

Minutes

COMMITTEE	Portfolio WHS Committee
MEETING NO.	01/2018
DATE / TIME	Wednesday 14 February 2018, 4-5pm
VENUE	Refshauge Room, Level 4, Chancelry
ATTENDING	Professor Marnie Hughes-Warrington, DVC (Academic) - Chair Professor Shirley Leitch, DVC (Global Engagement) Professor Margaret Harding, DVC (Research & Innovation) Dr Nadine White, DHR Mr Chris Grange, COO Ms Ira Bicioc, AD WEG (Interim) Mr Gerry Patron, WHS Consultant (WEG)
APOLOGIES	Nil
OBSERVERS	Mr Nathan Canizares, Administrator (WEG)

Part 1. Welcome and apologies

No apologies were received, and all members were present at the meeting.

Part 2. Previous minutes

The previous minutes were accepted as read by the Committee.

Part 3. WHS Management System Reporting

3.1 Incidents / Injuries / Hazard Reports

A summary of incidents reported was provided by Mr Patron, which included 37 incidents (16 injuries) for the reporting period from 16/11/17 to 14/02/2018; including 11 incidents (4 injuries) reported in 2018, YTD.

Significant incidents, included in the meeting papers (Attachment 1), were discussed.

The bonded asbestos found during Major Project (Kambri) works next to John Dedman building was discussed by the Committee. Professor Marnie Hughes-Warrington visited CBE to speak with staff and alleviate related concerns. Professor Hughes-Warrington has planned to also speak with staff within the John Dedman and PAP Moran Buildings, MSI and SCU.

Action (1/2018) 1	Professor Marnie Hughes-Warrington to visit and address asbestos concerns with occupants of John Dedman, PAP Moran, MSI and SCU.	In Progress	Marnie Hughes-Warrington
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It was also noted that some incidents are not being reported in a timely manner, one particular example being a serious injury at University House that was reported to WEG 10 days late, resulting

in a late notification to Comcare. This issue has been discussed with the University House management.

3.2 Claims and Rehabilitation

A summary of claims was provided by Mr Patron. For the reporting period there were three claim applications received by Comcare from the Portfolio Group, all three were accepted, two for University House and one for Facilities and Services Division.

3.3 Objectives / KPI's

It was requested that WHS Performance Report 2017 be circulated to members of committee. The 2018 objectives and KPIs were accepted by the Council and the University WHS Committee.

Action (1/2018) 2	Distribute WHS Performance Report 2017 to members of the Portfolio WHS Committee.	Completed	Nathan Canizares
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3.4 Investigation Reports / Corrective Actions

An incident investigation for the serious injury at University House (refer 3.1) is being completed by WEG in collaboration with the local area.

A notifiable incident within the Major Projects (SA6) involving a contractor has been addressed and the site released by the Regulator as defective parts of the scaffolding structure that caused the incident have been fixed. The Principal Contractor is completing an investigation.

3.5 WHS Audits and Inspections

The University WHS Audit Program was presented and discussed at the University WHS meeting in February. The Committee has endorsed the program. Mr Grange noted that the Chancelry was not appropriately represented in the schedule and asked for the schedule to be revised to include the Chancelry. The need for local inspections has also been discussed and will be raised in the Service Divisions Directors Meeting.

Action (1/2018) 3	WEG to include Chancelry in the University audit schedule.	Completed	Ira Bicioc/Matthew Barret-Cheetham
	Liaise with Michelle Roach to include in the agenda and discuss workplace inspections at the Service Divisions Directors Meeting.	In Progress	Gerry Patron

Part 4. Construction Projects

A summary of project works was provided by Mr Patron and discussed by the Committee.

Part 5. Summary of issues and items for action from University WHS Committee

The Council and the University WHS Committee accepted the WHS Performance Report, 2017 and the 2018 Objectives and KPIs. An action to circulate this paper to the Committee was agreed (see Action 2).

Clarification around first aid training requirements will be provided to all Colleges and Divisions as part of the ANU Enterprise Agreement 2017 – 2021 (pending registration) implementation.

The WHS Audit Program 2018-2020 was presented at University WHS Committee meeting and formal endorsement was requested. It was noted that some schools would be undergoing a management review in 2018 and as such, a degree of flexibility around the audit schedule will be required. The first audit is scheduled for April 2018 to take place within CECS, WEG will lead the audit with CECS WHS staff.

During the pre-license audit conducted by Comcare in January 2017 a number of gaps were identified, specifically around hazard management. As such, a transition plan toward self-insurance was developed and the creation of hazard registers is to be undertaken prior to 30 June 2018. WEG has started the planning process, this piece of work will require collaboration across Colleges and Divisions. To avoid duplication of effort, WEG will ensure that the process adopted to complete the work is effective to avoid duplication and involves key stakeholders across the University.

