Minutes

COMMITTEE
Facilities and Services WHS Committee Meeting

MEETING NO.
02 / 2016

DATE / TIME
07 June 2016, 2.00pm

VENUE
Garran Meeting Room, Level 1, Anthony Low Building #124

ATTENDING
Sylvia Mansell (Chair)  
Glyn Whitworth (WEG)  
Mandy Brown

David Wilson  
Andrew Warylo  
Stephen Fahey

Nicola Bennett  
Naomi Somerville  
Brenton Hunt

APOLOGIES
David Glavas  
Sophie Payne  
Robert Carruthers

Brian Arnold  
Jack Ratz  
Andrew Gillespie – Jones

Amy Jarvis  
Debra Thomas (PPM)

1. Procedural Items

1.1. Announcements and Apologies

Apologies - As listed above
Announcements

David Glavas (Chair) is unable to attend. In his absence Sylvia Mansell (SM) will Chair the meeting.

Intelledox is no longer located in this Building and are no longer on the committee. NTEU will be occupying the vacant space and will be required to have a representative on the Emergency Control Organisation as a Fire Warden.

Planning and Performance Measurement Division’s new committee member is Debra Thomas and Tracy McNicol is her proxy.

Karen Roberts is the new HSR (to replace Robert Carruthers)

FS Staff – Original email request to nominate HSR sent: Wednesday, May 11, 2016 6:11 PM
Committee Members Reminder email and request to distribute poster sent: Tuesday, May 17, 2016 6:41 PM
FS Staff – Final reminder email to nominate HSR sent: Tuesday May, 24 2016 1:04 PM
Nomination Close: Thursday 26 May 2016 / 5.00pm
Nomination Count: Friday 27 May 2016
F&S All Staff notified: Tuesday 6 June 2016

Brenton Hunt is the new HR representative (in place of Courtney Lawless) until further notice.
1.2. Confirmation of minutes from previous meeting

The committee agreed and accepted the minutes as a true and accurate record of meeting 1/2016

1.3. Action Items and matters arising from Meeting 01/2016

- Action Items were transferred to action list

2. Key Business Items

2.1. Report from the F&S representative on the ANU WHS Committee (Chair)

Chair, Sylvia Mansell (SM) reported:

- New Policies
  - Health safety and wellbeing Policy
  - Rehabilitation Policy
  - Pulse WHS Modules (For managers and general staff) are to be completed annually. This should be discussed with your manager during your PDR
  - WHS should be discussed and recorded at every meeting.
  - NS has completed training for Lead Auditor in WHS Management Systems. One action as a result of an audit on the Maintenance Service Delivery team is that Program Management team are now forwarding Safety Hazards Alerts to contractors.

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### Action Item

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| 2016 /02/ 001 (SD 07/06/2016) | Committee Membership Update  
Naomi Somerville (NS) will update appropriate lists and forward Committee Members to update their local WHS noticeboards. | Project Officer (WHS) | New |
| 2016 /02/ 002 (SD 07/06/2016) | NS to send out links to policy web page to all staff to be able to review updated policy | • Project Officer (WHS)  
• | New |
| 2016 /02/ 003 (SD 07/06/2016) | Committee Members to remind workgroups to discuss mandatory annual revision of Pulse WHS Modules | • Project Officer (WHS)  
• Committee Members | New |
| 2016 /02/ 004 (SD 07/06/2016) | GW will forward a toolbox talk sheet to NS to distribute to workgroups.  
- Documentation should include staff attendance and Work Health Safety notes | • WEG Representative  
• Project Officer (WHS) | New |
2.2. Report from WEG Representative

Glyn Whitworth (GW) reported the following:

