Australian National University

Agenda

ANU Library Staff Consultative Committee

MEETING NO.	Meeting number. 01/2022
DATE / TIME	Tuesday 14 February, 2023, 2:00 - 3:30pm
VENUE	Graneek Room, JB Chifley Library and Zoom
CONTACT	Roxanne Missingham/Margaret Prescott

Contents

Part 1.   Formal items:

1.1   Minutes from the previous meeting

Previous Minutes

Action required   ☐ For information   ☒ For discussion ☐ For decision

1.2   Matters arising from the last meeting

Meeting	Item	Status	Responsible officer/notes
1/06	Committee to encourage colleagues to provide feedback on the WHS reporting document sent to all staff and in the agenda.		Committee members

1.3   Attendance and apologies

Action required   ☐ For information   ☐ For discussion ☐ For decision

Welcome to the members in attendance and new members.

Part 2.   Reports and policy matters

1.1   Report from the Chair (Roxanne)

- Chair's report
- SIS Staff: Information communication on WHS (paper at end of agenda)

Action required   ☐ For information   ☒ For discussion ☐ For decision

1.2   Library and Work Health & Safety report (Tom)

- Members are reminder that the current year plan is on the Intranet and has been communicated to all staff 2023 will be available shortly, there are only minor changes from 2022.
- Testing and tagging

Action required   ☐ For information   ☒ For discussion ☐ For decision

1.3　Reports from work areas present (5 dot points, copy to Margaret asap please)

Action required　　☐ For information　　☐ For discussion ☐ For decision

Part 3.　Other business

3.1 Any other business

Action required　　☐ For information　　☐ For discussion ☐ For decision

3.2 Next meeting

Action required　　☒ For information　　☐ For discussion ☐ For decision

Tuesday 11 April 2023, 2:00 - 3:30pm

6.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
1/05	Reminder to all staff to report breakages and anything requiring fixing	Roxanne Missingham	Complete	Reminder in newsletter
2/05	Information on injury prevention	Roxanne Missingham	Complete	Link included in Minutes
3/05	When reporting anything related to hail remediation works, cc SIS Facilities	Roxanne Missingham	Complete	

Memo

SUBJECT	**SIS staff: information communication on WHS**
TO	
FROM	Roxanne Missingham
	University Librarian
	Scholarly Information Services
	T +61 2 6125 2003
DATE	15 November 2022
FILE REF.	File reference
CC	CC

Purpose:

To review the information that needs to be made available to SIS staff through an intranet or other solution, review what has already been made available and any issues for a future solution.

Background

SIS provides a wide range of information on WHS to staff with advice from WEG and in compliance with the WHS Management System Handbook.

I would like to begin by acknowledging the huge amount of work that has been put into reporting by Margaret Prescott and policy work by Heather Jenks over the past three years. Now that many processes are well bedded down It Is timely to consider how a holistic approach can be achieved to support the Information needs of SIS staff. The recent WEG audit of WHS in the Division also suggests some changes are needed to documentation - the majority of changes are to the footers of some documents.

The Division Is a low risk area in relation to WHS at the university.

Currently information on WHS for staff in the Division is made available through the Division Intranet (https://library-admin.anu.edu.au/intranet/)

Work health & safety

LIBRARY

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Work health & safety

A source of work health & safety information and tools for SIS staff.

- Fire warden teams
- First aid officers
- Manual Handling course for Library staff: presentation (PPT, 8.8MB) and excercise sheet (PDF, 156KB)
- Occupational Strain Liaison Officers (OSLOs)
- Work health and safety training
- Ch 4.4 Appendix C. Traffic Light Status Report Q2 2022 - Jul 2022 (PDF, 227KB)
- 2022 Local Work Health and Safety Plan (PDF, 649.61 KB)

SIS work health and safety

The SIS Work Health and Safety Committee is the Library Staff Consultative Committee (LSCC). Any work health and safety matters should be referred to this committee as they are considered at all meetings.

Page owner: Scholarly Information Services

Reports in compliance with the handbook are recorded in the ERMS, to which SIS staff have access.

Information is provided through the following channels on the documents available to staff and the regular WHS reporting:

- LSCC
- SIS Staff meetings
- From the University Librarian newsletter
- SIS Executive meetings
- Library Managers meeting
- local area meetings
- supervisory communications to their staff.

