

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 19 November 2008 in the Ross Hohnen Room, the Chancelry.

MINUTES

- Present:** Mr R Watts, Director, Human Resources
Prof A Byrne, Dean, Faculty of Science
Mrs L Monaghan, & Ms K Donnellan, (for Ms J Veitch, College of B& E)
Mr B Lane, Ass Director, Facilities & Services
Ms M Jarvis, Finance and Business Services
Ms K McKenzie, JCSMR, College of Medicine and Health Sciences
Mr D Boyd, RSPAS, College of Asia and the Pacific
Dr A Christy, Geology, College of Science
Mr N Kaines, FEIT, College of Engineering and Computer Science
Ms L Collier, Division of Information
Mr Michael Schmidt-Liermann, Risk Management & Audit Office
- Apologies:** Prof J Beaumont, College of Arts & Social Sciences
Mr L Welling, Chemistry, College of Science
- Absent:** Ms A Daun, College of Law
Prof R Welberry, Chemistry, College of Science
- In Attendance:** Mr R Schmid, Co-Manager OHS Branch and Senior Occupational Hygienist
Mr M Bentley, OHS Branch

1 MINUTES

The Minutes of the ninety-second meeting ([OHSPC3/2008](#), [200810041](#)) were accepted.

5 BUSINESS ARISING FROM THE MINUTES

5.1 Chemical Inventory System

The ANU's Chemical Inventory System will be implemented University wide in 2009 as the equipment and outstanding management issues are close to resolution.

Action: User group to be advised.

7 NEW BUSINESS

7.1 Chemical Management

The Chemical Management policy and procedures need to be enabled as soon as possible. To facilitate this the draft will be circulated as soon as possible so that comments and suggestions can be received promptly. It was noted that small changes to reflect the new ACT Medicines, Poisons & Therapeutic Goods Legislation will be incorporated before

distribution. One impediment to the process is that the University' web content management system is currently out of action.

Action: Publish on web for distribution for comment (some additional information still to be added).

Action: All stakeholders to provide feedback.

8 STANDING ITEMS

8.2 OHS Manager's Report

A checklist for departing staff has been developed and distributed. It is envisaged that college HR staff will oversee its usage.

Currently a document is being produced that will assist the ANU advise family and next of kin in the event of a death or serious injury in the workplace.

Australian Safeguards and Non-Proliferation Office will be undertaking site inspections in late November 2008.

ARPANSA has advised the University of several administrative breaches. Personal safety is not at risk. Administrative action from above was swift. The common problems will be incorporated in education campaign to avoid future breaches.

The OHS Branch again contributed to the Australasian University Safety Association's benchmarking project. Results should be available in February.

OHS administrative email list are being used to distribute OHS information.

Nanotechnology usage at ANU is being monitored. Surveys and documents have been requested. Joint work with ANU college of Law and ASCC is being considered

Review of Incident Notifications reveals no significant issues affecting policy or procedures. Manual handling issues continue to occur. Trips and slips are occurring but infrastructure quality remains high and corrective actions are quick.

8.3 OHS Statistics

The year to date table of OHS statistics was presented.

8.4 Deloitte Audit of ANU's OHS Management System

Current progress on audit recommendations was tabled. There are also issues of Colleges to address

An external consultant's review of the OHS Branch's resources and structure is expected before Christmas.

8.5 OHS Strategic Plan Update

Strategies from the plan are slowly being implemented. However, current business processes may impede the collection of information regarding staff inductions completed.

8.6 Building Projects OHS Issues

The Assistant Director, Facilities and Services provided an overview of current projects. He highlighted the stresses new construction was placing on parking and traffic management. Scheduling over the summer break will mitigate some concerns and the University will be advised of changed traffic conditions as required.

11 ANY OTHER BUSINESS

Action List
OHS Policy Committee, from the 19 November 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	-
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
97. Development of an Eye health umbrella proc	OHS Unit	cancelled
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
124 Staff exit issues	OHS/HR/Areas	draft distributed Nov 08
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	Done, depends on student's access in each area
136 Ensure Chemwatch database updating occurs in a timely manner	DOI/OHS	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