- WEG has relocated to Chancelry 10 B
- Training
  - WEG are progressing with WHS Safety Training Matrix
  - New Online Incident reporting Pulse Module (process for reporting Notifiable incidents)
  - Confined Space and Height Safety training
    - Height safety will be conducted on Anthony Low
    - Confined Space will be in drains on Oval
- Commended F&S on having already updated networks
- Campus AED update
  - Glyn Whitworth has conducted an Audit on Campus AED availability. He has submitted his report which includes the following recommendations:
    - Improve accessibility and coverage of AEDs by making existing AED’s available at main reception areas.
    - Purchase additional 10 AED’s to place in various locations including residences.
    - Fit additional AED boxes in foyers (accessible to all).
- To date there have been less notifiable incidents in 2016 than the same time in 2015
- Claims Management
  - Service Improvement Group (SIG) are introducing new system for claims management / incident reporting. Requests for Proposals are currently being evaluated.
- WHS Governance Structure Consultation –
  - Council will soon meet (8 June) for a final clarification meeting
  - Following this meeting, diagram to be finalised and feedback analysis paper to be completed
  - Implementation plan is to be created next
- WHS Training
  - Training needs Matrix has been sent to Director, HR for approval to move to data collection.
  - PPM to coordinate with Training officer for data collection.
- Rehabilitation System Audit
  - Final report shows 83% compliant.
  - Corrective Action plan drafted and will be provided by 8 June Director, HR for review.
- WEG are promoting that to play lunchtime activities you should have your own insurance. Any sports or physical activities (such as wellness walks) are currently on hold. Non work activities are not covered by Workers Compensation.
- Be aware accidents that happen in travel to the front door of your workplace / breaks / travel from your workplace (not involving a work task) is not covered by workers compensation.
- Promote that all staff disclose Medical Conditions to your Supervisor / First Aider where possible.
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| 2016 /02/ 005 (SD 07/06/2016) | Committee Members are to promote the following information to their workgroups:  
  - Staff are responsible for insuring themselves in case of injury during lunchtime and personal activities (including purple shin). Workers compensation only covers work related activities.  
  - Where possible disclose medical conditions to First Aid Officer / Supervisor | Committee Members | New |
| 2016 /02/ 006 (SD 07/06/2016) | Pulse on line training  
  - Incident reporting (training in relation to notifiable incidents)  
  NS to Forward the latest training update to Committee members which includes reference to pulse training | Project Officer (WHS) | New |

2.3. **F&S Quarterly WHS Performance Report (Project Officer, WHS)**

- NS Tabled the Quarterly WHS Performance report.
- Committee accepted the Quarterly WHS Performance report based on information provided in the insight system.
- As requested in meeting 1/2016 this year’s statistics are highlighted in to enable reader to locate relevant information more quickly
- NS has raised issue at Work Environment Group Committee Meeting for need to improve incident reporting  
  - SIG (service Improvement Group are currently undergoing a Tender evaluation on a new system that will replace insight. This will enable F&S to run reports on WHS Incidents with the relevant information. Currently planned to be implemented before the end of 2016
- Additional information is required when reporting - example incident at Kingsley Parking Station where anti slip surface had worn off.

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| 2016 /02/ 007 (SD 07/06/2016) | NS to add location to incident reporting update reviewed by Senior Management Team.  
  It was noted that data produced through insight is inadequate to understand incidents relating to F&S Staff | Project Officer (WHS) | New |

2.4. **F&S WHS Improvement Plan 2016 – Progress report**

- NS tabled F&S 2016 WHS Improvement Plan has been updated including the following amendments:  
  - Incident Data and Action Status to 30 May 2016  
  - References to Intelledox have been removed.  
  - Update action items as required
2.5.  WHS Workplace inspections update and review

Inspections have been delayed - NS has forwarded emails requesting supervisor’s complete inspection 1/2016 and has extended inspection return to 30 June 2016.

- WHS Workplace Inspection review

*Focus Group: Project Officer (WHS), Amy Jarvis, Brian Arnold, Glyn Whitworth and Gerard Patron
Jack Ratz, Andrew Gillespie Jones*

**Discussion points**
- Agreed to use one template with all checklists as a starting point to create individualised inspections specific for each location.
- An inspection was trialled on Level 1 Anthony Low and NARU
- Nicola Bennett (NB) is currently working on inspections for Gardens and Grounds
- Deanna Riddell (DR) and NS currently working on Central Venues Inspections Checklists.

