

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

The ninety-third meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 20 August 2008 in the Ross Hohnen Room, the Chancelry.

**MINUTES**

**Present:**

Mr R Watts, Director, Human Resources  
Dr A Christy, Geology, College of Science  
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 A Daun, College of Law  
Prof Aidan Byrne, Dean, Faculty of Science  
Mr N Kaines, FEIT, College of Engineering and Computer Science  
Mr L Welling RSC, College of Science  
Ms M Eichholzer, College of Arts and Social Sciences  
Prof R Welberry, Chemistry, College of Science  
Mr L Welling, Chemistry, College of Science  
Mr R Carruthers, Division of Information (for K Collier)

**Apologies:**

Ms K McKenzie, JCSMR, College of Medicine and Health Sciences  
Ms K Collier, Division of Information

**Absent:**

Ms D Webster, A/C Director, Risk Management and Audit Office

**In Attendance:**

Mr R Schmid, Co-Manager OHS Branch and Senior Occupational Hygienist  
Ms S Sutton, OHS Branch

**1 MINUTES**

The Minutes of the ninety-second meeting (OHSPC2/2008, 200810041) were accepted as circulated (see web link [http://info.anu.edu.au/hr/OHS/OHS\\_Policy\\_Committee/Polmin208.pdf](http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/Polmin208.pdf)).

**5 BUSINESS ARISING FROM THE MINUTES**

**5.1 OHS Policy reviewed**

The policy was reviewed to include the University's risk management approach to OHS as per the Deloitte's audit report recommendation. The revised policy was accepted.

*Action: Revised policy to be forwarded to the VC for approval*

## **5.2 Rehabilitation Policy reviewed**

The policy was reviewed to better reflect the University's principles regarding rehabilitation and to separate policy principles from procedures. The revised policy and procedures were accepted. Minor formatting may be required to be consistent with HR Div documentation.

*Action: Revised draft policy and procedure to be published on web for distribution for comment.*

## **7 NEW BUSINESS**

### **7.1 Working Conditions Policy**

The policy was reviewed to remove references to first aid and personal protective equipment (subject of a new policy – see 7.2). The revised policy was accepted subject to a decision on whether it should be a policy or procedure.

*Action: Director, Human Resources to decide on appropriate format.*

*Action: Publish to publish on web for distribution for comment.*

### **7.2 Protective Equipment Policy**

This new policy will act as an umbrella policy for various hazard management procedures such as footwear, eye protection and hearing protection. The new policy was accepted subject to the correction of some minor errors.

*Action: New policy to be published on web and distributed for comment.*

### **7.3 Immunisation HMP**

The HMP has been reviewed to make immunisation requirements and the consequences if immunisation is declined clearer. The revised HMP was accepted subject to clarification of various groups, including 'Lecturer', 'Field Worker' to be expanded to include work-related travel and 'First Aid Attendant' to be linked to First Aid HMP.

*Action: Revised HMP to be published on web and distributed for comment.*

### **7.4 Pets in the University Procedure**

The procedure has been reviewed and expanded to ensure that no discrimination occurs for the disabled with assistance animals. The revised procedure was accepted.

*Action: Revised procedure to be published on web and distributed for comment.*

## **8 STANDING ITEMS**

### **8.2 OHS Manager's Report**

ARPANSA have conducted various radiation safety audits around campus and some reports have been received recommending minor improvements (see Radiation Safety Committee minutes)

Disposal of significant holdings of mercury around campus have occurred.

Incident numbers are down and so too are significant incidents in the past three months. One incident of note involved exposure to paint fumes which was only notified after the problem had existed for several days. Staff in the area have been made aware of correct incident reporting procedures.

The issue of appropriate categories on incidents reports was raised, in particular with regard to mental health issues and sexual harassment.

The OHS Committee structure at the University is now working well but there will be changes as a result of the College of Science restructure. Most committees are meeting quarterly and are pro-active in their approach to safety in the workplace. The OHS

inspection checklist has recently been revised and is distributed to OHS Committees to encourage regular workplace inspections.

### **8.3 OHS Statistics**

A good reporting culture continues at the University. Incident numbers and the severity of incidents continue to decline with a pleasing overall trend downwards in most categories of incident. Serious injury and dangerous occurrence reporting to Comcare is also down.

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

Progress has been made towards addressing the 22 recommendations made in Deloitte's audit report. Three recommendations involving policy/procedures have already been implemented. Recommendations involving the OHS strategic plan will be addressed when the document is reviewed.

An external consultant has been engaged to conduct the review of the OHS Branch's resources and structure. Input via focus groups and interviews is encouraged and details will be circulated.

*Action: OHS Manager to provide summary of actions at next meeting*

### **8.5 OHS Strategic Plan Update**

See above

### **8.6 Building Projects OHS Issues**

Brian Lane, Assistant Director, Facilities and Services gave a summary of the many and varied building projects currently underway on campus. These include the College of Science facility including black water recycling, storm water works, JCSMR, student accommodation (shipping containers) and the College of Business and Economics building.

## **11 ANY OTHER BUSINESS**

Advice of new and revised OHS policies and procedures will be distributed via email as they are published on the web. Email distribution will include OHS Committee chairs, Executive Officers and others included on the 'admin.OHS' email list.

**Action List**  
**OHS Policy Committee, from the 20 August 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             | 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   | web                  | 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                 |
| 139 OHS Management System audit action  | OHS/HR               | ASAP                     |
| 140 Chemical Inventory System update to OHSPC   | OHS                  | Nov 2008                 |
| 141 Polices and procedures to be updated on web   | OHS                  | ASAP                     |