

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

The eighty-ninth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 15 August 2007 in the Ross Hohnen Room, the Chancelry.

**MINUTES**

**Present:** Mr R Watts, Director, Human Resources (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 P Gugger, RSC, College of Science (for Mr L Welling)  
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences  
Ms D Bayley, RSPAS, College of Asia and the Pacific (for Mr D Boyd)  
Mr B Lane, Ass Director, Facilities & Services  
Ms M Eichholzer, Manager, Business Office Arts and Social Sciences  
Prof T Brown, Dean, Faculty of Science

**Absent:** Mr N Kaines, FEIT, College of Engineering and Computer Science  
Mr L Welling, RSC, College of Science  
Ms K Pandey, Research Office, Central Administration  
Ms M Jarvis, F&BS, Central Administration  
Ms A Daun, College of Law  
Mr D Boyd, RSPAS, College of Asia and the Pacific  
Ms J Veitch, College of Business and Economics

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

**1 MINUTES**

The Minutes of the eighty-eighth meeting (OHSPC2/2007, 200605669) were accepted with no amendment (see web link ([http://info.anu.edu.au/hr/OHS/OHS\\_Policy\\_Committee/Polmin207.pdf](http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/Polmin207.pdf))).

**2 ADDITIONAL AGENDA ITEMS**

Agenda item 8.1.

**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](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 Review of OHS Policies and Procedures**

The committee noted the progress made with the review of OHS Branch policies, procedures and documentation.

##### **5.2 Health and Safety Management Arrangement (HSMA)**

A draft (work in progress) was provided to the committee for information. Particular attention was drawn to Section 7 – Consultation Mechanisms and Section 9 – Expectations and Responsibilities. Some comment included –

- Consistency in terminology and strategy, particularly with risk management,
- Adding sections on contractor expectations, HSR training,
- Clarifying the difference between hazards and maintenance requests.

Additional comments and feedback should be forwarded to the OHS Manager by the end of August. A revised draft will then be forwarded to the Committee and the University Staff Consultative Committee for consideration.

It is intended that the draft document be made available to all staff and employee representatives on the Internet and that several forums be organised to encourage comment. The revised HSMA will then be presented to the OHS Policy Committee for approval to progress to staff voting.

*Action: Ongoing development of the HSMA.*

##### **5.3 AUSA – Positive Performance Indicator Benchmarking Survey**

The Committee noted the strengths and weaknesses highlighted by the survey which were common across most universities and reported in a paper by Mike Gavin, Edith Cowan Uni, at the AUSA conference.

*Action: ANUs deficiencies are being addressed in OHS 3 year plan.*

#### **6 LOCAL DWG COMMITTEE ITEMS (standing item)**

##### **6.1 DWG and OHS Committee restructure**

The committee noted that the revised structure had been circulated. Implementation in several areas is lacking and more work needs to be done to encourage the setup of new committees and the subsequent training of Health and Safety Representatives.

#### **7 NEW BUSINESS**

##### **7.1 OHS Safety Culture at ANU**

A survey on safety culture was distributed to the Committee. The survey was completed by participants at the recent AUSA meeting with most universities falling into the middle ranking, 'calculative', of the survey.

It is optional for members to complete and return to the OHS Manager. It was added to encourage thought and discussion on items for the 3 yr plan. Alternatively the survey could

be used as a tool to start discussions on safety culture for Local OHS Committees, staff meetings etc.

## **7.2 OHS 3 Year Plan**

Initial draft plan was distributed for comment. Suggestions were made that –

- A stronger link to the ANU 2010 document.
- Targets based on Key Performance Indicators should be included in the document. Regular reports on progress towards these targets could then be supplied to the Committee and monitor progress/performance.

Comments on the document should be forwarded to the OHS Manager. Several discussions and improvements are expected.

*Action: Revised draft to be prepared and distributed to Committee.*

## **7.3 OHS Manager's Report**

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

- Electrical incident – an incorrectly wired power socket shorted and resulted in damage to equipment. Testing of the wiring at installation would have prevented the incident. The incident has been referred to the electrical safety committee.
- Overloading of bookshelves - a bookshelf came away from the wall. Appropriate shelving types and fixings for shelving to various surfaces has been requested to be developed and implemented by F&S.
- UV Burn – occurred to someone's wrist while using a trans-illuminator. Appropriate action has been taken by the work area (fastening of cuffs on laboratory coats and issue of long gloves). The incident was discussed at the radiation safety committee.

## **8 FOR NOTING**

### **8.1 OHS Performance and Statistics (mid year)**

The Committee noted a summary of the first six months of incident and workers' compensation data for 2007. Incident numbers have decreased slightly for 2007 compared to the same period for 2006.

### **8.2 Meeting Dates**

The remaining meeting date for the OHS Policy Committee for 2007 is:  
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. Discussion followed about the need for an exit strategy for the return of chemicals on separation from the university. It was decided that the Chemical Inventory System (CIS) currently being implemented at RSC should partly address this issue. The project has application across a number

of areas at the university but is proceeding slowly due to lack of dedicated staffing resources.

*Action: Staff exit issues to be reinforced with relevant staff/Areas.  
Paper to be prepared by OHS Branch discussing the implementation and resourcing issues of the CIS.*

## **10 OTHER BUSINESS**

- The Committee was reminded that a large amount of correspondence relating to OHS matters has recently been sent from HR Division to Deans/Directors and Business Managers. OHS Policy Committee members to be added to items forwarded to Chairs of OHS Committees.
- The Committee noted the admirable job done by Facilities and Services and their contractors in minimising the number of incidents that have occurred while the campus is repaired following the storm damage.

## Action List

### OHS Policy Committee, from the 15 August 2007 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	-
93. Development of a Footwear procedure	OHS Unit	November 2007
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
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	2008
117 Contact Purchasing re contracts	OHS	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
124 Staff exit issues	OHS/HR/Areas	ASAP
125 Chemical Inventory System issues paper	OHS/RSC	ASAP
126 Add OHSPC Members on Chairs email list	OHS	ASAP