- WHS Workplace Inspection update (NS reported)

  - Workplace inspection 1 / 2016 22% Complete
  - Completed inspections include Siding Spring, NARU, Security Vehicles, Anthony Low L1
  - NS has forwarded emails asking Supervisors to conduct inspections and review excel template at the same time. Individualised inspection templates will be sent to Karen Roberts to convert into iAuditor templates for the next inspection

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<td>2016 /02/ 008 (SD 07/06/2016)</td>
<td>2016 inspections update will be presented at next meeting</td>
<td>• Project Officer (WHS)</td>
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2.6.  SWMS / PRAMS Project report

- Maintenance SWMS / PRAMS currently being reviewed by Trent Orchard
- Gardens and Grounds PRAMS / SWMS progressing.

3.  Policy Matters

3.1.  Emergency Response Procedure (Part 3 item 12)

Emergency Planning committee have been meeting regularly.

Members include:
- Joanne Fitzpatrick, AD Operations (Chair)
- Mark Pritchard , E&TS Team Manager (Fire) - temporary Member to help establish committee
- Stephen Fahey, Sustainability Officer (Building Custodian)
• Meetu Saxena-Sharma, Planning and Project Officer
• Deanna Riddell, Centralised Venues Manager
• Angela Alarcon, ANU Apartments Manager
• Rob Carruthers, Facilities Officer
• John Sullivan (Spring Valley)
• Trent Orchid (Building 35 Building Custodian)
• Mick Kelly (George is the Building Custodian) Gardens and Grounds
• Tim Woolmer (Gardens and Grounds)
• Naomi Somerville, Project Officer (WHS)

**Purpose of the Committee** is to meet ensure adequate resources enable the development and implementation of the emergency Plan which will ensure F&S comply with current WHS legislation

Action Items from this committee include:

• NS is compiling a list of all F&S managed Spaces to include members and identify locations of Completed Emergency Plans
• Chief Fire Wardens are working with Building Custodians and ECO’s to complete Emergency Plans

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<td>2016 /02/ 009 (SD 07/06/2016)</td>
<td>SM to investigate if building custodians can delegate responsibilities to other staff?</td>
<td>• Associate Director, Corporate and Client Services</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>2016 /02/ 010 (SD 07/06/2016)</td>
<td>SM to confirm process for Building Custodian list management and distribution of information to F&amp;S Staff and the ANU Community. GW identified the need for WEG to have a current list as they depend on this information to keep building custodians informed of incidents in their buildings.</td>
<td>• Associate Director, Corporate and Client Services</td>
<td></td>
<td>New</td>
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### 4. Other Matters

**4.1. OSLO Report**

Nothing to report (absent)

**4.2. HSR Representative**

• NB has asked the Committee to provide clarification:
  o What does the committee want the HSR to report on
  o What do they want the Function of the HSR to be
  o Are 3 HSR’s enough to represent all workgroups within F&S adequately

• Stephen Fahey noted that in the past the HSR role was very active. They conducted routine Audits/inspections in addition to regular workplace inspection.

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<td>2016 /02/ 011 (SD 07/06/2016)</td>
<td>SM to discuss role of HSR with senior management team.</td>
<td>• Associate Director, Corporate and Client Services</td>
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<td>New</td>
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4.3. Maintenance Representative

- Nothing to report

4.4. ETS Representative

- Nothing to report

4.5. Events and Venues Representative (Llewellyn Hall)

- New emergency fire Control Panel has been installed
- Recently had an emergency drill (successfully evacuated the building in less than 10 minutes)
- Training session the other day with 42 Casual staff
  - Have given them a brochure for emergency procedures
- Purchase of the new Man lift is ongoing

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<td>SM to discuss purchase of manlift with Events and Venues team</td>
<td>Associate Director, Corporate and Client Services</td>
<td>New</td>
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<td></td>
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4.6. Project Representative

- Nothing to report

4.7. Operations Representative

- Cleaning and Waste Management have nothing to report.

