

Minutes

COMMITTEE	Portfolio WHS Committee
MEETING NO.	03/2017
DATE / TIME	26 September 2017, 10:00am
VENUE	Office of the DVC
ATTENDING	Marnie Hughes-Warrington, Chair Shirley Leitch, DVC (Global Engagement) Karen Hill, COO Nadine White, DHR Mark Mulligan, AD WEG Gerry Patron, WEG
APOLOGIES	Margaret Harding, DVC (Research) Chris Grange, EDAP
OBSERVERS	Nathan Canizares, WEG

Part 1. Welcome and apologies

Apologies were received from Margaret Harding, DVC (Research) and Chris Grange, EDAP

Part 2. Previous minutes

The minutes from the previous meeting were accepted and endorsed by committee.

Part 3. WHS Management System Reporting

3.1 Incidents / Injuries / Hazard Reports

- Heliac experiment (RSPE, Electronics Unit) equipment being decommissioned and sent to China, asbestos found within some washers used to support a series of insulators and resistors. Parts were removed and equipment cleaned as part of remediation program with F&S. Clearance certificates issued by contractors and incident closed.

- As part of research being undertaken using a tube furnace apparatus to heat glass tubing (RSC), it was identified that some core materials contained Asbestos. Thorough investigation and remediation program actioned by F&S and WEG. Clearance certificates issued by contractors and investigation ongoing.
- A student with a baseball bat attacked staff and students at a tutorial (CBE) Copland G032. Multiple staff and students injured. Counselling is ongoing for affected persons, staff have access to support through minor injury guidelines. Police investigation is continuing. The location has been closed-off and different uses for the space are being explored. F&S/ANU Security are conducting Security Audit and review of investigation to implement lessons learnt from this incident.
- Barry drive is being assessed for traffic/pedestrian use and behaviours. The chair has asked that the safety audit report be provided for review.

Action 3/2017 9	Provide Barry Drive report to the portfolio committee and forwarded to USCC and University WHS Committee	Completed	Karen Hill, Nadine White
--------------------	--	-----------	-----------------------------

- WEG involvement for Union Court project was discussed including regular site inspections, attendance at Project Control Group meetings and a WHS review every 3 months.

3.2 Claims and rehabilitation

- Insight report for Comcare Claims relating to Portfolio committee was reviewed. There have been 2 accepted, 2 rejected and 1 undetermined. The Chair requested that a year-to-year comparison be provided from beginning 2016 for the next Portfolio Committee meeting.

Action 3/2017 10	Data from January 2016 to be added as a comparison to 2017 figures	In Progress	Gerry Patron
---------------------	--	-------------	--------------

- Karen Hill, COO has requested that a definition for 'exposure' be added to claims and rehabilitation report.

Action 3/2017 11	Definition to be updated as a footnote	In Progress	Gerry Patron
---------------------	--	-------------	--------------

3.3 Objectives/KPI's

- Student Incident reporting was discussed, HDR students now have access to Figtree and other students can report incidents by notifying a staff member, contacting WEG or submitting a paper based notification form.
- In relation to improving WHS knowledge it was noted that training programs were undertaken including WHS Due Diligence and Lead Auditor training. Full compliance not yet achieved with the closing date approaching for completion of WHS Due Diligence training so it was agreed that a reminder to be sent out to Senior Management and a completion report be provided to the committee

Action 3/2017 12	Send reminder email to Senior Management to complete WHS Due Diligence training module via Pulse	Completed	Nadine White
Action 3/2017 13	Obtain training completion report for WHS Due Diligence.	In Progress	Gerard Patron

- It was agreed that Objective 4 be updated to reflect a focus on WHS procedures and Contractor Management.

Action 3/2017 14	Update Key Target objectives	In Progress	Gerard Patron
---------------------	------------------------------	-------------	---------------

Part 4. Summary of issues and Items for action from University WHS Committee

- Workplace inspections carried out at John Deadman building. Evacuation and fire protection assessed to be compliant by building contractor. It was requested that a response be provided from Lend Lease or Robert Hitchcock for these findings.

