



Minutes

Portfolio WHS Committee

MEETING NO.	4/2021
DATE / TIME	10 December 2021, 10:30am
VENUE	Microsoft Teams
ATTENDING	Dom Haywood, Chair; Director, Planning and Service Performance Gerard Patron, Manager Work Health and Safety Sheren Al-Obaidi, Manager System & Audit Work Environment Group* left early (11am) Heather Jenks, Library Services Bec Edwards, DVC-SUE Sandra Towle, DVC-A Zoe Logan, International Portfolio Sheree-Ann James Rozario, First Nations Portfolio Mariane Quintao, Secretariat
APOLOGIES	Elizabeth Blower, DVC-RI James Brann, Deputy-Chair; Director, University Experience Claire Jones, ANU Advancement

Part 1. Procedural items

The Chair welcomed members to the meeting and acknowledged the Traditional Owners and Custodians of the land on which the meeting was taking place, as well as the elders, past present and future.

It was noted that a few representatives have left the University and that the charter and membership will need to be discussed further under item 7.

1.1 Confirm minutes from meeting 03/2021

The previous minutes were confirmed to be a true and accurate record of meeting 03/2021.

1.2 Updates on Action Items

It was noted that all previous action items were completed and closed.

1.3 Reports from previous University WHS Committee including documents out for consultation

It was noted that the draft 2022 University WHS Plan is being consulted with the University Work Health and Safety (WHS) Committee members and that some minor changes have been proposed.

Item 2. Covid-19 Response Safe Planning

2.1 Return to Campus

There was a general discussion involving the Local Return to Campus Plans, including the draft paper outlining the Planning & Service Performance (PSP) Division plan which was useful to inform members. It was noted that most members are still working on their respective local area's Return to Campus Plans.

The Chair raised the issue of the psychosocial impact of Covid on staff. This led to a general discussion on the parameters of psychosocial risks across the University and the Manager, WHS in Work Environment Group (WEG) reported that the relevant Management System Handbook chapter draft is being finalised and will be submitted for consultation with the University WHS Committee members before being circulated to wider WHS representatives.

It was noted that as we return to campus across the end of 2021 and early into 2022, it is important to re-evaluate the emergency control representation across the local areas (i.e. Fire Wardens, First Aid Officers) to ensure compliance.

Action 2.1 Members to send their Return to Campus Plans to the Chair (or Secretariat).

Item 3. WHS Performance Reporting

There was a general discussion regarding the psychosocial risks, including grievances which may have a wider impact on direct supervisors, managers and wider staff. The Manager, WHS in WEG raised the difference between grievances (i.e. change in the return to campus advice to ANU staff) and psychosocial risks (i.e. lack of instructions on how to conduct work).

To address psychosocial risks, a number of control measures have been put in place:

- Elimination (removal from the situation and/or work environment)
- Mental health first aid training
- ANU Wellbeing pages (and wellbeing information sheets)
- Taking a break away from the workplace and distressing matters.

An update was provided against the following sub-items:

3.1. Incidents / Injuries / Hazards Reports / Notifiable Reports

It was noted that repetitive strain injury has been identified as well as workplace incidents due to non-compliance with WHS guidelines.

3.2. Any new high or extreme residual risk activities

No update.

3.3. Corrective Actions Reports

Building inspections are outstanding and other corrective actions have been deferred due to Covid-19 and campus closure (i.e. fire drills, testing and tagging).

3.4. Local WHS Plan monitoring and review (4th committee only)

No update.

3.5. Training completion in accordance with WHS Local Training Plan

Training completion has been reported to be on track in a few areas; whilst other areas need to raise training completion rates.

3.6. Workplace Inspections completion and results

With delayed workplace inspections due to the campus closure, inspection completion and results are still pending.

3.7. Internal and External Audit schedule and results

Audits are contingent on Work Environment Group's schedule and result outcomes.

Item 4. WHS Management System Implementation

The Chair raised that one of the intents heading into 2022 is to identify where local areas stand in relation to the Traffic Light Status Report, identify trends, share best practices across the University and support members with progressing to green on the Traffic Light Status Report.

Item 5. First Aid Assessments

It was noted that the First Aid Assessments will be due by the end of January 2022 for each local area. The Manager, WHS in WEG advised members to approach the assessments as to the normal staff capacity that each area would have in a normal work environment.

There was a general discussion involving responsible persons for conducting the assessments. It was noted that, in the case that different local areas occupy the same building, the responsibility could be shared between the occupants, with the main occupant being most entirely responsible for the assessment. Where more than two divisions within the same Portfolio occupy the same area, the Head of Portfolio must sign the First Aid Assessments.

Item 6. 2022 Local WHS Plans

The Chair reported that the Local WHS Plans will need to be drafted for each division within the Portfolio and will be due early 2022. The Project and Compliance Officer in the University Experience Division reported that the division has been working with the WHS Consultant in WEG and the Deputy-Vice Chancellor (Student and University Experience) Office to develop two separate plans for the Portfolio; one for staff located in offices across the campus and another plan to cover the residential halls.

Item 7. Charter and Membership

The Chair reported that the current Portfolio WHS Committee charter is out of date. A revised version will be drafted and will incorporate the new members of the Committee as well as minor changes (i.e. Secretariat provision terms).

Action 7(a)	Draft revised version of the Portfolio WHS Committee Charter.
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Action 7(b)	Invite HSRs to the Portfolio WHS Committee meetings.
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Item 8. Other Business

It was noted that Tania Moss will commence work on 15 December 2021 as the new WHS Support Officer in WEG who will be a shared resource across the DVC-RI and DVC-A Portfolios.

No other business was raised. The Secretariat will be circulating invitations for 2022 meetings.

Action Items

New action items are identified below. These will also be incorporated into the 'Action Items' tab in the Portfolio WHS Committee Teams site where all Action items (New, in progress and completed) have been recorded.

New Action Items (raised in meeting 04/2021)

Agenda item	Description	Responsibility	Status	Due Date	Notes
Action 2.1	Return to Campus Plans	All	New		Members to send their Return to Campus Plans to the Chair (or Secretariat).
Action 7(a)	Charter	Dom/Mariane	New		Draft revised version of the Portfolio WHS Committee Charter.
Action 7(b)	HSRs	Mariane	New		Invite HSRs to the Portfolio WHS Committee meetings.