4.8. PPM Representative

- Nothing to report

4.9. Gardeners Representative

- Mic Kelly has completed service request in Maximo to create new emergency evacuation diagrams
- Sharps training / manual handling training has been completed
- Risk assessment training to be confirmed with WEG

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<td>NS to arrange Informal risk assessment training for Gardens and Grounds Staff. Inclusion of using SWMS and PRAMS templates as a toll to assess risk is to be requested.</td>
<td>Project Officer (WHS)</td>
<td>New</td>
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### 4.10. NARU

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<tr>
<td>2016/02/014</td>
<td>Investigating Purchasing and managing sharps disposal containers for public toilets</td>
<td>NARU Site Manager</td>
<td>New</td>
<td></td>
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<tr>
<td>2016/02/015</td>
<td>Looking into engaging a contractor to help improve existing Emergency controls including requirement for a hearing Impaired Fire Alarm, and additional signage (Exit Signs &amp; Break Glass signs above break glass alarm buttons)</td>
<td>NARU Site Manager</td>
<td>New</td>
<td></td>
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### 4.11. Project Officer (WHS)

- WEG Hazard Alerts Communicated
  - Radioactive Legacy Item
  - Electric Cables in ceiling spaces
  - Puncture Wound - Sharp in Lab coat pocket

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<td>2016/02/016</td>
<td>NS to investigate what controls have been put in place for Staff and contractors entering Lab spaces. Request for all Colleges to provide disposable PPE. NS to discuss with Trent Orchard</td>
<td>Project Officer (WHS)</td>
<td>New</td>
<td></td>
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| 2016/02/017 | WEG Noticeboards WEG has requested all Divisions / Schools/ Colleges display consistency with WHS Noticeboards NS has completed:  
  - template for electronic Noticeboards for WEG / ANU Community feedback  
  - template for Physical Noticeboards for WEG / ANU Community feedback  
  NS will keep committee updated | Project Officer (WHS)          | New     |        |

### 5. Other Business

#### 5.1. 2016 meetings proposed

- 03/2016 – Tuesday 6 September 2016 / 2.00pm
- 04/2016 – Tuesday 6 December 2016 /2.00pm
### 5.2. Action Items

