MANAGEMENT REPORTING

F&S WHS Improvements 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) are currently reviewing the WHS Improvement Plan and when this has been finalised, the plan will be distributed to the Division.

F&S WHS Audits 2013

In accordance with the Work Health and Safety Act 2011, the ANU Health and Safety Management Arrangements (ANU HSMA) [1] provides the structure (based on AS/NZS 4804:2001 Occupational Health and Safety Management Systems). general guidelines on principles, systems and supporting techniques, to assist in maintaining a quality OHS Management System including:

- leadership commitment and policy
- planning
- implementation
- measurement and evaluation and
- review and improvement.

One of the most important aspects of measurement and evaluation is the implementation of the ANU OHS Audit and Inspection Program. This program is an important element of the ANU HSMA because it provides the process through which the University's OHS Management System can be systematically evaluated and, through management review, continually improved.

The Audits and Inspection Program

Work Environment Group, HR Division, implements a systematic program of University-wide OHS audits and inspections. The audit and inspection program is structured into three tiers:

- Tier 1 – Corporate
- Tier 2 – College/School/Division and
- Tier 3 – Designated Work Groups (General OHS practices) and Work Environment Group (specific hazards).

Facilities & Services have two Audits to be scheduled in 2013:

- Tier 1 Audit – Cooling Tower
- Tier 2 Baseline Assessment

For more information on these audits please see attached document: ANU Audit and Inspection Program - 2013.
All Staff WHS Briefing

Len Tomlinson, Associate Director OHS Branch has been invited to present to the F&S team at the next F&S All Staff Meeting scheduled on 16 May 2013. Len will provide an update on the WHS Act and Codes of Practice, as presented to the F&S SMT and Functional Managers in February 2013.

WHS COMMITTEE REPRESENTATIVES AND HSRS

F&S WHS Committee

Matt Smith is currently the Chair of the F&S WHS Committee. The first committee meeting was held in March 2013, and meetings are scheduled quarterly throughout the remainder of 2013. There are a number of action items resulting from the Committee which are currently being actioned.

Notification of WHS Contacts

The following WHS contact lists are attached and will be updated on all F&S notice boards and the F&S intranet shortly.

- WHS Committee
- Fire Wardens
- First Aiders
- OSLOs
- HSRs

HSR Nominations – Email Ballot

Thank you to the F&S team who took the time to vote for the nominees to fill the two (2) vacant HSR positions. We have now completed a count of the votes and the Facilities and Services two (2) new HSRs are:

- Naomi Somerville
- Rob Carruthers

Naomi and Rob will join Brian Arnold as HSRs for the Division and be attending HSR training in the near future.

HSR Responsibilities

- A person from your designated work group (DWG) who may act as your representative on workplace health and safety (WHS) matters.
- Should liaise between employees and employers in a consultative manner.
- Have an important role to play in representing members of your DWG. HSRs are responsible for raising workplace health and safety concerns with immediate supervisors, undertake inspections and assist in undertaking investigations (where necessary) and reporting back to your DWG about these workplace WHS issues.
- Actively participate in developing solutions in consultation with the WHS Committee and your DWG.
- Is not solely responsible for safety within the workplace; that is the role of all managers and all employees.
- Whilst Health and Safety Representative (HSR) training is not a mandatory requirement under the Work Health and Safety Act 2011 (WHS Act), the F&S Division strongly supports this training which has involves:
  - Initial course of training — 5 days
  - Refresher training — entitlement to attend each year commencing one year after the initial training — 1 day
  - HSRs are elected for a term of 3 years however the F&S Division is requesting a minimum term of 12 months.
- Attend quarterly F&S WHS Committee Meetings.

For further information, please refer to the Comcare website.
REWARD POSITIVE / PROACTIVE SAFETY PERFORMANCE

Sociology of Safety Award

The Sociology of Safety Award recognises the importance the field of Sociology has in understanding safety performance. The award also recognises the significant contribution, in time and energy that members of OHS networks play in the safety strategy of any large organisation.

Who can apply? Academic and general staff that have contributed to an OHS network/role (eg: OHS Committee members, safety officers, first aid attendants, OSLO etc) in the Australian National University community for at least one year.

