

Minutes

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| COMMITTEE | Portfolio WHS Committee |
| MEETING NO. | 02/2018 |
| DATE / TIME | Monday 14 May 2018, 4pm |
| VENUE | Refshauge Room, Level 4, Chancelry |
| ATTENDING | Professor Marnie Hughes-Warrington, DVC (Academic) - Chair 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 | Professor Shirley Leitch, DVC (Global Engagement) Professor Mike Calford |
| OBSERVERS | Mr Gerard Patron, Secretariat (WEG) |

Part 1. Welcome and apologies

Apologies were received for Professor Mike Calford and Professor Shirley Leitch. All other members were present at the meeting.

Part 2. Previous minutes

The previous minutes were accepted as read by the Committee.

Part 3. WHS Performance Reporting

3.1 Incidents / Injuries / Hazards

A summary of incidents was provided by Mr Patron. 40 Incidents have been reported YTD 2018. 24 of these incidents resulted in injuries and 16 were near miss incidents. 13 hazards have been reported YTD 2018, of these, 9 were reported by members of the WEG.

Nine notifiable incidents were reported YTD 2018. It was discussed that a majority of the notifiable incidents reported during the period were related to contractors performing major constructions project within the University campus. A closer focus on the contractor management of safety may be required; this is undertaken by WEG.

3.2 Claims and Rehabilitation

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

3.3 Investigation Reports / Corrective Actions

An incident investigation for the serious injury at University House is being completed by WEG in collaboration with the local area. This investigation is ongoing and a number of corrective actions were recommended to the local area and are being considered or implemented.

The contractor related notifiable incidents are all currently undergoing investigation in consultation with Major projects and principal contractors involved. All incidents have been reviewed and some corrective actions have been recommended and implemented by the principal contractors involved.

3.4 WHS Audits and Inspections

The University WHS Audit Program has commenced. Local inspections for the Portfolio areas was discussed, noting that these will be raised in the Service Divisions Directors Meeting scheduled for 15 May 2018.

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| Action (2/2018) 1 | Discuss workplace inspections at the Service Divisions Directors Meeting. | Completed | Gerry Patron |
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Part 4. Kambri Update

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 University WHS Committee would like a person who reports an incident to be provided with feedback on the actions taken prior to the incident being closed in Figtree. Work Environment Group will look into this matter.

The Chair asked how the committee could be improved/facilitated differently. The general consensus was that a more strategic approach should be taken as opposed to the advisory arrangement currently in place. The committee are to consider improvements and bring them to the next meeting for discussion.

Nominations were received to form a working party on the WHS Officers capability project.

All members of the University WHS Committee were reminded to complete the mandatory asbestos training modules available on Pulse.

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. Some of these included workers compensation related procedures, asbestos, Radiation, biological safety and chemical management. Working safely away from campus (fieldwork and off campus work) procedure was also discussed, including further consultation with the academic community.

The Committee requested that a list of all procedures published to date is provided, and regular updates thereafter.

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| Action 2/2018 2 | Communicate a list of all WHS policies and procedures published to date. | Completed | Nadine White |
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Part 8. Other Business

8.1 Inclusion of Provost, update of Chair

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.

The committee discussed whether Professor Calford should be included in the Portfolio WHS Committee or whether it would be better served using his time on other committees such as the University WHS Committee.

Refer Action 4 (1/2018)

Part 9. Communication arising from meeting

Expressions of interest (EOI) for new members to the Portfolio WHS Committee has been drafted by WEG for the Chair to distribute.

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| Action 2/2018 3 | Chair to distribute EOI calling for new members to join the Portfolio WHS Committee. | In Progress | Chair |
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The next meeting is scheduled for 13 August 2018, 4pm.

1. New and ongoing action items

| Action ID | Description | Responsibility | Status | Notes |
|------------------------------|---|----------------|-------------|---|
| Action (1/2018) 4 | Update Portfolio WHS Committee Charter to include Professor Calford. This action is pending discussion and agreement with Professor Mike Calford (Provost) and current Chair. | Chair | In Progress | |
| Action 2/2018 3 | Chair to distribute EOI calling for new members to join the Portfolio WHS Committee. | Chair | In Progress | Approved Draft to be provided to Chair for distribution |

2. Completed action items

| Action ID | Description | Responsibility | Status | Notes |
|-------------------------------|---|-------------------------------------|-----------|--|
| Action (2/2018) 2 | Communicate a list of all WHS policies and procedures published to date. | Nadine White | Completed | |
| Action (2/2018) 1 | Discuss workplace inspections at the Service Divisions Directors Meeting. | Gerry Patron | Completed | |
| Action (3/2017) 17 | WEG to draft EOI calling for new members to join the Portfolio WHS Committee. | Chair | Completed | This had been drafted and to be distributed. |
| 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 Barrett-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 | |
| 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 | Completed | |
| 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 | Completed | |

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| Action (2/2018) 1 | Discuss workplace inspections at the Service Divisions Directors Meeting. | Gerry Patron | Completed | |
| Action (2/2018) 2 | Communicate a list of all WHS policies and procedures published to date. | Nadine White | Completed | |