1. Procedural Items

1.1. Announcements and Apologies

- Apologies - As listed above
- Announcements
  - Zhong Zheng will be Committee Representative for PPM in Justin Woods absence
  - Nicola Bennett is the newly elected F&S Health and Safety Representative

1.2. Confirmation of minutes from previous meeting

Accepted, noting item 2.4: future incidents occurring campus wide, and not involving F&S Staff will be included under the heading Building Works Maintenance. Incidents reported from September 2015 should only include Incidents from Facilities and Services

1.3. Action Items and matters arising from Meeting 2/2015

- 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)

- Formal minutes from the ANU WHS Committee meeting will be distributed once received
- Meeting agenda included
  - AED Locations
  - Campus wide safety incident notifications
Self-Insurance Project

Action item: ensure AED Locations are on all WHS noticeboards. NS to forward Committee Members Content list for WHS Noticeboards

2.2. Report from WEG Representative

Glyn Whitworth (GW) / Gerard Patron (GP) reported the following:

- Report all Incidents ASAP including hazards / near misses
- Know your First Aid Contacts
- Workplace inspections are essential in identifying workplace hazards and preventing the occurrence of incidents with injuries
- AED – Be aware of where the closest on is accessible to you
- Position of Work Environment Group Associate Director has a potential candidate that has yet to formally accept the role

2.3. F&S WHS Improvement Plan 2015 – Progress report

- F&S 2015 WHS Improvement Plan has been updated to include most recent incident data
- The Committee did not identify any changes required to the F&S 2015 WHS Improvement Plan.

ACTION: DG and NS to review and propose F&S 2016 WHS Improvement Plan for the Committee to review before meeting 01/2016

2.4. F&S Incident report (WH&S Project Officer)

- Committee accepted the Quarterly WHS Performance report based on information provided in the insight system:

ACTION: The title of Figure 3 on Page 4 “lost time injuries count” is to be retitled “Comcare reported lost time injuries count” noting that there is currently no way to formally calculate how much time is lost in relation to incidents.

2.5. F&S First aid provision review

Courtney Lawless (CL) highlighted the following recommendations

- WHS Project Officer is to update WHS position contacts lists.
- Security is to be used primarily for after hours access.
  - Use first aid officers available in local area first.
- Responsibility to oversee first aid kits should be with the first aid officer. Where possible specific kits have been assigned to a qualified first aid officer.
- Noting that Maintenance do not have a qualified first aid officer.
- Organise training for 2 persons in maintenance carpenters / painters sections to complete first aid training and have responsibility for maintenance first aid kits at the commencement of Central workshop.
- Injury log books are to be purchased for all first aid officers.
• Remote Site first Aid training is to be organised for at least 1 person at each remote site
• Register all First Aid Kits with an asset number in Maximo.
• Emergency Plans for Anthony Low should include location of AED / First Aid Kits

The Committee accepted the report and agreed to support the recommendations as outlined.

**ACTION:** NS will follow up recommendations and provide an update on progress at the next meeting.

### 2.6. WHS Workplace inspections update and review

- WHS Workplace Inspection update (NS reported)
  - Current estimated date of completion for workplace inspections end of January 2016
    - Workplace inspection 1 / 2015 96% Complete
    - Workplace inspection 2/2015 52% Complete

**ACTION:** NS is to supply the committee members an example of action items created from WHS workplace inspections that require management approval. To be discussed at WHS Committee meeting 01/2016

- WHS Workplace Inspection review
  - *Working team: Project Officer (WHS), Amy Jarvis, Brian Arnold, Glyn Whitworth and Gerard Patron*

**Discussion points**
- Currently multiple checklists are required to complete 1 inspection for 1 area
  - creating specific forms in iAuditor relevant to workplace being inspected
- Existing Checklist too prescriptive and could be modified to be simpler
- The culture needs to change in some workgroups (ANU wide statement / context)
  - Supervisors of workplaces should drive their own regular inspections and populate the documentation, not rely on the WHS Committee to drive the inspections.