Action 3/2017 15	Response to be obtained and supplied to the committee	In Progress	Gerard Patron
---------------------	---	-------------	---------------

Part 5. Legislative / Legal and other requirements update

- Gerry Patron & Mark Mulligan, WEG provided update on legislative/legal changes to WHS as updated by Worksafe subscription. Marnie Hughes-Warrington added to Worksafe email alerts.

Action 2/2017 4	Arrange access for Marnie Hughes-Warrington to the subscription for the hazard alerts.	Completed	Nathan Canizares
--------------------	--	-----------	------------------

Part 6. Policy and Procedure Review

- Consultation batch 2 for Safety Management System documents is currently underway and the final Consultation batch will be sent in October. This is being managed by Matthew Barret-Cheetham, WEG.
- The chair has asked for advice from WEG and ANU Security on sporting equipment in the classroom and lectures following CBE incident.

Action 3/2017 15	Provide summary report of lessons learnt	In Progress	Gerard Patron
---------------------	--	-------------	---------------

Part 7. Other Business

- Mark Mulligan, WEG raised an issue there should be an increase in representation from workers and work groups in the Portfolio Committee? It was suggested that we invite HSR's and Mark Mulligan will draft an expression for the chair.

Action 3/2017 16	Marnie Hughes-Warrington to send an expression of interest for staff members to join Portfolio committee	In Progress	Marnie Hughes-Warrington
---------------------	--	-------------	--------------------------

- Discussion about ongoing construction projects and agreed to add standing agenda item

Action 3/2017 17	Add Construction Projects to agenda for next Portfolio Committee meeting	In Progress	Nathan Canizares
---------------------	--	-------------	------------------

Part 8. Communication arising from meeting

- Senior Management to be reminded about WHS Due Diligence training completion
- Barry Drive safety audit response to be provided to the committee
- Invite new members to WHS Portfolio Committee

Part 9. Next Meeting: TBA

Action 2/2017 1	Insight version of report specific to Portfolio Committee	Completed	Gerard Patron
Action 2/2017 2	Investigate the Mechanism General category in reporting and why it is so high	Completed	Gerard Patron
Action 2/2017 3	A meeting to be held with Mark Mulligan to discuss the Fieldwork Chair and who would be appropriate for the position	Completed	Chris Grange
Action 2/2017 4	Arrange access for Marnie Hughes-Warrington to the subscription for the hazard alerts.	Completed	Nathan Canizares
Action 2/2017 5	The issue of impact of the union court work on staff be a standing Agenda Item for the Portfolio Committee for the foreseeable future	Completed	WEG
Action 2/2017 6	The Committee to look over the policies and procedures and provide feedback	Completed	Portfolio Committee
Action 2/2017 7	Advise the Committee of the deadline for the feedback on the policy and procedures	Completed	Gerard Patron
Action 2/2017 8	Review document template for procedures to include a scope	Completed	WEG

Action 3/2017 9	Provide Barry Drive report to the portfolio committee and forward to USCC and University WHS Committee	Completed	Karen Hill, Nadine White
Action 3/2017 10	Data from January 2016 to be added as a comparison to 2017 figures	In Progress	Gerry Patron
Action 3/2017 11	Definition to be updated as a footnote	In Progress	Gerry Patron
Action 3/2017 12	Send reminder email to Senior Management to complete WHS Due Diligence training module via Pulse	Completed	Nadine White
Action 3/2017 13	Obtain training completion report for WHS Due Diligence.	In Progress	Gerard Patron
Action 3/2017 14	Update Key Target objectives	In Progress	Gerard Patron
Action 3/2017 15	Response to be obtained and supplied to the committee	In Progress	Gerard Patron
Action 3/2017 16	Marnie Hughes-Warrington to send an expression of interest for staff members to join Portfolio committee	In Progress	Marnie Hughes-Warrington
Action 3/2017 17	Add Construction Projects to agenda for next Portfolio Committee meeting	In Progress	Nathan Canizares