MANAGEMENT REPORTING
F&S WHS Improvement Plan 2012 – 2013

As part of the Facilities & Services WHS initiatives, the WHS Improvement Plan was implemented in 2012. This plan is aimed at achieving four targeted WHS goals over two years. There are a number of items that were achieved in 2012, with the remainder to be achieved during 2013.

The F&S Senior Management Team (SMT) have reviewed the Plan in September – a copy of the updated Plan will be loaded to F&S Intranet in mid-September 2013.


Importance of Safety within the Division

- **Safety Value**

  *Safety is the responsibility of all staff. We consider safety in everything we do and see.*

  Some examples include:
  - Safety incorporated into standard meetings as a standing item.
  - Report safety observations, hazards and incidents through HORUS.
  - Conduct risk assessments for SOPs and Work Orders.
  - Conduct and report on workplace inspections.
  - Participate on the F&S WHS Committee or Remote Site WHS Committees.
  - Undertake mandatory training for safe work procedures (working at heights, confined space, etc).
  - Participate in health and wellbeing initiatives offered by the ANU and Division.

- **Communication of Safety Initiatives**

  In communicating the importance of safety within the Division, the management team have implemented the following initiatives:
  - Integration into F&S Operational and Business Plans for 2014, as well as Statement of Expectations.
  - Incorporation into standard meetings as a standing agenda item – ask staff to provide details on a specific observation, hazard or incident.

Facilities and Services Risk Register

As part of its risk management strategy, the ANU requires that all Colleges and Service Divisions:
  - establish the context in which they are working
  - identify their workplace hazards
  - assess the OHS risks associated with the hazards, including identifying, analysing, and evaluating the risks
  - control the risks and
  - review the process, including monitoring the risk controls and reviewing the outcomes.


A sub-committee chaired by Christine Allard and Matt Smith has been set up to review the Facilities and Services Risk Register in accordance with the ANU Risk Register. The review for the Division is due for completion by October 2013.
F&S WHS EMAIL / INBOX

In order to streamline communication and reporting with the HR team on the numerous correspondences we receive about workplace health and safety issues, we have implemented use of the F&S WHS email address. This will be used by the OHS branch for notification of incidents to the HR team, policy updates, workplace inspection schedules and general WHS notification. As a result, staff may notice correspondence being sent from the F&S HR team from this inbox in future, such as the F&S WHS Brief for September 2013 and for the WHS Committee. The email address for your reference is facilities.whs@anu.edu.au.

ANU WORK ENVIRONMENT UPDATE

ANU WHS Management System

In developing the ANU WHS Management System, the ANU Work Environment Group has taken into account the findings of two audits conducted by Deloitte and Comcare in 2012.

A sub-committee has been established with representatives from all Colleges and Divisions to assist with the implementation of the WHS management system. Sharyn McGerty – F&S HR Manager, has been nominated as the representative for the Division. The aim of the committee is to assist with the implementation on the WHS Management System within a two year period.

To meet compliance requirements, a draft revision has been developed comprising 16 WHS management standards which are outlined below:

1. Responsibility, authority and commitment
2. Planning, objectives and legal obligations
3. Training and competence
4. Documentation, document control and records
5. Hazard and risk management
6. Incident management and performance measurement
7. Communication, consultation and involvement
8. Capital projects and business transactions
9. Contractors, visitors, suppliers and customers
10. Emergency preparedness and response
11. Plant and equipment
12. Safe systems of work
13. Hazardous materials management
14. Facilities and the working environment
15. Occupational health
16. Reviews, audits and inspections
INNOVATIONS BUILDING

Emergency Evacuation Drill

Mark Pritchard and Teifi Caron will be conducting the annual emergency evacuation drill for the Innovations Building sometime in the near future.

Emergency Evacuation Point

Reminder: The Emergency Evacuation Point for Innovations Building: Grass Area at the back of the Innovations Building

First Aid Room: Occupational First Aiders – Seeking Nominations

With the establishment of the First Aid Room on Level 1 of the Innovations Building, we are seeking two (2) Occupational First Aiders.

What is Occupational First Aid?

- This is the most advanced first aid course, specifically designed for people employed as Occupational First Aiders which covers Advanced First Aid, as well as maintaining first aid equipment and resources.
- Entry to this course requires a current Senior First Aid certificate.

Training

- Full course – 1 day course (certified for 3 years)
- Refresher Training – 1 day course: This qualification remains current for three years, during which time an Occupational First Aid refresher course must be completed yearly.

If you are interested, please contact Courtney Lawless or email facilities.hr@anu.edu.au.