**ACTION:** NS will prepare a brief with recommendations for meeting 01/2016

### 2.7. SWMS / PRAMS Project report

- NS Tabled the latest update including samples for the SWMS/PRAMS Project.
- The expected date of SWMS / PRAMS implementation to occur by the end of June 2016
- DG identified the benefits to the projects which included
  - Increased discussion in safety related subjects
  - Team building exercise
  - Stronger relationship with Work Environment Group

### 2.8. Incident Reporting (Notifiable Incidents)

- DG Tabled For discussion Incident Response and Notification Flowcharts highlighting in an emergency contact emergency services first, security second to start the formal process of notification through the different levels of incident management
ACTION: NS is to forward the Incident Response and Notification Flowcharts electronically to all committee members for discussion with their workgroups.

3. Policy Matters

3.1. Emergency Response Procedure

- NS raised awareness of the Emergency Response Procedure which includes the requirement for an Emergency Planning Committee.
- Joanne Fitzpatrick has agreed to Chair this meeting and is meeting with Mark Pritchard (ANU Fire Safety Officer) to discuss the way forward. It is expected a representative from each building F&S occupies will be required to attend this meeting.
- Absence of Fire Warden positions in some locations was noted and will be addressed through this process.

ACTION: NS will update committee of progress at WHS Committee meeting 1/2016

4. Other Matters

4.1. OSLO Report

Nothing to report (absent)

4.2. HR Representative

CL reported the Statement of Expectations (SOE) will be replaced with Performance and Development Reviews (PDR) in 2016.

- These will include a section specifically relating to Work Health and Safety and include the ability to outline an individual’s WHS responsibilities within their role.

4.3. HSR Representative (Maintenance)

Nothing to report (absent)

4.4. Events and Venues Representative (Llewellyn Hall)

Mandy Brown (MB) reported Deanna Riddell (DR) is progressing with a risk assessment in the event of a suicide bombing. The risk assessment was requested by a major client that access Llewellyn Hall.

ACTION: MB is to advise DR to contact Joanne Fitzpatrick as she may have some information that could assist her with completing this task

4.5. Project Representative

Andrew Gillespie-Jones reported there have been a couple of minor incidents including the discovery of potential asbestos containing materials. All incidents have been reported and are being dealt with accordingly.
4.6. Operations Representative

Nothing to report

4.7. HSR Representative (TLCSS)

Nothing to report.

4.8. PPM Representative

Christmas Party – all staff have been reminded to behave responsibly.
- If drinking, organise transport home.
- Be careful and consider your own safety and the safety of others.

4.9. Gardeners Representative

Nicola announced she has accepted role of HSR and training will occur in January 2016

4.10. Project Officer (WHS)

NS raised awareness to be careful / mindful while travelling.

5. Other Business

5.1. 2016 meetings proposed

01/2016 – Tuesday 1 March 2016 / 2.00pm
02/2016 – Tuesday 7 June 2016 / 2.00pm
03/2016 – Tuesday 6 September 2016 / 2.00pm
04/2016 – Tuesday 6 December 2016 / 2.00pm