The current approach is confusing as staff are not clear where to go for what information and communication on new information and updating of information is time consuming and unnecessarily complex.

It is time to review the range of WHS information that needs to be provided to SIS staff outside of the University's health and safety pages (https://services.anu.edu.au/human-resources/health-safety) and establish a single place for documentation with streamlined workflows.

Information needs

SIS staff should be provided with online access to Information about WHS including the following:

Category of information	Responsible officer (for keeping up to date etc.)	Updating schedule	Notes	Currently on intranet
STAFF ROLES				
Fire warden teams	TBA	Review quarterly, update when staff in this role change	Ensure staff in these roles have in their PDRs maintaining up to date qualifications	YES - not up to date
First aid officers	TBA	Review quarterly, update when staff in this role change	Ensure staff in these roles have in their PDRs maintaining up to date qualifications	YES - not up to date
Occupational Strain Liaison Officers (OSLOs)	TBA	Review quarterly, update when staff in this role change	Ensure staff in these roles have in their PDRs maintaining up to date qualifications	YES - unknown If to date
Health and Safety Representatives	TBA	Review quarterly, update when staff in this role change	Ensure staff in these roles have in their PDRs maintaining up to date qualifications	NO
Committees				
Portfolio WHS Committee		If changes occur	University wide committee LINK	NO
Operations/Admin portfolio WHS committee		If changes occur	For our portfolio	NO
LSCC		If changes occur	Note LSCC is not a WHS committee however WHS is on the agenda of every meeting	Information needs updating

SIS Emergency Planning Committee (EPC)		Will need its own webpage with membership, meetings, etc.	Note the committee has yet to be formally established	N
Training				
Work health and safety training			Should we list the relevant courses for us?	Main link, could expand
Manual Handling course for Library staff		If change occurs e.g. goes online		Yes
From WHS manual				
Local plan for SIS		Put up new plan annually and if a change occurs Draft can be released and consultation occur on this with Consultation log online Note Master copy will be in ERMS	Chapter 2.2	Yes No
Static Risk Assessment Register		If a static risk assessment occurs, update if changes occur. Note Master copy will be in ERMS	Chapter 3.1 Appendix C	No
WHS Hazard and Risk Assessment		If a hazard and risk assessment occurs, update if changes occur. Note Master copy will be in ERMS	Chapter 3.1 Appendix B	No
Annual Risk Profile Review		Annual. Note Master copy will be in ERMS	Chapter 4.4	No
Quarterly Due Diligence Report		Quarterly.	Appendix B -	No

		Note Master copy will be in ERMS		
Traffic Light Status Report		Quarterly. Note Master copy will be in ERMS	Appendix C.	Only one
Information pages				
Static risk and Hazard		All staff must be able to demonstrate knowledge of this to their supervisor at least annually.	Link to definitions in Procedure: Work health and safety hazard management	No
WHS Management System Handbook			Link to handbook	No
New staff WHS Induction template		Mandatory for all new staff	School/Division WHS Induction Template (Tier 2 Induction) (DOCX, 95.05 KB)	No
Hierarchy of Control Principle		All staff must be able to demonstrate knowledge of this to their supervisor at least annually.	Link to section in handbook 3.1	No

There may be additional resources that should be made available through a SIS online Integrated WHS page.

Consultation
In order to ensure that there Is a comprehensive assessment of the needs of the staff in the division and that the service developed meets the needs of WHS in the University a consultation process is appropriate.

The proposed process Is:

Consultation group	Time frame	Notes
WHS specialised roles	November 2022	Heather Jenks, Margaret Prescott
SIS Executive	November 2022	
SIS Senior Management Group	November 2022	At regular meeting
HSRs	November 2022	
All SIS staff	November 2022	
WEG	November 2022	
LSCC	December 2022	

A record of feedback will be developed to ensure all comments and suggestions are logged and addressed. The University's consultation log template will be used.

Steps after the consultation

After the consultation process the following actions will occur:

- a recommendation to and decision by the SIS Executive on the detailed content of the information site
- a recommendation to and decision by the SIS Executive on the preferred technology for the information site
- agreement about the responsibilities for updating pages and any other developments that are required to ensure the information site is up maintained appropriately
- any training or technical work required.