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| 2013 /02/ 001 (SD 11/06/2013) | **Risk Assessment - SWMS/PRAMS Project**  
Update provided for meeting 03/2015  
Trent updating Maintenance  
Informal risk assessment training  
Naomi will follow up with WEG | Project Officer (WHS) | 36 months | Ongoing |
| 2013 /03/ 001 (SD 03/09/2013) | **“Chemwatch” Chemical Management System**  
WEG reported – Chemical Management System is not fully on line yet – sorting out a few glitches. (loss of data, slow speed)  
**Kin Lin has completed training of:**  
- Nicola Bennett (Gardeners Depot)  
**Training to progress for:**  
- Mt Stromlo (Gardens and Grounds)  
- Maintenance teams  
WEG would like to see all chemical on Campus in the Register – not just hazardous chemicals  
David Wilson will discuss this with Kin Lin and Harry (WEG representative). | Kin Lin  
Project Officer (WHS) | 30 months | Ongoing |
| 2015 /01/ 003 (SD 12/03/2015) | **Online (ELMO) Contractor induction**  
Update is now complete  
David Glavas will communicate need to have contractors review update of on line contractor induction. Alana O’Dwyer has sent out the communication. | WEG Representative  
Stephen Fahey  
Project Officer (WHS)  
Associate Director,  
Corporate and Client Services | 12 months | Closed |
| 2015 /01/ 004 (SD 12/03/2015) | **Safety Training Needs (Matrix)**  
NS is in discussions with SMT and Governance and Reporting team regarding approach and ongoing management of this document | Work Group Supervisors  
Project Officer (WHS) | 15 months | Ongoing |
| 2015 /01/ 006 (SD 12/03/2015) | **Health Surveillance**  
This is progressing NS is continuing negotiations with contractor. | Project Officer (WHS) | 15 months | Ongoing |
| 2015 /01/ 007 (SD 12/03/2015) | **Risk Register Review (RRR)**  
2015 Risk Register Review is Complete  
WEG will forward the 2016 risk register template once review is completed.  
NS will forward a copy of the risk register review to committee members. | Project Officer (WHS) | 15 months | Ongoing |
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<td>2015/01/008</td>
<td><strong>Develop Evacuation Diagrams</strong>&lt;br&gt;Building 124 – Mark will organise contractor to redo the Diagrams in 2016.&lt;br&gt;Evacuation Drill for Building #124 is currently planned to occur January 2016.** Evacuation Drill Was Completed on 03.02.2016**&lt;br&gt;The exercise took 05mins from the time the evacuation tone actuated, with Wardens working well to establish the building cleared in a good time, whilst maintaining a good channel of communications. All staff &amp; occupants evacuated safely with no refusals reported. However the (CW) did notice that the fire panel displayed the incorrect information with regards to the actuated smoke detector location which was not zone 11 it was zone 1&lt;br&gt;- The emergency response trainer has recommended that this be investigated further and the fire panel reconfigured to correct this information <strong>NS will follow up with Building Chief fire Warden</strong></td>
<td>David Glavas&lt;br&gt;Mark Prichard</td>
<td>15 months</td>
<td>Ongoing</td>
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<td>2015/01/009</td>
<td><strong>WHS Contractor Training</strong>&lt;br&gt;WEG Representative will organise Michael Tooma (Norton Rose Fulbright) a leading expert / presenter in WHS Law for March / April 2016&lt;br&gt;Workgroups to be included are:&lt;br&gt;• Maintenance&lt;br&gt;• Project team&lt;br&gt;• Operations&lt;br&gt;• Llewellyn Hall&lt;br&gt;• ANU Apartments</td>
<td>Work Environment Group</td>
<td>15 months</td>
<td>Ongoing</td>
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<td>2015/02/007</td>
<td><strong>Workplace Inspections for 2016</strong>&lt;br&gt;NS Provided update&lt;br&gt;Working team to customise inspections for use in iAuditor by end June 2016&lt;br&gt;&lt;br&gt;<strong>Working team:</strong>&lt;br&gt;Project Officer (WHS),&lt;br&gt;Jack Ratz&lt;br&gt;Glyn Whitworth&lt;br&gt;Andrew Gillespie Jones&lt;br&gt;Amy Jarvis</td>
<td>Project Officer (WHS)</td>
<td>9 months</td>
<td>Ongoing</td>
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<td>2015/02/012</td>
<td><strong>2016 Improvement plan review</strong>&lt;br&gt;NS has updated Improvement Plan as per item 2.4 and will forward to committee members.</td>
<td>Chair&lt;br&gt;Project Officer (WHS)</td>
<td>9 months</td>
<td>Closed</td>
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<td>2015 /02/ 013 (SD 24/09/2014)</td>
<td>Chair Report F&amp;S WHS Committee Chair provided report and documentation as requested via Monkey Survey. NS Noted because report was requested through Monkey Survey a copy is unavailable for the committee to view. Item is now complete</td>
<td>Project Officer (WHS)</td>
<td>9 months</td>
<td>Complete</td>
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| 2015 /02/ 014 (SD 24/09/2014) | First Aid provision review NS to action recommendations as outlined in the review (item 2.5)  
• Kits require asset number identification  
• Naomi will forward updated first aider lists with kits they are responsible for  
• Service Delivery (Maintenance) when centralised will reassess needs  
• Advanced First Aiders are qualified to assess types of Kits needed for high risk areas.  
NS to provide progress report at meeting 03/2016 | Project Officer (WHS) | 6 months | Ongoing |
<p>| 2015/03/001 (SD 08/12/2015) | Incident Data Data for F&amp;S managed Staff and Contractors is being channeled through “Building Works and Maintenance” heading. Not just F&amp;S as requested. WEG reported SIG Project to - Item 2.2 | WEG Representative Chair Project Officer (WHS) | 6 months | Ongoing |
| 2015/03/003 (SD 08/12/2015) | Evacuation diagrams (School of Music, Llewellyn Hall) Mark Pritchard confirmed this update is currently planned for completion in 2016. | Project Officer (WHS) | 3 months | Ongoing |
| 2015/03/006 (SD 08/12/2015) | WHS talk at next F&amp;S All Staff Meeting DG has volunteered to present (10 minutes) to F&amp;S Staff regarding responsibilities. Committee feedback was positive - item can now be closed. | Chair Project Officer (WHS) | 6 months | Complete |
| 2015/03/007 (SD 08/12/2015) | School of Music - Risk Assessment Emergency plan for Armed intruders has been discussed with Joanne Fitzpatrick | Mandy Brown Project Officer (WHS) | 6 months | Complete |
| 2016/01/001 (SD 01/03/2016) | New PPM representative to be appointed NEW Committee Members have been identified in item 1.1 | Project Officer (WHS) | 3 months | Complete |</p>
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| 2016/01/002 (SD 01/03/2016) | **Update Membership lists and contact details**  
- Committee membership list  
- First aid Officer list  
- Emergency Control Lists  
First Aiders (Anthony Low)  
- Mick Small has relocated to Building 35  
- Sophie Payne Will Soon be leaving F&S  
- Marie Fischetti is Completing Advanced First Aid officer  
- **Consider sending out expression of interest to F&S Staff for Senior First Aid officer for Anthony low Building**  
- Consider requirement for Mental Health First Aid Officer - SM will discuss with HR  
- First Aid Officers often deal with Mental health issues consider having a first aid officer also qualified in mental health first aid   | Project Officer (WHS)  
Associate Director Corporate and client services | 3 months | Ongoing |
| 2016/01/003 (SD 01/03/2016) | **Emergency Planning Committee**  
NS will provide Progress update at meeting 03/2016 | Project Officer (WHS) | 3 months | Complete |
| 2016/01/004 (SD 01/03/2016) | **Maintenance WHS representative**  
NS Meeting with Trent and Sharon on Friday to discuss | Project Officer (WHS) | 3 months | Ongoing |
| 2016/01/005 (SD 01/03/2016) | **Health and Safety representative (HSR)**  
Karen Roberts was nominated / elected as per announcements in item 1.1  
Training will be organised at the earliest convenience | Project Officer (WHS) | 3 months | Complete |
| 2016 /02/ 001 (SD 07/06/2016) | **Committee Membership Update**  
Naomi Somerville (NS) will update appropriate lists and forward Committee Members to update their local WHS noticeboards. | Project Officer (WHS) | New |  |
| 2016 /02/ 002 (SD 07/06/2016) | NS to send out links to policy web page to all staff to be able to review updated policy | Project Officer (WHS) | New |  |
| 2016 /02/ 003 (SD 07/06/2016) | **Committee Members to remind workgroups to discuss mandatory annual revision of Pulse WHS Modules** | Project Officer (WHS)  
Committee Members | New |  |
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- Where possible disclose medical conditions to First Aid Officer / Supervisor | Committee Members | New |  |
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Facilities and Services

