



Portfolio Work Health and Safety Committee

Meeting No. 2/2019 of the Portfolio WHS Committee was held on
Tuesday 29 October 2019 at 2pm

Present:

Professor Grady Venville	Chair
Mr Gerard Patron	WHS
Ms Paulina Piiru C	GRO
Ms Caitlin Wood	MSRD
Ms Cassandra Peisley	SRW Foundation
Mr Andrew Coulter	DSAAS

In Attendance:

Sandra Towle	Secretariat
--------------	-------------

Unconfirmed Minutes

Item 1. Welcomes and Apologies

The Chair welcomed the Committee members to the committee meeting.

Apologies were received from Lori Dent; Andrew Coulter is in attendance for DSAAS

Item 2. Previous Minutes

The previous minutes were accepted as an accurate record of the meeting.

Item 3. WHS Performance Update

Mr Patron spoke to this item. The relevant chapters, listed below, in the Work Health and Safety (WHS) Management Handbook were discussed and the following points were highlighted:

3.1 Incidents / Injuries / Hazards

To date this year there has been a total of 162 incidents and hazards. This covers the whole of the portfolio, including Facilities and Services.

There have been no significant or notifiable incidents for the portfolio group in the previous reporting period.

Work health and safety are working with PPM and insight to develop the incident reporting tools to allow quicker and more easily accessible reporting. It will be designed to be a one or two click operation, and will hopefully be released early next year.

3.2 Investigation Reports / Corrective Actions

There have been 0 claims in this portfolio group for the relevant reporting period.

3.3 WHS Audits and Inspections

Chapter 4.4 WHS Review and Reporting is to provide support and training for those nominated WHS contacts who will be responsible for completing the required reporting. Training has been provided to those staff.

Item 4. Summary of issues and items for action from University WHS Committee

Mr Patron spoke to this item highlighting the following points:

The University WHS Committee met 29 August 2019.

The main action items was training nominated staff on the traffic light reporting. This has been successfully provided, with great feedback following the training in regards to improved understanding on the requirements and importance of the reporting.

Mr Patron showed the location of the Health and Safety information on the ANU website, highlighting the varied resources available to workers, in particular the WHS Management System Handbook which provides policy and planning.

Item 5 Legislative/Legal and other requirements update

There were no updates or changes to note.

Item 6. Policy and Procedure Review

Mr Patron spoke to this item highlighting the following points:

The WHS Management System Handbook provides support and ensure compliance with policy and procedures. Every chapter is the same format. The content outlines the requirements to comply with legislation, the National Self Insurer WHS Audit Tool or University policy and procedure. New Chapters continue to be released.

Item 7. Other Business

Mr Patron raised the following business

7.1 Work group

Agreement was given at the Portfolio WHS Committee meeting 1/2019 that the Committee be recognised as a Work Group to represent the whole portfolio group.

7.2 EPC Training

Emergency Planning Committee Training took place this week. At the moment the current procedure states the EPC is bound by the building, or group of buildings.

Item 8 Communication arising from meeting

The Committee were reminded to circulate the minutes of the WHS Portfolio meeting, once they are provided, to their work areas.

Mr Patron noted there will be a new University Induction module released on Pulse which will become part of the mandatory training suite for new staff.

Item 9 Future meeting dates

Meetings for 2020 will be set once the University WHS Committee meeting dates have been confirmed. The dates will be circulated as soon as possible.

Mr Patron and the Secretariat will continue to work with a few more areas to provide nominees and ensure all areas are represented on this Committee.

ST