

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

The ninety-fifth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 20 May 2009 in the Ross Hohnen Room, the Chancelry.

**MINUTES**

- Present:**
- Mr R Watts, Director, Human Resources (Chair)
  - Mr B Lane, Ass Director, Facilities & Services
  - Ms K McKenzie, JCSMR, College of Medicine, Biology & Environment
  - Dr A Christy, Geology, College of Physical Sciences
  - Mr N Kaines, FEIT, College of Engineering & Computer Science
  - Ms K Collier, Division of Information
  - Mr M Schmidt-Liermann, Risk Management & Audit Office
  - Dr N Kanizaj, Chemistry, College of Physical Sciences (for Mr L Welling)
  - Prof J Beaumont, College of Arts & Social Sciences
  - Ms M Jarvis, Finance & Business Services
  - Ms J Veitch, College of Business & Economics
  - Prof R Welberry, Chemistry, College of Physical Sciences
  - Mr G Lillicrap, College of Arts & Social Sciences
- Apologies:**
- Prof A Byrne, Dean of Science, College of Medicine, Biology & Environment, College of Physical Sciences
  - Mr L Welling, Chemistry, College of Physical Sciences
- Absent:**
- Ms A Daun, College of Law
  - Mr D Boyd, RSPAS, College of Asia & the Pacific
- In Attendance:**
- Mr L Tomlinson, Manager, Work Environment
  - Mr R Schmid, Manager OHS
  - Ms S Sutton, OHS Branch

**1 MINUTES**

The Minutes of the ninety-fourth meeting ([OHSPC1/2009, 200810041](#)) were accepted as circulated (see web link [http://info.anu.edu.au/hr/assets/OHS/OHS\\_Policy\\_Committee/Polmin109.pdf](http://info.anu.edu.au/hr/assets/OHS/OHS_Policy_Committee/Polmin109.pdf)).

**6 LOCAL DWG COMMITTEE ITEMS**

**6.1 Local OHS Committee Structure**

A reviewed structure for Local OHS Committees and Designation Work Group (DWG) was distributed for consideration. The review was necessary mainly because of changes to the College of Science. The review reduces the number of OHS Committees and DWGs slightly but better reflects the new college structure. Smaller committees that had difficulty in holding regular meetings due to lack of numbers have now been combined into larger

committees. The proposal was accepted with clarification to be given on the most appropriate committee for CEDAM.

*Action: New Local OHS Committee and DWG structure to be implemented.*

## **6.2 i-Pods**

Concerns have been raised about 'in-ear' devices reducing a person's ability to hear instructions, alarms etc. There is also a public health issue in possible hearing loss due to excessive volume. Discussion was held on the issue and agreement was reached to update the hearing conservation/noise hazard management procedure (HMP) to include advice on reasonable restrictions that should apply as necessary, including that at least one ear should be free of any in-ear device.

*Action: Hearing Conservation HMP to be updated.*

## **7 NEW BUSINESS**

### **7.1 OHS Strategic Plan Update**

Supervisor training has been offered, but there is only limited take up. As a result the OHS Branch will be working with the Staff Development Group to incorporate OHS supervisor training as a module within the larger supervisor's training courses.

The current strategic plan will be reviewed in the later part of 2009 going forward from 2010.

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

Two issues remain outstanding one of which is the ANU wide OHS audit program. The audit program is now in place and was distributed at the last meeting. Audits have not commenced at this stage.

The other outstanding matter relates to induction records and training. It is hoped that this will be addressed in College/Divisional OHS plans. Centrally, action has been taken to improve OHS issues in the induction checklist and a range of on-line induction training programs including OHS will soon be available.

### **7.3 OHS Statistics**

Statistics for Quarter 1 of 2009 were distributed for comment and information. Updated statistics now including figures for 'people involved in incidents' are attached to these minutes at Appendix A.

At future meetings more detail will be provided on reported incidents.

### **7.5 Draft Policies/Procedures**

Draft policies and procedures for sun protection guideline, rehabilitation policy, working conditions policy (to be deleted), personal protective clothing and equipment HMP, immunisation HMP and pets in the university HMP were distributed for comment but were not raised for discussion at the meeting and hence the drafts will be adopted.

## **Manual Task Injury Reduction Strategy**

### **7.7 Slips, Trips and Falls Injury Reduction Strategy**

Work on these strategies is to be expedited with a report on proposed strategies by next meeting.

