



Minutes

Portfolio WHS Committee

MEETING NO.	1/2022
DATE / TIME	25 February 2022, 10:30am
VENUE	Microsoft Teams
ATTENDING	Dom Haywood, Chair; Director, Planning and Service Performance Gerard Patron, Manager Work Health and Safety Bec Edwards, DVC-SUE WHS Consultant Heather Jenks, Library Services Joe Mang, Finance & Business Services Sandra Towle, DVC-A* Tonya Moss, DVCA & DVC-RI WHS Consultant Sheree-Ann James Rozario, First Nations Portfolio Mariane Quintao, Secretariat * left early (11am)
APOLOGIES	James Brann, Deputy-Chair; Director, University Experience Zoe Logan, International Portfolio Cassandra Peisley, Sir Roland Wilson Foundation David Donaghue, COO Portfolio Sheren Al-Obaidi, Manager System & Audit Work Environment Group

Part 1. Procedural items

It was noted that the Deputy Chair and the representative for the COO Portfolio would be last-minute apologies due to a clash with other important meetings.

The Chair acknowledged the traditional owners of the land and welcomed members to the meeting.

1.1 Confirm minutes from meeting 04/2021

The previous minutes were confirmed to be a true and accurate record of meeting 04/2021.

1.2 Updates on Action Items

There was a general discussion on the Return to Campus plans. It was noted that the plan for the Planning and Service Performance (PSP) Division was circulated for members to refer to it as a template to develop their respective local areas' plans.

There was a general discussion regarding contingency planning around COVID. The Manager Work Health and Safety (WHS) reported that a contingency plan may be drafted and treated as are the

Emergency and Fire Evacuation plans which outline the risks and communicates what the procedure is for staff.

With regards to inviting Health and Safety Representatives (HSRs) to attend the Portfolio WHS Committee meetings, it was noted that HSRs will be advised that they may attend and, following expression of interest to join the Portfolio WHS Committee, the nominated HSRs will be able to attend.

Item 2. Standing Items

2.1 Return to Campus Plans

It was noted that the Return to campus plans were discussed as part of the action items update (above) and the Chair clarified that the purpose for the local areas to share their respective plans was to have a depository.

The representative for Finance and Business Services (FBS) reported that, in order to comply with the 1.5 metre social distancing requirements, the local area has divided the staff into team A and team B and the staff alternate their on-campus day. The local area, however, would like for all teams to be on campus concurrently to ensure that new staff have the opportunity to meet their colleagues.

The Chair reported that there is an expectation that the 1.5 metre social distancing – as other restrictions – will be changed or lifted and reminded colleagues that safe working plans will need to be adjusted in response.

The Manager WHS clarified that, in general, the partitions in office spaces are between 1.8 to 2 metres which gives the local areas the necessary distance to comply with the distancing requirements. However, if the distance cannot be maintained, staff are required to wear a mask.

2.2 Local WHS Plan

It was noted that the Local WHS Plan for some divisions have been rolled out whilst others are still under development. There was a general discussion on this matter.

The Manager WHS reported that Work Environment Group (WEG) is currently working on a Local WHS Plan template that outlines key components of the plan on one page only which will enhance the consultation process with wider staff. This improvement will be ready for the next cycle of the WHS planning.

The WHS Consultant for Deputy Vice-Chancellor (Academic) (DVCA) and Deputy Vice-Chancellor (Research and Innovation) (DVC-RI) reported that the DVCA annual risk profile reviews and risk assessments are being finalised which will inform the final draft of the local areas' Local WHS Plans.

Item 3. Agenda Items

3.1. First Aid Assessments Submission

There was a discussion involving the due date of the First Aid Assessments which were originally due in January 2022 and had the due date extended until 28 February 2022. The Manager WHS suggested that the assessments are conducted as if the local areas were operating in full capacity.

It was noted that the WHS profile of the Portfolios is low-risk. However, regulatory compliance is recommended to ensure that the emergency control organisation members (fire wardens, first aiders etc) are identified in the local areas.

3.2. WHS Audit Schedule

The WHS Audit Schedule was noted and there was a general discussion involving audit rescheduling. Due to COVID, some audits were cancelled and will need to be rescheduled. Similarly, with the Change Management processes occurring across the University, new local areas have been established and need to be incorporated into the WHS audit framework. WEG will be assessing which scheduling changes are needed to ensure that all local areas are incorporated in the audit schedule.

Action Manager WHS to confirm the audit schedule for the Library Services.

3.3. Portfolio WHS Committee Charter

The Chair read and guided the members through the newest Portfolio WHS Committee charter draft. Members reported that it was good to have the sub-committee section in the charter and it was discussed that Special Advisory Groups are not related to the WHS work done in the portfolios. The Manager WHS reported that a Special Advisory Group on pedestrian traffic interactions has been established which may inform discussions that will be held in the Portfolio WHS Committee meetings.

Item 4. Other Business

Covid Response on Campus

The Chair gave a brief verbal update on the current positive COVID cases with the ANU community. It was noted that the University has been working closely with ACT Health to ensure students in isolation are being looked after appropriately and are getting the support they need. It was also reported that there is a regular testing regime, and the University has a very good sense of who is and isn't positive. Volunteers who have been working to support the COVID response team are not having direct contact with the students in isolation (i.e., food deliveries are a drop down on the door and students must wear a mask to pick them up). The Chair also reported that there are no reports that students in isolation have been significantly ill from contracting the virus.

The Manager WHS reported that there have been minimal positive cases amongst staff. The Injury and Claims team have been responsible for managing COVID cases amongst staff. There have been continuing conversations with ACT government as well as with COMCARE to ensure that the University is following the necessary processes to minimize and mitigate risks. The University has rolled out the [Covid Guidelines](#) to support staff to look after local areas' health and safety.

The Chair encouraged members to keep the check in CBR QR codes and continue to wear masks as this provided an additional risk control.

It was also discussed that some staff may experience anxiety from the increase in positive cases on campus flexible work arrangements can be reviewed to ensure that staff are returning to campus in the next few weeks as they feel comfortable to do so.

Figtree and Risk assessment Module

The Manager WHS reported that risk assessments will be migrated into the Figtree system. The system will allow staff to duplicate, copy and past other areas' risks assessments which will enhance the risk assessment process and will ensure that local areas have a reference point. The Chair requested the Manager WHS to prepare a training session on how to use the risk assessment tool on Figtree.

Action Secretariat to put a walk-through of the Figtree Risk Assessment tool in the agenda for the next meeting.

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 01/2022)

Agenda item	Description	Responsibility	Status	Due Date	Notes
3.2	WHS audit schedule	Gerry	New		Manager WHS to confirm the audit schedule for the Library Services.
4	Agenda for meeting 2/2022	Mariane	New		Secretariat to put a walk-through of the Figtree Risk Assessment tool in the agenda for the next meeting.