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<td>(SD 07/06/2016)</td>
<td></td>
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<tr>
<td>2016 /02/ 009</td>
<td>SM to investigate if building custodians can delegate responsibilities to other staff?</td>
<td>• Associate Director, Corporate and Client Services</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>(SD 07/06/2016)</td>
<td></td>
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<tr>
<td>2016 /02/ 010</td>
<td>SM to confirm process for Building Custodian list management and distribution of information to F&amp;S Staff and the ANU Community. GW identified the need for WEG to have a current list as they depend on this information to keep building custodians informed of incidents in their buildings.</td>
<td>• Associate Director, Corporate and Client Services</td>
<td></td>
<td>New</td>
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<tr>
<td>(SD 07/06/2016)</td>
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<tr>
<td>2016 /02/ 011</td>
<td>SM to discuss role of HSR with senior management team.</td>
<td>• Associate Director, Corporate and Client Services</td>
<td></td>
<td>New</td>
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<tr>
<td>(SD 07/06/2016)</td>
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<tr>
<td>2016 /02/ 012</td>
<td>SM to discuss purchase of man lift with Events and Venues team</td>
<td>• Associate Director, Corporate and Client Services</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>(SD 07/06/2016)</td>
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<tr>
<td>2016 /02/ 013</td>
<td>NS to arrange Informal risk assessment training for Gardens and Grounds Staff. Inclusion of using SWMS and PRAMS templates as a toll to assess risk is to be requested.</td>
<td>• Project Officer (WHS)</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>(SD 07/06/2016)</td>
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<tr>
<td>2016 /02/ 016</td>
<td>NS to investigate what controls have been put in place for Staff and contractors entering Lab spaces. Request for all Colleges to provide disposable PPE. NS to discuss with Trent Orchard</td>
<td>• Project Officer (WHS)</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>(SD 07/06/2016)</td>
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<tr>
<td>2016 /02/ 017</td>
<td>WHS Noticeboards WEG has requested all Divisions / Schools/ Colleges display consistency with WHS Noticeboards NS has completed: • template for electronic Noticeboards for WEG approval • template for Physical Noticeboards for WEG approval NS will keep committee updated</td>
<td>Project Officer (WHS)</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>(SD 07/06/2016)</td>
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</table>

