# Portfolio Work Health and Safety Committee

Meeting No. 1/2020 of the Portfolio WHS Committee was held on
Friday, 24 July 2020 at 10am

Present:

| Name | Area |
| --- | --- |
| Ms Dominique Haywood | Chair - Chief of Staff, Office of the COO's |
| Ms Sandi Towle | DVC Academic |
| Ms Paulina Piira | Graduate Research Office |
| Ms Caitlin Wood | Marketing & Student Recruitment Division |
| Ms Cassandra Peisley | Sir Roland Wilson Foundation |
| Ms Claire Jones | Advancement |
| Ms Teresa Kwan | Finance and Business Services |
| Ms Heather Jenks | Scholarly Information Services |
| Ms Margaret Prescott | Scholarly Information Services |
| Ms Bronwyn Reardon | DVC Research and Innovation |
| Mr Robert Rigby | DVC Research and Innovation |
| Ms Anastasia Money West | DVC Student and University Experience |
| Ms Alice Day | Division of Student Administration and Academic Services (representing Lori Dent) |

In Attendance:

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| --- | --- |
| Mr Gerard Patron | Workplace Environment Group Representative |
| Ms Kate Dean | Secretariat |

**Unconfirmed Minutes**

**Item 1.        Welcomes and Apologies**

The Chair welcomed the Committee members to the committee meeting.

Apologies were received from Lori Dent DSAAS, Robert Rigby and Anastasia Money West would join at 10.30.

New members were introduced and the Handbook chapter – WHS Committees and Representatives was discussed.

**Item 2.        Previous Minutes**

The previous minutes from 29 October 2019 were accepted as an accurate record of the meeting.

**Item 3.        Summary of actions arising from previous meetings and from**

There are no open actions arising from previous meetings and from sub-advisory groups

**Item 4.        Reports from the previous University WHS Committee including documents out for consultation**

Minutes available from Governance website

**Item 5.        COVID-19 Return to Campus (RTC)**

Gerard Patron provided an update on the University's recent COVID-19 safety exercise. It was noted that following the performance of this exercise there was a proposal to create a Kambri precinct WHS Committee though this had not been progressed to establishment.

Members were invited to provide a verbal update on RTC planning and implementation in work area. Members provided updates and discussed the need for and variety of COVID19 Risk Assessments available. Gerard Patron advised that there were three proforma risk assessments available:

1. office based
2. field work and teaching
3. research

Discussion centred on the usefulness of the assessments and who in each portfolio or division should responsible for completing these assessments. It was noted this was especially difficult when staff from a single division are situated across various buildings. It was advised that risk assessments form part of the divisions RTC plan, templates available for risk assessments and RTC plans and the Chair took an action to send links to members. Noting that the source of the most up to date information was the RTC page at ANU website.

Members raised concerns about differing approaches to completing these assessments and the inability to access support from central WH&S resources in completing risk assessments, reviewing plans and supporting COVID safe working arrangements. Gerard advised that help is available through the whs@anu.edu.au but they are not back on campus but available by phone or email and will require notice.

It was advised that there is a questionnaire (questions like is anyone in the area displaying flu/cold like systems and has cleaning being completed) available on Figtree that should be completed by a business unit member at least weekly after an inspection of the workplace has taken place. It was further reported that the WEG team are undertaking additional inspections on behalf of the RTC task force, if breaches are seen they will be reported on Figtree - most common breach is staff member not strictly observing the 1.5 metre distancing.

Heather mentioned the libraries are having a few issues with students that live together feeling they have the right to sit together when on campus – students not maintaining physical distancing and may have to consider further measures. She also reported that the library has additional cleaning in place.

The Chair reminded members that there are provisions for staff who are unable to return to campus but having issues working from home, the Community Wellbeing team is still available for assistance for any psychological issues due to COVID19.

**Item 6. WHS Performance Reporting**

*6.1 Incidents / Injuries / Hazards Reports*

The group were advised of the notifiable incident on 22nd of July. there was an electric shock incident while a staff member was performing a test and tag, that the worker was okay and that the shock was caused by exposed wires on a charging lead that was brought to the office from home.

It was noted that the worker was well trained and qualified and the WEG team are undertaking an ongoing enquiry. The committee notes that personal items are the responsibility of the owner and that testing and tagging is not undertaken University wide, each division or business unit can log a job in Maximo to have a professional come in and perform the test and tag or the building custodian could organise for the building, a manager, building custodian could take on the role of checking electrical equipment for hazards as most hazards should be detected on visible inspection.

The committee discussed the limitations of a federated approach to electrical safety and agreed that a University wide approach would be better. Members noted that there is a potential and significant risk for unqualified staff to be making assessments. The time impost of committee members undertaking these tasks was also raised as a limitation. Members suggested as part of the Return to Campus plan that staff are reminded to check their work area and any faulty looking equipment should be immediately turned off and put away until it can be repaired. This could also be annualised as part of the preparation for closedown and performed at least annually.

Gerard Patron discussed the working from home self-assessments noting that fatigue and ergonomic or physical strain issues are the most commonly reported working from home problems.

*6.2 Any new high or extreme residual risk activities*
Nil reported

*6.3 Corrective Actions Report*
Nil reported

*6.4 Local WHS Plan monitoring and review (4th committee only)*
Nil reported

*6.5 Training completion in accordance with WHS Local Training Plan*
Nil reported

*6.6 Workplace Inspections completion and results*
Nil reported

*6.7 Internal and External Audit schedule and results*

**Item 7.        WHS Management System Implementation**

*7.1 Traffic Light Status Report*

Bronwyn Reardon noted the time commitment related to implementation - doesn't feel that most of the representatives or the senior management have the time to take on these

responsibilities. The Chair noted the concern and mentioned that the ability to manage safety issues where a high priority and that final responsibility for WHS does lie with responsible officers. However, it was noted that accurate record keeping around safety systems would be onerous if wholly delegated to a single person and the committee should discuss how to activate broader networks in the portfolios to implement the system.

Robert Rigby requested more training and assistance to fulfil his role.

*7.2 Due Diligence Report*

*7.3 Discuss actions required locally to implement the requirements of a Handbook Chapter*

**Item 8.** **Relevant WHS Legal and Other requirement update (if any)**

Nil reported

**Item 9.** **Feedback from Health and Safety Representatives (if elected)**

Nil reported

**Item 10.** **WHS Complaints and Issues (if applicable)**

Nil reported

**Item 11.** **Other Business**

Members asked for training for Figtree and were advised that there has been a couple of group training sessions. Gerard offered to arrange training sessions if members send details of who requires training, he also noted that individual training sessions could be arranged via zoom.

**Next meeting** 11 September 2020

**Action Items**

**Note:** For any actions that are corrective actions, they must also be lodged in Figtree by WHS Officers or equivalent.

| ACTION | DESCRIPTION | RESPONSIBILITY | DUE | STATUS |
|---|---|---|---|---|
| Item 1 *1.1* meeting 25/7/2020 | Anyone who requires a demonstration of the handbook should contact Gerard prior to the next meeting | Each Member | 11 September 2020 | Open |
| Item 5 meeting 25/7/2020 | Members to provide an update on RTC planning and implementation in work area. | Each Member | 11 September 2020 | Open |
| Item 5 Meeting 25/7/2020 | Links to be sent to members for the risk assessment and RTC plan templates | Dom | 14 August 2020 | Open |
| Item 6 *6.1* 25/7/2020 | Handbook being looked at differently from each area, – point to be made to University WHS Committee | Dom | 26 August 2020 | Open |
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