

Portfolio Work Health and Safety Committee

Meeting No. 1/2021 of the Portfolio WHS Committee was held on
Tuesday, 9 March 2021 at 10:30 am

Present:

Name	Area
Ms Dominique Haywood	Chair - Chief of Staff, Office of the COO's
Ms Sandi Towle	DVC Academic
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 Roxanne Missingham	Scholarly Information Services
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)
Ms Mariane Quintao	DVC Student and University Experience
Ms Ariel Kelty Edge	Portfolio Registrar Division of Student Services

In Attendance:

Mr Gerard Patron	Workplace Environment Group Representative
Ms Claudia Villegas	Secretariat

Unconfirmed Minutes

Welcomes and Apologies

The Chair welcomed the Committee members to the committee meeting.

Apologies were received from Heather Jenks

New members were introduced by the Chair and thanks was given to Kate Dean for her secretariat support.

Item 2. Previous Minutes

The previous minutes from 3 December 2020 were accepted as an accurate record of the meeting.

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

Item 6 6.6 Gerard Patron will offer both virtual and in person training.

Item 7.1 Gerard Patron will collect status reports from other areas. If there are any issues they can be raised at this Committee. Assistance can be provided, if required.

Item 7.1 Dom Haywood has been invited to attend the ACE team meeting to discuss WHS. If other areas would like Dom to attend team meetings in their area, please contact Claudia Villegas.

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

Dom Haywood spoke to the item. The previous University WHS Committee was a good meeting, there was lots of focus on COVID.

Gerard Patron commented the following. Impact operationally will be the first aid training centralised funds. Proposal was put forward to the COO to commit to some first aid funding for training. As of 1 March we now have an available fund for first aid training.

Local areas can apply for all required first aid training through Horus. This is a staff training compliance fund only.

Ariel Kelty Edge commented on the following. If there was a way to eliminate the journal entries and just use on code for payment. Would like it put to the record that it would be more efficient to charge against the appropriate code, and then journal people if they don't show up. Seems an inefficient principle.

Gerard Patron noted the following.

- The training team is looking at this issue and thinking of ways to manoeuvre around that. Hopefully there will be a better path for payment in the future.
- They are trying to consider all scenarios and find the best practice.
- Another issue that was discussed at University WHS was electrical test and tag. May not be viable as a centralised operation. More discussion is expected in the next UNI WHS Committee meeting.
- Overall the implementation of the Handbook is going well. Heading towards 80% implementation.

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

5.1 COVID Office

Dom Haywood commented on the following.

- The SMG recently re-visited the COVID response office – now have more clarity and the roles and responsibilities of the COVID Office. This is still being worked on operationally. Updated guidelines based on what we know now, one year on.
- This paper will be circulated at the next meeting.
- The travel form is re-opening, the delegations are being retained at the GM school director level. People will need to note their evacuation plan if they are travelling.
- This should be up and running by mid-March. Domestic travel only at this time.

Ariel Kelty Edge commented on high risk travel approval. Dom Haywood to ask Trevor Langtry to reach out to Ariel Kelty Edge.

Gerard Patron noted that areas are to encourage staff to use the Canberra check-in App when entering buildings on campus.

Roxanne Missingham confirmed that when entering the library the Canberra check-in app is not mandatory, it's preferred.

5.2 Kambri precinct update

Gerard Patron reported that this action point is for any items that need to be raised by exception, that haven't been raised in any other area or across the University. This will make sure the committee is covering the off duty occupants and representatives as well.

Roxanne Missingham noted that reminders regarding social distancing are announced four or five times a day in the library.

Ariel Kelty Edge spoke to the item. That with the physical return to campus the cleaning supplies and re-fills for hand sanitising haven't keep up with demands for use in the public sphere.

Item 6. WHS Performance Reporting

6.1 Incidents / Injuries / Hazards Reports / Notifiable Reports

1 notifiable incident reported.

1. Contractor digging a new hole for light poles when a piece of concrete ruptured the gas feeder line that was hidden under the footing of the curb. No injury. It was repaired by the gas supplier. Notifiable because it was a release of gas. Investigations with all parties are underway at the moment.

