

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

The ninetieth meeting of the Occupational Health & Safety Policy Committee was held at 10 am on Wednesday 21 November 2007 in the Ross Hohnen Room, the Chancelry.

**MINUTES**

**Present:**

Mr R Watts, Director, Human Resources Division  
Dr A Christy, Geology, College of Science  
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences  
Mr D Boyd, RSPAS, College of Asia and the Pacific  
Ms J Veitch, College of Business and Economics  
Ms M Jarvis, Finance and Business Services  
Mr B Lane, Ass Director, Facilities & Services  
Mr P Gugger, RSC, College of Science  
Ms K Collier, Division of Information

**Apologies:**

Mr A Mead, Director, Risk Management and Audit  
Prof T Brown, Dean, Faculty of Science  
Mr N Kaines, FEIT, College of Engineering and Computer Science  
Mr L Welling RSC, College of Science  
Dr M Sherburn, RSC, College of Science  
Ms A-M O'Brien, School Manager, Art and Music

**Absent:**

Ms A Daun, College of Law  
Ms M Eichholzer, Manager, Business Office Arts and Social Sciences

**In Attendance:**

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

**1 MINUTES**

The Minutes of the eighty-ninth meeting ([OHSPC3/2007, 200605669](#)) were accepted with no amendment (see web link [http://info.anu.edu.au/hr/OHS/OHS\\_Policy\\_Committee/Polmin307.pdf](http://info.anu.edu.au/hr/OHS/OHS_Policy_Committee/Polmin307.pdf)).

**2 ADDITIONAL AGENDA ITEMS TO BE STARRED**

Agenda item 6.1

**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).

Prof Tim Brown is leaving the ANU. The committee thanks and appreciates Prof Brown's contribution. A suitable management representative from the College of Science will sort.

#### **4 BUSINESS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

No business arising.

#### **5 BUSINESS ARISING FROM THE MINUTES**

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

The latest draft of the HSMA was distributed to Committee members on 2 November 2007; changes made to the previous version were highlighted in red. Further comments are expected from Risk Management and Audit and then it is hoped the document will be ready to place on the web by the end of November. At least one consultative forum will be held in December/January 2008 with possibly another in February 2008. The aim is to have a final draft ready to present to the Committee at its February 2008 meeting.

Some positive comment has already been received on the usefulness of the document. The development of the HSMA will mean that several documents will be eventually removed from the web.

*Action: Ongoing development of the HSMA.*

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

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

The potential merger of the Department of Earth and Marine Sciences with the Research School of Earth Sciences OHS Committees was noted. The continuing problems with the formation of OHS Committees for Biological Sciences and the College of Arts and Social Sciences was also noted.

The Central Administration Committee will meet before the end of November. The new College of Medicine and Health Science will meet in the near future.

#### **7 NEW BUSINESS**

##### **7.1 Footwear Hazard Management Procedure**

The draft Hazard Management Procedure for footwear was distributed at the meeting. It is hoped that it will be a useful document to help areas enforce the wearing of appropriate footwear.

*Action: Members to comment by early January 2008*

##### **7.2 Electrical Safety Hazard Management Procedure**

Recent incidents have occurred where electrical equipment was found to have design faults. To ensure that equipment undergoes appropriate checking, the suggested changes will be made to the electrical safety hazard management procedure. These changes were accepted by the Committee.

*Action: Hazard management procedure to be updated.*

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

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

- Eye protection in biological areas is still an issue. Individual cases are being investigated and improvements recommended.
- A potential radiation incident occurred when a control panel was removed from a laser system. This was operator error and has been addressed with appropriate training/information and supervision.
- A student used a piece of equipment without authorisation resulting in a minor injury. It showed the importance of constant supervision or the value of having the equipment locked when not in use.
- An asbestos incident has been handled well by Facilities and Services and a contractor has dealt with the removal. The incident demonstrated that F&S have effectively alerted tradespeople on how to identify asbestos and where they are likely to find it.

At future meetings the OHS Manager will supply quarterly statistical information, in addition to his report on significant incidents, in line with the performance indicators contained in the OHS Branch Strategic Plan 2007- 2010.

*Action: Quarterly statistical reporting to be made to future meetings.*

#### **8.4 Meeting Dates**

The meeting dates for the OHS Policy Committee for 2008 are

20 February  
21 May  
20 August  
19 November

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

Chairs of local OHS Committees are to be invited on a rotational basis to attend Policy Committee meetings to talk about issues in their local areas.

Katya McKenzie gave a short summary of initiatives, issues and incidents occurring at JCSMR.

*Action: Chairs of local area OHS Committees to be invited to future meetings.*

## **10 OTHER BUSINESS**

- The OHS Manager was asked to comment on the recently launched on-line induction training material. The material is very generic and does not accurately reflect the OHS situation at the ANU. The training material will be improved or not released until modified. The HSMA will assist in making the training material more relevant.

*Action: ANU OHS components to be incorporated into on-line induction training material*

- The Masterplan for the new College of Science precinct has been agreed to by F&S and the College of Science so this development project will commence soon. The staging of works, traffic considerations, cyclists' needs, deliveries and many other issues may have OHS implications.

*Action: An update of associated OHS issues to be added to future committee meetings.*

## Action List

### OHS Policy Committee, from the 21 November meeting

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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
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
118 Development of a HSMA	OHS	May 2007
120 Manual task strategy	OHS	ASAP
122 Chemical Management documentation	OHS/working group	ASAP
124 Staff exit issues	OHS/HR/Areas	ASAP
127 Footwear HMP review/comment	Members	January 08
128 Electrical HMP to be updated	OHS	ASAP
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	ASAP
132 Building projects OHS issues update	F&S	quarterly