

THE AUSTRALIAN NATIONAL UNIVERSITY
OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

The eighty-sixth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 15 November 2006 in the Ross Hohnen Room, the Chancelry.

MINUTES

Present:

Mr R Watts, Director, Human Resources (Chair)
Mr A Mead, Director, Risk Management and Audit
Mr B Lane, Ass Director, Facilities & Services
Ms A-M O'Brien, School Manager, Art and Music

Dr A Christy, Geology, College of Science
Mr L Welling RSC for Dr M Sherburn, RSC, College of Science
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences
Mr D Boyd, HSR, RSPAS, College of Asia and the Pacific
Ms J Veitch, College of Business and Economics
Mr N Kaines, FEIT, College of Engineering and Computer Science
Ms Alison Daun, College of Law

Apologies:

Prof Tim Brown, Dean, Faculty of Science

Absent:

Mr M Blacksell, RSPHYSSE

In Attendance:

Mr R Schmid, OHS Manager and Senior Occupational Hygienist
Ms L Smith, Assistant Manager, OHSIM

1. MINUTES

Minutes of the eighty-fifth meeting (OHSPC2-3/2006) were accepted.

2. ADDITIONAL AGENDA ITEMS TO BE STARRED

Items 6.1, 6.2 and 10 were starred.

3. COMMITTEE MEMBERSHIP

Welcome to the new committee members. Membership now strengthens representation from the Colleges and high-risk areas.

The terms of reference for the committee were briefly discussed. Although the terms of reference do not explicitly link the OHS Policy committee with the *Audit and Risk Management Committee* (a committee of council), and the *Risk Management Advisory Committee*, the link is via members of this committee.

4. BUSINESS ARISING FROM THE MINUTES
NOT APPEARING ON THE AGENDA

Nil

5. BUSINESS ARISING FROM THE MINUTES

.1 Electrical Design Safety Course

The aspects of Australian Design standards for safety in electrical equipment will be developed into a new training course based on the course outline provided by the Electrical Safety sub-committee.

Action: Design course to be developed

.2 Review of OHS Policies and Procedures

A progress report on the following Policies/Hazard Management Procedures (HMP) indicated that –

Plant and Equipment Policy and HMP is below.

Chemical Management – progressing well, draft expected at Feb meeting.

Isolation and Danger Tagging practices HMP is a new procedure that needs to be developed to standardise the practices across campus and strengthen it's importance as a safety measure.

Fieldwork safety (review – international travel) and Footwear should be dealt with in Q1/2007.

The remaining policies and HMPs should be addressed once those above are completed. Some action on the remainder is expected this year and next.

Action: Continue with Policy and HMP review

.3 Plant (equipment) Policy

The draft Policy and Hazard Management Procedure were distributed before the meeting and discussed briefly. Any editorial type comments were expected to be forwarded to the OHS Manager as soon as possible. The Policy and Procedure will be distributed for University wide comment (once they were accessible on the draft web site). The outstanding guidance material will be made available as they are completed.

*Action: Issue Plant Policy and HMP for University wide comment.
Guidance material to be completed and made available for comment.*

.4 Automatic External Defibrillators

Executive Officer Note: Advice was received after the meeting that: the executive approved funding for 8 Automatic External Defibrillators.

6. LOCAL DWG COMMITTEE ITEMS

.1 OHS Committees and Designated Work Groups

The Manager, OHS has been in discussions with various Designated Work Group OHS Committees regarding whether or what changes may be possible under the College structure. A briefing was also provided to the NTEU.

The aim is to ensure every staff member can associate with a group and an OHS Committee. Some (especially clerical/office based) areas will need to invigorate their OHS committee, which should be sourced from a reasonably sized staff base. Some College areas would benefit from an umbrella OHS committee (eg Science).

A more complete proposal will be available by the February meeting.

Action: Prepare DWG OHS Committee structure proposal for next meeting.

.2 **Designated Work Groups (DWG) Annual Reports**

DWG OHS Committee Chairs will shortly be asked to provide another annual report, covering issues of membership, concerns, significant developments and goals.

Action: DWG OHS Committee to prepare 2006 annual reports

7. NEW BUSINESS

.2 **Campus Grounds Fires and Cigarette Butts**

The committee agreed that the proposal was a sensible response and action to prevent or lessen the risk of fire of ANU grounds from cigarette butts.

