

THE AUSTRALIAN NATIONAL UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

The ninety-second meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 21 May 2008 in the Ross Hohnen Room, the Chancelry.

MINUTES

- Present:** Mr P Stewart, Ass Director, Human Resources (acting chair)
Dr A Christy, Geology, College of Science
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences
Ms J Veitch, College of Business and Economics
Mr B Lane, Ass Director, Facilities & Services
Mr D Boyd, RSPAS, College of Asia and the Pacific
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
- Apologies:** Mr R Watts, Director, Human Resources Division
- Absent:** Ms M Eichholzer, College of Arts and Social Sciences
Dr M Sherburn, RSC, College of Science
- In Attendance:** Mr R Schmid, Co-Manager OHS Branch and Senior Occupational Hygienist
Mr M Bentley, OHS Branch

1 MINUTES

The Minutes of the ninety first meeting ([OHSPC1/2008, 200810041](#)) were accepted as circulated (see web link http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/index.asp).

5 BUSINESS ARISING FROM THE MINUTES

5.1 Health and Safety Management Arrangement (HSMA)

The HSMA has been approved by the VC and now appears on the web at <http://info.anu.edu.au/hr/OHS/HSMA.pdf>.

The Director, HR has approved the removal of old and redundant sections from the web.

5.2 Footwear Hazard Management Procedure

The draft document circulated with the agenda, was amended slightly and approved for University circulation for comment.

Action: Distribute draft for comment.

6 LOCAL DWG COMMITTEE ITEMS (*standing item*)

6.1 Laboratory Gas Cylinder Guidelines (*item raised in other business*)

Changes in legislation have resulted in some confusion regarding safety around gas cylinders in laboratories. The OHS Manager will raise the matter with Go8 OHS Officers committee, to establish a uniform protocol across Universities. A guidance document (associated with the Chemical Safety suite) will then be produced.

Action: OHS to develop laboratory gas cylinder guidance material.

7 NEW BUSINESS

7.1 Health and Safety Representatives (HSRs)

With completion of guidelines for HSRs in the HSMA, a request will be sent to relevant areas to call for staff nominations to fill vacant HSR positions. A HSR is a staff nominee.

Action: OHS Manager to notify areas to request vacancies be advertised.

7.2 Deloitte Audit of ANU's OHS Management System

Andrew Mead gave an overview of compliance and performance aspects of the audit. Recommendations are grouped into 3 tiers. There were no CR1 – Critical issues, 16 CR2 - moderate and 8 CR3 - minor findings. HR is developing a response to the audit findings. Any suggestions or comments are welcome through the OHS Manager.

Those seeking detailed of local audit findings should contact Andrew Mead.

Action: OHS to provide a summary of actions.

7.3 OHS Policy Reviewed

Although the Vice-Chancellor has approved minor changes to the Policy to incorporate the HSMA, further changes will be made and approved (before web publishing) to address the recommendations made by Deloitte.

Action: Update policy and forward for review.

7.4 Rehabilitation Policy Reviewed

Disability issues have made the review necessary, particularly the application of rehabilitation or reasonable adjustment models.

The associated procedures are also being reviewed.

8. STANDING ITEMS

8.2 OHS Manager's Report

The OHS Manager spoke to the statistical benchmarking summary table (Attached). This will be presented quarterly in line with the Deloitte recommendations. A decrease in total notifications relative to last year was noted.

Under the current definitions of a “Major Hazard Facility”, the ANU has one such facility, with potentially another (depending on final usage). It is hoped, that by reducing the volume of substance held we would fall below the threshold. However, the risks associated with this

important world renowned facility will be reassessed to ensure a safe workplace capable of coping with unusual circumstances.

Comcare will shortly update the OHS Codes of Practice. This may present some current procedures and policy problems and influence the review schedule.

Report accepted by the meeting.

8.3 OHS Strategic Plan Update

Progress is occurring although operational priorities have intruded to delay original estimates.

11 OTHER BUSINESS

- The issue of journey claims for emergency call outs was discussed.
- Liability of First aid attendants and persons providing F/A was also discussed. ANU trained first aid attendants are recorded on the HR system.
- The Chemical Inventory System Database project ownership was queried. Different levels of ownership would exist – operational, technical, governance etc. Some resistance due to extra (staff) resources needed in implementation stages was reported.

Action: Six monthly updates on Chemical Inventory Database implementation

Action List
OHS Policy Committee, from the 21 May meeting

=====

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
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
124 Staff exit issues	OHS/HR/Areas	ASAP
127 Footwear HMP review/comment	University comment	June 2008
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	pending software changes
132 Building projects OHS issues update	F&S	quarterly
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
137 laboratory gas cylinder guidance material	OHS	Nov 2008
138 HSR email reminder to fill vacancies	OHS/Areas	ASAP
139 OHS Management System audit action	OHS/HR	ASAP
140 Chemical Inventory System update to OHSPC	OHS	Nov 2008

2008	Quarter 1	April
Training courses	10	7
Incidents by Category	83	20
Hazard	1	
Dangerous occurrence	4	
Death		
Injury (other)	71	19
Illness	4	
Electrical		
Environment		
Exposure	3	1
Gene Technology		
Radiation		
Incidents by activity		
At work	53	12
Traffic accident while working	2	
Travel to and from work	3	
Working elsewhere	3	1
Home based work		
Approved course of study		1
Approved break or sporting activity	2	2
Activity other than listed*	20	4
Impact of Incident		
No. Incidents with case management arising	32	6
No. incidents with OHS investigation arising	9	5
Staff Incidents requiring first aid	15	6
Staff incidents reported as requiring medical attention	28	6
Claims		
No. of accepted claims (with a DOI in previous month)	6	2
Reporting*		
Comcare – SPI	8	1
Comcare – DO	4	
Comcare – incapacity		
Comcare – death		
ARPANSA		
BEPCON (electrical incidents)		

* incl students, visitors & contractors