More information and details on the application process can be found on the Sociology of Safety Award webpage.

HEALTH AND WELLBEING PROGRAMS

Crook Back Seminars

The ANU Staff Wellbeing Program is pleased to provide the Crook Back Clinic for Facilities & Services Staff who want to improve their musculo-skeletal status. The clinic is a must for people with crook backs, stiff necks, frozen shoulders and sore arms. Seminars are free for all staff to attend.

The three sessions allocated for F&S are listed below:

Gardens & Grounds Team Monday 22 April 2013: 1pm to 3pm (G&G team only)
SESSION 0013: Monday 22 April 2013: 3pm to 5pm
SESSION 0014: Monday 19 August 2013: 9am to 11am

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

Workstation Assessments Procedure

The HR team have had a number of queries in relation to the process regarding how to initiate a work station assessment. As such, this correspondence provides details on the process.

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 F&S 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.
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.

Ergonomic Furniture and Major Office Furniture

Further to the correspondence sent from Brendan O’Brien on 19 March 2013, in relation to the University Mandatory Stationery and Office Supplies Arrangement - Information and Catalogue of Goods, please note that this also applies to all the purchasing of all major office furniture. This means that all stationary, paper and office furniture is to be procured through OfficeMax. The use of this contract is mandatory for all applicable ANU procurements.

Major Office Furniture includes the following:
- Workstations
- Desks
- Cupboards
- Hutches
- Cabinets
- File Cabinets
- Office Chairs
- Visitor Chairs
- Book Shelves
- Tambour Cupboards
- Lockers
- Tables

Where specific ergonomic equipment or furniture is recommended by OHS which falls outside this catalogue, we will require approval by the Contracts Office.

UPCO has constructed a web page with information relating to the new arrangement with OfficeMax. The page can be accessed from the following link: http://fbs.anu.edu.au/procurement/supplies/paper-and-stationery-faq
For further information or queries please send any correspondence to contracts.office@anu.edu.au.
ANU Audit and Inspection Program - 2013

Report prepared for the OHS Policy Committee – 27 February 2013
Work Environment Group - HR Division

ANU OHS AUDIT AND INSPECTION PROGRAM 2013

Introduction

In accordance with the *Work Health and Safety Act 2011*, The ANU Health and Safety Management Arrangements (ANU HSMA) [1] provides the structure, based on *AS/NZS 4804:2001 Occupational Health and safety management systems – General guidelines on principles, systems and supporting techniques*, to assist in maintaining a quality OHS Management System. This includes, and will include in the future:

- leadership commitment and policy
- planning
- implementation
- measurement and evaluation and
- review and improvement.

One of the most important aspects of measurement and evaluation is the implementation of the ANU OHS audit and inspection program. This program is an important element of the *ANU HSMA* because it provides the process through which the University’s OHS Management System can be systematically evaluated and, through management review, continually improved.

The Audits and Inspection Program

Work Environment Group, HR Division, implements a systematic program of University-wide OHS audits and inspections. The audit and inspection program is structured into three tiers:

- Tier 1 – Corporate
- Tier 2 – College/School/Division and
- Tier 3 – Designated Work Groups (General OHS practices) & Work Environment Group (specific hazards).

**Tier 1 – Corporate**

The main focus of Tier 1 is ensuring the *ANU HSMA* complies with the standards in accordance with *AS/NZS 4801:2001 Occupational Health and safety management systems – Specifications with guidance for use* and the *Work Health and Safety Act 2011*. Work is currently continuing to ensure the ANU OHSMS is compliant, following the 2008 and 2011 Deloitte audits.

A second focus is on specific enterprise occupational hygiene hazards, specifically Legionella in ANU building cooling towers and Radon levels in ANU buildings.

**Tier 2 – College/School/Division**

The focus of Tier 2 is College/School/Division OHS Management Systems from three perspectives: the level of compliance with *AS/NZS 4801:2001*, the level of interface with the Corporate System, and the performance of specific aspects of the systems, e.g. management of chemicals. The aim is to provide recommendations to Colleges/ Schools/ Divisions on short, medium and long-term improvements to their systems in all these areas, through their OHS Improvement Plans.