HDR students are able to access Figtree workplace safety and hazard reporting tool. The Committee formally endorsed the option to add all undergraduate students to Figtree. The Chair sought feedback on the Figtree system and despite some small 'bugs' most reports have been positive. It was agreed that WEG would conduct some monitoring of the workflows and testing of notifications.

The University has been granted an eight-year licence for self-insurance. A Managed Services Agreement has been developed between Comcare and ANU for the colocation of 2.5 FTE of Comcare staff from 29 January 2018. This arrangement will enable on-site claims management and knowledge transfer. The self-insurance project team have developed a comprehensive communications plan for safety and injury prevention initiatives across campus.

A review of existing WHS capabilities across the University against a benchmark capability framework is required for the delivery of consistent and outcome driven WHS services. A small working group is required to undertake a gap analysis to confirm the current WHS resourcing levels and related activities carried out across the University; and to develop a WHS capability framework. ITS & F&S WHS Committee, RSPE WHS Committee, RSAA WHS Committee, CBE WHS Committee and Portfolio WHS Committee offered to nominate staff in their area to participate in this project.

A WHS issue was raised regarding inappropriate driving behaviors of staff and visitors to Mt Stromlo. ACT policing to be engaged where appropriate. Additionally, a small number of RSAA staff located at Mt Stromlo participate in mountain biking on their journey to and from work and have sustained injuries in recent months. WEG to work with RSAA to develop a risk assessment for staff participating in mountain biking at Mt Stromlo.

It was noted that there was an increase in delayed reporting of incidents late last year. In response to this, an email was sent by the COO encouraging all staff to report incident and hazards in a timely manner. The Committee was requested to support timely and accurate incident and hazard reporting.

Following the investigation incidents, controls are put in place to prevent reoccurrence, however, the review of these controls is not consistently undertaken. To ensure that we are reviewing the controls WEG will regularly report to the Committee on serious incidents and the effectiveness of their controls.

Part 6. Legislative / Legal and other requirements update

There are no relevant updates for the reporting period.

Part 7. Policy and Procedure Review

Final batch of University WHSMS documents has been distributed for consultation.

Part 8. Other Business

8.1 Inclusion of Provost

At the request of the Chair, it was recommended that the Charter be updated to include the new Provost, Professor Mick Calford, to the Portfolio WHS Committee.

Action 1/2018 4	Update Portfolio WHS Committee Charter to include Professor Calford.	In Progress	Gerry Patron
	Invite Professor Calford to future committee meetings.	In Progress	Nathan Canizares

8.2 PARSA representation on committee

An enquiry was received by WEG about PARSA representation in a WHS Committee. It was agreed that Mr Patron would make contact with PARSA and explain appropriate channels for addressing WHS matters.

Action 4/2017 19	WEG to respond to the enquiry from PARSA and explain appropriate channels for addressing and communicating WHS matters.	Completed	Gerry Patron
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Part 9. Communication arising from meeting

Expressions of interest (EOI) for new members to the Portfolio WHS Committee to be drafted by WEG and sent by the Chair.

Action 3/2017 17	WEG to draft EOI calling for new members to join the Portfolio WHS Committee.	In Progress	Gerry Patron
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The next meeting is scheduled for 14 May 2018, 4pm.

1. New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
Action (3/2017) 17	WEG to draft EOI calling for new members to join the Portfolio WHS Committee.	Gerry Patron	In Progress	This had been drafted but not yet distributed.
Action (1/2018) 1	Professor Marnie Hughes-Warrington to visit and address asbestos concerns with occupants of John Dedman, PAP Moran, MSI and SCU	Marnie Hughes-Warrington	In Progress	
Action (1/2018) 3	Liaise with Michelle Roach to include in the agenda and discuss workplace inspections at the Service Divisions Directors Meeting.	Gerry Patron	In Progress	
Action (1/2018) 4	Update Portfolio WHS Committee Charter to include Professor Calford. Invite Professor Calford to future committee meetings.	In Progress In Progress	Gerry Patron Nathan Canizares	

2. Completed action items

Action ID	Description	Responsibility	Status	Notes
Action (1/2018) 2	Distribute WHS Performance Report 2017 to members of the Portfolio WHS Committee.	Nathan Canizares	Completed	
Action (1/2018) 3	WEG to include Chancelry in the University audit schedule.	Ira Bicioc/Matthew Barret-Cheetham	Completed	
Action (4/2017) 19	WEG to respond to the enquiry from PARSA and explain appropriate channels for addressing and communicating WHS matters.	Gerry Patron	Completed	