CHEMICAL INVENTORY SYSTEM (CIS)

Developed by the Research School of Chemistry, the Chemical Inventory System is an online register or database for all chemicals stored on the ANU Campus. It provides information about where chemicals are located, what chemicals are stored at these locations and the maximum amounts stored. The information in this system can therefore be provided to emergency services, etc. when necessary.

Brian Arnold has been nominated from the Facilities & Services Division to be the Area Inventory Administrator for the Chemical Inventory System.

The next step in this process is to add in ‘Group Leaders’ to the system within the Division. These ‘Group Leaders’ will have more limited access to the system in order to be able to enter data regarding location, chemical details and storage, etc. when needed for their Group. Information and details will be provided to these ‘Group Leaders’ in due course.

Thanks to Nicola Bennett from the Gardens and Grounds team for her proactive involvement in implementing the system for the Division.
WORKPLACE INSPECTION SCHEDULE 2013

Supervisor Inspections

The first round of Supervisor workplace inspections for the Division was due on 31 August 2013. We would like to thank those supervisors and staff members who were actively involved in undertaking these workplace inspections. A special note of thanks goes to the Division’s three HSRs – Brian Arnold, Naomi Somerville and Rob Carruthers for assisting teams with these inspections.

The next stage of the workplace inspections involves reviewing all the action items identified on the master schedule, allocating a responsible person and timeframe for these to be reviewed and closed out. All inspections will be reported to the WHS Committee at the quarterly meeting to be held in September 2013.

Committee Inspections

Members of the WHS Committee will be conducting workplace inspections in November 2013. This will be to review the Supervisor inspections conducted in August 2013.

For further information please go to information on the F&S intranet:

WHS TRAINING for the DIVISION

Fire Warden Training

Mark Pritchard will be conducting fire warden training in September 2013 for the Division’s newly appointed fire wardens, Sophie Payne (level 1) and Hannah Wang (level 2).

HSR – Refresher Training

Work Health and Safety (WHS) legislation requires that HSR’s undertake annual HSR Refresher training. The annual refresher is required if the HSR wishes to utilise their full HSR Powers. Brian Arnold will be undertaking this training in October 2013.

White Card Training for Working Safely in the Construction Industry

Further to correspondence sent in August 2013, around 25 staff from the Division have registered for White Card Training. Arrangements are currently underway by the HR team for this training to be organised in September and October 2013. Details will be sent out shortly to those employees.

Skills and Training Matrix

Just a friendly reminder to all staff and managers that the F&S Skills & Training Matrix (2013), specific to your respective functional area is due to HR by COB 13 September 2012.

The Skills & Training Matrix is intended to provide supervisors with a visual summary of the existing and expected skills, qualifications and training requirements for all current staff members in their respective roles within each functional area in the Division.

As a supervisor/manager, you are required to meet with all your staff to:
(a) Review the minimum competency requirements, in the Position Matrix, for all positions in your functional area.
(b) Review all staff in your functional area, using the Staff Matrix, against all the minimum competency requirements and identify which requirements staff have completed.

A copy of the HR Help Guide for Supervisors has been developed to assist supervisors/managers – please refer to http://facilities-intranet.anu.edu.au/staff-resources/human-resources/hr-help-guide

The F&S HR Team welcome any comments or feedbacks with regards to the F&S Skills & Training Matrix, as well as your input of additional/specific minimum requirements not already included.
HEALTH AND WELLBEING PROGRAMS

Ergonomic Software WorkRAVE

Do you need a reminder to take breaks away from working at the computer? We have an ergonomic application you can install on your work computer!

‘WorkRAVE’ is a software program that assists in the recovery and prevention of Repetitive Strain Injury (RSI) from computer work. The program frequently alerts you to take micro-pauses, rest breaks and restricts you to your daily limit. The application is available to all F&S staff to install so please contact F&S IT for installation of the software on your work computer or laptop.

Sit Stand Desks for New Buildings and New-Furnished Refurbishments

There has been a lot of positive feedback regarding sit stand desks fitted on Level 1 of the Innovations Building. Although the desks were installed in accordance with ANU policy we would like to thank the Space and Facilities Planning team for incorporating these into the new fit out. The sit stand desks are consistent with recent research and Comcare’s ergonomic advice on workstations, that electric sit-stand task desks are to be configured for any new building or refurbishment requiring new task furniture. Where practicable, occasional desk renewals should also allow for this configuration, and in high-risk administrative areas, should be considered as a first option.

Workstation Assessments Procedure

The link below provides guidelines on work station assessments, including guidelines on how to set up your workstation: http://hr.anu.edu.au/staff-health-and-wellbeing/injury-prevention/workstation-assessments.