Prior to 2010, level of compliance was addressed through self assessment. This ceased in 2010 when Work Environment Group commenced their baseline assessments of the CMBE/CPMS OHS Management Systems. This work has been enhanced through the 2012 Comcare audit of the ANU enterprise systems and the systems in RSB and the School of Art. This work will continue in 2013, with improvements to the ANU enterprise system to meet legislative requirements and through Work Environment Group conducting baseline
assessments in other Colleges/Divisions not yet assessed. On completion of the baseline assessments Work Environment Group will offer support in ensuring appropriate interface between College/School Division OHS Management Systems and the enterprise system.

**Tier 3 – Designated Work Groups and Work Environment Group**

The focus of Tier 3 is twofold: the inspections conducted by OHS Committees [2] on behalf of their Designated Work Groups, and the assessment of specific hazards by Work Environment Group. The OHS Committees conduct inspections for compliance with OHS standards and University policies and procedures through the OHS Workplace Inspection Program [3]. This is an important process through which a workplace can establish, maintain and improve its OHS standards. The inspection has the important function of enabling OHS Committees to identify and record current standards using the forms and checklists developed by Work Environment Group, and identify areas for improvement. Currently there are checklists for:

- OHS (General)
- Laboratorilies
- Offices
- Workshops, and
- Work Environment.

Specific hazards assessed by Work Environment Group fall into two categories: General OHS Practices and Technical Hazards. The following tables identify the hazards in these two categories.

**Table 1. General OHS Practices**

<table>
<thead>
<tr>
<th>• administration of OHS</th>
<th>• children in the workplace</th>
<th>• emergency services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• environmental hazards</td>
<td>• ergonomics</td>
<td>• fieldwork services</td>
</tr>
<tr>
<td>• first aid</td>
<td>• housekeeping and storage</td>
<td>• hygiene</td>
</tr>
<tr>
<td>• lecture theatre safety</td>
<td>• notifications</td>
<td>• occupational strains</td>
</tr>
<tr>
<td>• pets in the workplace</td>
<td>• record keeping</td>
<td>• restricted access</td>
</tr>
<tr>
<td>• slips/trips/falls</td>
<td>• smoking in the workplace</td>
<td></td>
</tr>
</tbody>
</table>

**Table 2. Technical Hazards**

<table>
<thead>
<tr>
<th>• animal</th>
<th>• biological</th>
<th>• chemical</th>
</tr>
</thead>
<tbody>
<tr>
<td>• confined spaces</td>
<td>• cranes and hoists</td>
<td>• electrical</td>
</tr>
<tr>
<td>• gene technology</td>
<td>• hazardous waste management</td>
<td>• height safety</td>
</tr>
<tr>
<td>• ionizing and non-ionizing radiation</td>
<td>• laser</td>
<td>• manual handling</td>
</tr>
<tr>
<td>• mechanical (plant)</td>
<td>• noise</td>
<td>• occupational strains</td>
</tr>
<tr>
<td>• painting</td>
<td>• pesticides</td>
<td>• pressure vessels</td>
</tr>
<tr>
<td>• quarantine</td>
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</tbody>
</table>
Audits and Inspections Planned for 2013

The following Table provides details of the audits and inspections planned for 2013.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Corporate)</td>
<td>(College/School/Division)</td>
<td>(Designated Work Groups and Work Environment Group)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Emergency Control Organisation #</td>
<td>• Baseline Assessments – CASS and Facilities &amp; Services (carried over from last year)</td>
<td>• Nanoparticle laboratory audit (continuing from last year)</td>
</tr>
<tr>
<td>• Cooling towers / Legionella #</td>
<td>• Equipment maintenance (interlocks)</td>
<td>• Scientific gas supply installations</td>
</tr>
<tr>
<td></td>
<td>• Fieldwork safety</td>
<td>• OHS Committees - Workplace Inspections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Radiation Safety Officers/OHS Committees – local radiation audits</td>
</tr>
</tbody>
</table>

# Audit assisted by Facilities & Services

Recommendation

It is recommended that the OHS Policy Committee endorse the Audit and Inspection Program for 2013.

References