*Action: Initial advice on strategy implementation to be distributed prior to next meeting.*

## **8 STANDING ITEMS**

### **8.1 OHS Manager's Report**

Two electrical incidents have occurred one involving a crane that hit overhead powerlines and overturned at Siding Spring. The incident occurred on university property but involved an independent contractor. The second incident occurred when wet cleaning products were left in a cupboard with electrical equipment. A contractor received a mild electrical shock. The Facilities and Services cleaning supervisor has been requested to review all cleaners' cupboards for similar problems. Also local OHS Committee will be notified to include cleaners' cupboards in local area safety audits. A possible future agenda item on contractor safety was also discussed.

Two incidents occurred where basic laboratory processes were not conducted safely. Supervisors have been asked to review these incidents and training continues on hazard awareness for both staff and students.

A fieldwork incident involving suspected food poisoning has revealed other safety issues including working alone in remote locations and poor communication facilities. The major concern is that supervisors are not taking their risk assessment responsibilities seriously enough with regard to fieldwork. Discussion was held on a possible travel pack/document for students including issues of cultural sensitivity and travel to high risk destinations. Debriefing of students on return from overseas fieldwork was also considered.

*Action: Fieldwork Hazard Management Procedure to be updated and relaunched.*

### **8.2 Building Projects OHS Issues**

The Assistant Director, Facilities and Services discussed the two new projects to be funded as announced in the latest budget; Stage 3 of JCSMR and the Science Hub. On-going parking problems continue and are expected to increase as a result of the large number of building contractors on site. Temporary traffic management plans are under development covering the next three to four years and should be finalised on the web within the next two months.

Construction noise and vibration problems being experienced by CEDAM staff were discussed. Facilities and Services are aware of the problems and are attempting to minimise disruption.

## **11 ANY OTHER BUSINESS**

At the next meeting in August a short presentation/report (approximately 15 minutes) will be given by the College of Arts and Social Sciences and the College of Physical Sciences on key issues within the College and actions being taken to address.

Meeting closed at 11.25am

APPENDIX A		2006	2007	2008	2009 Q1
Total Incidents <sup>≈</sup>		463	438	378	101
<b>Incidents by Category</b>	Injury	403	370	338	87
	Illness	18	20	18	8
	Death				
	Dangerous Occurrence*	17	11	11	3
	Exposure	22	28	8	1
	Electrical	2	5		1
	Gene Technology			1	
	Radiation	1	3	1	
	Environment				
	Hazard		1	1	1
<b>Incidents by Activity</b>	At Usual Workplace	278	275	251	70
	Working Elsewhere	26	21	22	4
	Travelling To/From Work	46	39	22	9
	Traffic Accident While Working	5	4	6	
	Having a Break	21	16	13	
	Approved Sporting Event	8	2		3
	Home Based Work		1		
	Activity Other Than Listed	79	70	55	15
	Non-work Related <sup>#</sup>		10	9	
<b>Reportable Incidents<sup>Σ</sup></b>	Comcare - Serious Personal Injury	61	49	22	11
	Comcare - Dangerous Occurrence	17	4	7	2
	ARPANSA (radiation incidents)	1	3		
	BEPCON (electrical incidents)	1	1		2
	ACT WorkCover	1			
<b>Total Reported Incidents</b>		81	57	29	15
<b>People Involved in Incidents</b>	Staff	376	363	306	81
	Students	48	47	57	12
	Other (visitors and contractors)	19	23	18	6
<b>Total No. of People Involved</b>		443	433	381	99
<b>Outcomes from Incidents</b>	Case Management Activity Required	222 (59%)	225 (62%)	158 (52%)	30 (30%)
	OHS Investigation Required	48 (10%)	75 (17%)	60 (15%)	17 (17%)
	Workers' Compensation Claims <sup>+</sup>	58 (15%)	40 (11%)	43 (14%)	2

<sup>≈</sup> As reported to OHS Branch within the stated year.

\* As reported on incident notification – does not necessarily correspond with Comcare definition of dangerous occurrence.

<sup>#</sup> Coding for this category only commenced late 2007.

<sup>Σ</sup> Required under OH&S Act 1991 and legislation of other authorities.

<sup>+</sup> Accepted claims with date of injury occurring within stated year excluding commuting claims.

<sup>^</sup> Accepted claims (as above) with lost time of > 1 day.

**Action List**  
**OHS Policy Committee, from the 20 May 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
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
145 Strategy implementation report	OHS	before August