

No additional items.

3 COMMITTEE MEMBERSHIP

The membership of the OHS Policy Committee is located at -
http://info.anu.edu.au/hr/OHS/OHS_Networks/OHS_Policy_Committee.asp.

4 BUSINESS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

No business arising.

5 BUSINESS ARISING FROM THE MINUTES

5.1 OHS Performance and Statistics

The committee noted the OHS Performance statistics are now available at http://info.anu.edu.au/hr/OHS/Performance_Appraisal/index.asp.

5.2 Review of OHS Policies and Procedures

The committee noted the ongoing review of OHS Policies and Procedures.

5.3 Isolation and Danger Tagging Procedure

The draft Hazard Management Procedure for Isolation and Danger Tagging procedure was distributed for comment. Comments have also been requested from a working group. Taking into account comments from the working group the procedure will now be distributed University-wide for comment.

Action 1: Draft to be reviewed

Action 2: Draft to be distributed University wide for comment

5.4 Chemical Management Structure

The revised Chemical Management Policy was accepted last year. Following on from this, drafts of the Chemical Management Structure and Chemical Management Procedure were distributed for comment. The committee supported the format of the material presented to it. The complete group of documents will be made available for comment to a working group. If only minor modifications result from the working group's comments then the documents will be distributed University-wide for comment. If more major modifications are required the documents will be resubmitted for consideration at the next OHS Policy committee meeting.

Action: Draft to be reviewed within working group

5.5 Revised Hazard Management Procedures

The Committee endorsed proposed changes to the Provision of First Aid Services Procedure, Immunisation Hazard Management Procedure and the Radiation Safety Procedure.

Action: HMPs to be updated

5.6 OHS Risk Management Process – the final step

The committee noted the ongoing process.

5.7 Health and Safety Management Arrangement

A preliminary discussion paper was distributed for comment on proposed inclusions for the ANU Health and Safety Management Arrangement (HSMA). Feedback, especially on items to be included or excluded from the HSMA, should be supplied to the OHS Manager within the next fortnight.

The aim is to have a draft HSMA ready for distribution at the next OHS Policy Committee meeting in August 2007.

Action: Ongoing development of the HSMA

6 LOCAL DWG COMMITTEE ITEMS *(standing item)*

6.1 DWG and OHS Committee restructure

The committee noted that the new structure had been approved.

7 NEW BUSINESS

7.1 AUSA – Positive Performance Indicator Benchmarking Survey

The ANU participated in the Australian Universities Safety Association benchmarking survey. The deficiencies identified by the survey and actions proposed to address these deficiencies were distributed for comment and information. One issue of particular concern to the committee was the lack of mandatory OHS training for supervisors at the ANU. The issue is complex and needs to be addressed at a number of levels. It will be included in the OHS three-year plan due for completion in August 2007. Reference was also made to the lack of a planning process with ANU, which will also be taken up in the 3 yr plan. The plan will also include knowledge of best practice elsewhere.

Action: Deficiencies to be addressed in OHS 3yr plan.

7.2 OHS Managers Report

The OHS Manager discussed a number of incidents occurring in the period from February to May 2007:

- Eye incident – this incident was reported to the regulator, Comcare. Actions regarding the investigation report were implemented. Several staff comments were made on the apparent ‘overkill’ of Comcare’s response given the minor nature of the injury.
- Potential unfair dismissal on OHS grounds – not expected to progress.
- Two incidents were reported to ARPANSA – one only minor in nature and one an anomaly in dosimetry monitoring.
- Centrifuge rotor problem – a hazard alert has been generated.
- Breakdown of communication with external contractors – this is an issue with potential for serious OHS ramifications for the ANU. Areas should ensure that contractors have been inducted correctly and the appropriate risk assessments carried out. Discussions have occurred between OHS Branch and Facilities and Services Division on this issue.
- Distressed/threatening people on campus – ANU Security can conduct training for front-line staff in how to deal with threatening behaviour.

7.3 ANU Risk Portal

The ANU Risk Portal has now gone live and can be accessed via the ANU Staff Page or at <http://risk.anu.edu.au/>.

The Risk Portal is intended to be a ‘one stop shop’ for all risk management information with links to OHS, Facilities and Services, insurance, travel to high risk countries and contract information and many other sites. It also interactive with blog and feedback facilities. Comments should be forwarded to Andrew Mead.

7.4 OHS Discretionary Funding for Small OHS Issues

The Committee decided that responsibility for the funding of OHS related issues and purchases lies with the budget area. Other avenues were discussed for discretionary funding for OHS related expenses. The small discretionary funding proposal was not supported.

8 FOR NOTING

8.1 Children on Campus

The committee also the presence of a draft Children on Campus procedure.

8.2 Meeting Dates

The remaining meeting dates for the OHS Policy Committee for 2007 are:

15 August

21 November

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

9 MINUTES OF SUBCOMMITTEES

The committee also noted –

- Radiation Safety Committee minutes
- Hazardous Waste Safety Committee minutes.

10 OTHER BUSINESS

No other business

Action List

OHS Policy Committee, from the 30 May 2007 meeting

Action	By whom	Reporting when
55. Manual Handling Hazard Management Procedures/	OHSIM	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	-
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
99. Review of Fieldwork safety procedure – International travel	OHS/Risk Man	February 2007
106 Review structure or ways of supporting relevant DWG OHS Committees	OHS	Ongoing
107 Electrical design safety course	OHS	May 2007
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	February 2007
117 Contact Purchasing re contracts	OHSIM	ASAP
118 Development of a HSMA	OHS	May 2007
120 Manual task strategy	OHS	ASAP
121 Isolation & Danger tagging HMP	OHS/working group/ ANU	ASAP
122 Chemical Management documentation	OHS/working group	ASAP
123 AUSA deficiencies to be addressed	OHS/ANU	3 yr plan