6.2 Any new high or extreme residual risk activities

Nil reported

6.3 Corrective Actions Report

Nil reported

Gerard Patron noted that if anyone needs help with running this report, please contact him. Gerard Patron will run an ad-hoc report for Divisions and present at the next meeting.

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

Nil reported

6.5 Training completion in accordance with WHS Local Training Plan

Gerard Patron noted that some pulse models around the chemical training modules had issue with the flash software. Working with ITS to provide a solution. Working with PPM to create a training plan that's an all-in-one In-Sight training plan report. Completion by the end of 2021.

6.6 Workplace Inspections completion and results

Members to reach out to Gerard Patron to book in Workplace Inspections.

6.7 Internal and External Audit schedule and results

Gerard Patron reported that 2021 Audit has been completed and is available on the web page.

ACTION	Action Item 6 6.7- Gerard Patron / Dom Haywood to circulate the audit to the committee members so that they will know when their areas might be internally or externally audited.
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Item 7. WHS Management System Implementation

7.1 Traffic Light Status Report

Noted in the Action Item 7.1

7.2 Due Diligence Report

Nil reported

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

Mariane Quintao noted that DVC SUE were working on establishing a local WHS Sub Committee, however they did not get the numbers to support the membership. They have decided to go ahead instead with the management meetings and report to the Portfolio WHS committee on any developments or issues that occur throughout the year. More discussion is needed with DVC A.

Sandi Towle mentioned there has been focus and momentum in the local areas. They have structures in place and things are looking much better going forward.

Dominique Haywood commented on the good local area initiatives in making sure there's the right energy and attention given to WHS in the Portfolio. Discussed the possibility of doing a post implementation review with local areas in the coming months to see what can be implemented for the service centre.

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

Nil reported

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

Roxanne Missingham reported that they are going through the process in the Scholarly Information Services Division of getting an elected HSR representative. Heather Jenks is on step two of the process.

Gerard Patron noted that more information on this process can be found in Chapter 320 of the Handbook. Training for HSR is an external 5 day training course with a Commonwealth training supplier. For more information please reach out to WEG.

Item 10. WHS Complaints and Issues (if applicable)

2 incidents reported and both incidents have been resolved.

Dominique Haywood noted that psychosocial injuries in Figtree are confidential.

Gerard Patron reported that confidential records in Figtree are not included in Figtree reports. There is only a limited number of staff that can access confidential reports - Senior WEG management.

Dominique Haywood spoke to the item. Mental health first aid training is still available through the Culture and Development Team. Pulse survey will be a focus for the next SMG and Council.

Roxanne Missingham requested that the Committee discuss successful strategies during COVID, and how to adapt them into the workplace.

General discussion took place.

ACTION	Action Item 10 – Committee to discuss the most successful strategies during COVID, that may need to be adapted, enhanced or just continued in the workplace.
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Item 11. Other Business

Meeting concluded at 11:30 am.

Next meeting 11 June 2021 at 10:30 am

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 / NOTES
Item 6 6.1 25/7/2020	Handbook being looked at differently from each area, – point to be made to University WHS Committee	Dom Haywood		Open
Item 6 6.6	Lunch and learning training session/workshop for workplace inspections.	Gerard Patron / Committee Members	April 2021	Open - Gerard Patron will offer both virtual and in person training.
Item 6 6.7	Circulate the audit to the members so that they will know	Gerard Patron / Dom Haywood		Open

	when their areas might be internally or externally audited.			
Item 7.1	Traffic light and Due Diligence reporting	Gerard Patron		Open – Gerard Patron will collect status reports from other areas. If there are any issues they can be raised at this Committee. Assistance can be provided, if required.
Item 7.1	WHS roadshow to all portfolio divisions to ensure all staff are aware of their obligations	Dom Haywood / WEG	2021	Open - Dom Haywood has been invited to attend the ACE team meeting to discuss WHS. If other areas would like Dom to attend team meetings in their area, please contact Claudia Villegas.
Item 10	Committee to discuss the most successful strategies during COVID, that may need to be adapted, enhanced or just continued in the workplace.	Committee Members		Open