The OSLOs (Occupational Strains Liaison Officer (OSLO) for the Division are Tim Borough and Angela Alarcon. If you require a workstation assessment you should contact Facilities and Services HR initially via facilities.hr@anu.edu.au

ANU Staff Wellbeing Program: Posture & Flexibility AND Strength & Flexibility Classes

The ANU Staff Wellbeing Program supports staff to participate in stretch, strengthening, flexibility and posture activities. These activities help keep you functional for your personal wellbeing as well as for your work. We work with skilled and experienced trainers from the Kit Laughlin school (www.pandf.com.au).

Courses are subsidised by the Wellbeing Program at $10 per session (cheaper if you pay on-line for the full course). Online payments at: http://onestop.anu.edu.au/html/webpayment/WELLBEING/payment.html

Please register in advance on HORUS using course code OHSW27 and the session number given below. Contact wellbeingprogram@anu.edu.au if you have any questions.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DATES</th>
<th>TIMES</th>
<th>CONTENT</th>
<th>TARGET GROUP</th>
<th>SESSION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Fenner Building #141 Frank Fenner Seminar Room, Level 1,</td>
<td>Mondays for 13 weeks from 16 Sept to 16 Dec</td>
<td>8.30am to 9.30am</td>
<td>Stretching, strengthening &amp; flexibility with John Travers.</td>
<td>Anyone</td>
<td>OHSW27 session 0008</td>
</tr>
<tr>
<td>Hanna Neumann Building #21, Seminar Room, Ground floor</td>
<td>Mondays for 10 weeks from 14 October to 16 December</td>
<td>5:15pm to 6:15pm</td>
<td>Stretching, strengthening &amp; flexibility with John Travers</td>
<td>Anyone</td>
<td>OHSW27 session 0009</td>
</tr>
<tr>
<td>OHS, 5 Liversidge St Building #69, Training room,</td>
<td>Tuesdays for 15 weeks from 10 September to 17 December</td>
<td>5:15pm to 6:15pm</td>
<td>Stretching, strengthening &amp; flexibility with Ben Exton.</td>
<td>Anyone</td>
<td>OHSW27 session 0010</td>
</tr>
<tr>
<td>Sir Roland Wilson Building #120, Seminar room 1</td>
<td>Wednesdays for 15 weeks from 11 Sept to 18 Dec</td>
<td>1:30 to 2:30pm</td>
<td>Stretching, strengthening &amp; flexibility with Ben Brikcis</td>
<td>Intermediate</td>
<td>OHSW27 session 0011</td>
</tr>
</tbody>
</table>
QUIT Smoking – A Fresh Start Course from ACT Cancer Council for ANU Staff

The ANU Staff Wellbeing Program is pleased to provide the FRESH START course for those who want to quit smoking. The course is in 8 lunchtime sessions and is delivered by professional educators from the ACT Cancer Council.


<table>
<thead>
<tr>
<th>DATES (2013)</th>
<th>TIME</th>
<th>ROOM</th>
<th>SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 25 September</td>
<td>12.30-1.30pm</td>
<td>1.04</td>
<td>Understanding smoking &amp; quitting</td>
</tr>
<tr>
<td>Thurs 26 September</td>
<td>12.30-1.30pm</td>
<td>1.04</td>
<td>Planning to quit</td>
</tr>
<tr>
<td>Wed 2 October</td>
<td>12.30-1.30pm</td>
<td>1.04</td>
<td>Health effects of smoking &amp; quitting methods</td>
</tr>
<tr>
<td>Thurs 3 October</td>
<td>12.30-1.30pm</td>
<td>1.13</td>
<td>Coping without cigarettes physically</td>
</tr>
<tr>
<td>Wed 9 October</td>
<td>12.30-1.30pm</td>
<td>1.04</td>
<td>Coping without cigarettes emotionally</td>
</tr>
<tr>
<td>Thurs 10 October</td>
<td>12.30-1.30pm</td>
<td>1.13</td>
<td>Staying stopped in the short term</td>
</tr>
<tr>
<td>Wed 16 October</td>
<td>12.30-1.30pm</td>
<td>1.04</td>
<td>Staying stopped in the long term</td>
</tr>
<tr>
<td>Thurs 17 October</td>
<td>12.30-1.30pm</td>
<td>1.13</td>
<td>Enjoying being a non-smoker forever</td>
</tr>
</tbody>
</table>

Registrations

Register in advance by contacting wellbeingprogram@anu.edu.au The course is FREE

WHO CAN REGISTER? Any ANU staff (f/t, p/t, casual, contract) and PhD candidates

Further information

For further information, please contact Robyn Holder, ANU Wellbeing Program
T +61 2 6125 8943  E: wellbeingprogram@anu.edu.au