The issue of smoking in outdoor eateries was not seen as a significant issue. If future evidence indicates a problem the issue will be re-addressed.

.3 **OHS Performance and Statistics**

The committee welcomed the preliminary ANU OHS Statistics report. The committee requested that future annual reports contain:

- Trend data (incl. year to year) for each Area,
- Indication of significance. Weighting of incidents (incident numbers) to gauge the degree of severity.
- Relativity measure for Areas (eg per 100 staff) to allow easy comparison.
- Performance targets/goals (eg ASCC National OHS targets, Go8 and other significant Universities)
- (Where possible) indicators that show the benefit of (or need for) preventive actions (eg. Stress – EAP, Thrive @ work).

The 2006 annual OHS statistics report will be available for the February meeting.

Early in 2007, each OHS Committee Chair should receive a report of their Areas OHS statistics.

Action: Complete 2006 OHS statistics report for next meeting.

.4 **OHS Risk Management Process – the final step**

The committee supported the notion that improvements in implementation are required and that a management system should be proposed that deal with the issues. A proposal will be formulated and discussed with relevant parties (ie risk management, finance) which makes the report recommendations visible to Colleges so that priorities and risks can be managed.

Action: Manger, OH&S to formulate an implementation proposal

.5 **OHS Manager Report**

The OHS manager discussed several significant issues and incidents that have impacted on Budget Units or the University. These highlighted:

- That ANU has some effective emergency procedures in place and work well with the Emergency Services.
- That many areas are good at having documented procedures for processes and risks they deal with everyday. However, the unusual and occasional processes still need a documented risk assessment and procedure, as these are more likely to cause incidents and the scrutiny for the Regulators.
- Blue asbestos was found in old floor tiles for the first time on campus. Hence it is always important to follow the F&S guidelines of refurbishments and minor works.
- In chemical areas - departing staff and academics should return their stocks to stores, place for disposal or make safe any chemicals before they leave the University. Unstable chemicals are at risk of exploding.
- Biosecurity is an issue with COAG at the moment. Chemical and Radiation materials security is on their agenda. An audit and changes to ANU procedures will be monitored.
- Hand Hygiene – guidance material was produced and distributed. This can also be used in the event of an avian influenza pandemic.
- Procedures to deal with distressed persons are being created by ANU Security.

8. ANY OTHER BUSINESS

.1 **Meeting Dates**

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

14 February
30 May
15 August
21 November

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

.2 **OHS Legislative Changes**

Recent changes to the Occupational Health and Safety (Commonwealth Employment) Act 1991 and their implementation at ANU will be discussed when available.

Action Manager – OH&S to review recent OHS Act changes and report at a future meeting as appropriate.

.3 **OHS and Purchasing**

Bulk purchasing contracts (eg furniture and garbage) should also carefully consider the OHS hazards and risks. The SITA waste disposal contract involved issuing new bins/skips that are harder to access, posing manual handling concerns.

Action Make relevant contact with Purchasing

Action List

OHS Policy Committee, from the 15 November 2006 meeting

Action	By whom	Reporting when
55. Manual Handling Hazard Management Procedures	OHSIM	November 2007
63. National Stress Survey implications	Working Party	ongoing
73. Occupational Strains Liaison Policy	-	combined with 55
80. Review Emergency procedures in light of Crisis Management and Business Continuity plans	OHS Unit	November 2005
87. Student incident notification	OHS	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
103. Create a Chairs of DWG OHS Committees email list	OHS Unit	May 2006
106 Review structure or ways of supporting relevant DWG OHS Committees	OHSIM	Ongoing
107 Electrical design safety course	OHSIM	May 2007
108 OHS significant incident discussion	OHS Manager	Quarterly
109 OHS data/statistical report	OHSIM	Half yearly
110 Create ANU Chemical Management Policy	OHSIM	draft
111 Create ANU Chemical Management HMP and guidance material	OHSIM	May 2007
112 Plant Policy and HMP for Uni wide comment	ANU	January 2007
113 Plant guidance material	OHSIM	January 2007
114 DWG OHS Committee structure proposal	OHS Manager	February 2007
115 OHS Risk implementation proposal	OHS Manager	February 2007
116 Review recent OHS Act changes	OHS Manager	February 2007
117 Contact Purchasing re contracts	OHSIM	ASAP