Planning and Performance Measurement

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Responsibility</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 /03/ 002</td>
<td>Development of non-trade Contractor induction Currently on hold due to other work priorities</td>
<td>PPM representative</td>
<td>21 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 24/09/2014)</td>
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### Kioloa Coastal Campus, Operations (F&S)

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Responsibility</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 /04/ 005</td>
<td>SWMS implementation and risk assessment training for staff on site</td>
<td>Steve Teding van Berkhout</td>
<td>31 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 24/11/2013)</td>
<td>Liaise with F&amp;S HR regarding training items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 /04/ 006</td>
<td>Plant/Machine Operator Training</td>
<td>Steve Teding van Berkhout</td>
<td>31 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 24/11/2013)</td>
<td>Liaise with F&amp;S HR regarding training items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 /04/ 007</td>
<td>Fork &amp; Loader Tickets</td>
<td>Steve Teding van Berkhout</td>
<td>31 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 24/11/2013)</td>
<td>Liaise with F&amp;S HR regarding training items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 /03/ 002</td>
<td>Chainsaw Training</td>
<td>Steve Teding van Berkhout</td>
<td>21 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 24/09/2014)</td>
<td>Steve Teding van Berkhout is to forward Chainsaw training certifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 /03/ 005</td>
<td>Asbestos Awareness Course</td>
<td>Steve Teding van Berkhout</td>
<td>21 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 24/09/2014)</td>
<td>Project Team is currently working with Kioloa Team to on a Master Planning Project – this includes creation Hazardous Materials Register documentation for the site. Once this has been completed the training requirement will be reevaluated.</td>
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</tbody>
</table>

### North Australian Research Unit, Operations (F&S)

<table>
<thead>
<tr>
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<th>Description</th>
<th>Responsibility</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/01/006</td>
<td>Purchase of Pallet Jack for equipment handling</td>
<td>John Nai-Smith</td>
<td>3 months</td>
<td>Complete</td>
</tr>
<tr>
<td>(SD 01/03/2016)</td>
<td>Joanne Fitzpatrick has approved the purchase of an A frame safety ladder with harness instead of a pallet jack. Item complete</td>
<td></td>
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</tr>
<tr>
<td>2016/01/007</td>
<td>Creation of Working alone procedures specific to NARU</td>
<td>John Nai-Smith</td>
<td>3 Months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>(SD 01/03/2016)</td>
<td>Ongoing</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2016/01/008</td>
<td>Induction Process for site.</td>
<td>John Nai-Smith</td>
<td>3 months</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
| (SD 01/03/2016)  | o Looking at updating online booking to include option for person making the booking to identify any accessibility requirements - John is looking at what Accessible facilities are available.  
|                  | o Communicating need to complete appropriate training and approvals before going on field studies in remote locations |                                 |          |         |
| 2016 /02/ 014    | Investigating Purchasing and managing sharps disposal containers for public toilets | • NARU Site Manager  
| (SD 07/06/2016)  |                                                                              |                                 |          | New     |
| 2016 /02/ 015    | Looking into engaging a contractor to help improve existing Emergency controls including requirement for a hearing Impaired Fire Alarm, and additional signage (Exit Signs & Break Glass signs above break glass alarm buttons) | • NARU Site Manager  
| (SD 07/06/2016)  |                                                                              |                                 |          | New     |