5.2. Action Items

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Responsibility</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 /02/ 001 (SD 11/06/2013)</td>
<td>Risk Assessment - SWMS/PRAMS Project 08/12/2015 – update provided for meeting 03/2015 – see item 2.7</td>
<td>Project Officer (WHS)</td>
<td>30 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>ID</td>
<td>Description</td>
<td>Responsibility</td>
<td>Age</td>
<td>Status</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>2013 /03/ 001 (SD 03/09/2013)</td>
<td>“Chemwatch” Chemical Management System &lt;br&gt; An update on Chemwatch CMS: &lt;br&gt; - CMS Training for Maintenance will occur after the recruitment/change management activities have been completed &lt;br&gt; - In the meantime, I have inventoried and uploaded the Maintenance workshop hazardous and dangerous chemicals into CMS, this is at 95% entered into the CMS (the remaining 5% are missing MSDS in Chemwatch, currently working with ITS and other CMS users to identify process for requesting additional MSDS upload into Chemwatch as there is a cost involved) &lt;br&gt; - Currently organising with Mick and Nicola to train Gardens &amp; Grounds and assist them with the upload of their inventory &lt;br&gt; - Gardens &amp; Grounds have already inventoried their holdings of hazardous and dangerous chemicals</td>
<td>Kin Lin</td>
<td>27 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2015 /01/ 003 (SD 12/03/2015)</td>
<td>Online (ELMO) Contractor induction &lt;br&gt; Modifications by WEG have been Forwarded to LMO administration by Stephen Fahey. Currently awaiting confirmation for completion date.</td>
<td>WEG Representative Stephen Fahey Project Officer (WHS)</td>
<td>9 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2015 /01/ 004 (SD 12/03/2015)</td>
<td>Training Needs (Matrix) &lt;br&gt; NS to Forward training matrix to F&amp;S Team Managers. &lt;br&gt; This is a priority for F&amp;S Team Managers Maintenance Portfolio - Training needs analysis will be completed once maintenance changes have been implemented.</td>
<td>Work Group Supervisors Project Officer (WHS)</td>
<td>9 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2015 /01/ 006 (SD 12/03/2015)</td>
<td>Health Surveillance &lt;br&gt; Quotation from Second provider has been sourced Laura Burton (WEG) is assisting management with this. &lt;br&gt; WEG have asked if previous health Surveillance results will be forwarded to new provider so they are able to use information as a baseline.</td>
<td>Project Officer (WHS)</td>
<td>9 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2015 /01/ 007 (SD 12/03/2015)</td>
<td>Risk Register Review (RRR) &lt;br&gt; Review is progressing. &lt;br&gt; Currently planned for completion end of January 2016 &lt;br&gt; NS to provide copies of the completed review at meeting 01/2016</td>
<td>Project Officer (WHS)</td>
<td>9 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2015 /01/ 008 (SD 12/03/2015)</td>
<td>Develop Evacuation Diagrams &lt;br&gt; Change title from Plans as this causes confusion regarding the subject matter. &lt;br&gt; Remote Sites – new Diagram is organised every 5 years &lt;br&gt; Building 124 – Mark will organise contractor to redo the Diagrams &lt;br&gt; Evacuation Drill for Building #124 is currently planned to occur January 2016.</td>
<td>David Glavas Mark Prichard</td>
<td>9 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>ID</td>
<td>Description</td>
<td>Responsibility</td>
<td>Age</td>
<td>Status</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>-----</td>
<td>------------</td>
</tr>
</tbody>
</table>
| 2015 /01/ 009 (SD 12/03/2015) | WHS Contractor Training  
  WEG Representative will organise Michael Tooma (Norton Rose Fulbright) a leading expert / presenter in WHS Law for March / April 2016  
  Workgroups to be included are:  
  - Maintenance  
  - Project team  
  - Operations  
  - Llewellyn Hall  
  - ANU Apartments | Work Environment Group | 9 months | Ongoing |
| 2015 /02/ 001 (SD 24/09/2014) | WHS notice board on Level 2  
  Organise a sign | Project Officer (WHS) | 3 months | Complete |
| 2015 /02/ 002 (SD 24/09/2014) | Staff training and development program calendar  
  - CL will check Peter Verstappen is on the staff list | Project Officer (WHS) Committee Representatives | 3 months | Complete |
| 2015 /02/ 003 (SD 24/09/2014) | WHS Committee Training  
  Forward training schedule | Project Officer (WHS) Committee Representatives | 3 months | Complete |
| 2015 /02/ 004 (SD 24/09/2014) | Committee Representatives  
  Meet with work groups within their portfolio before the next meeting and provide WHS report | Committee Representatives | 3 months | Complete |
| 2015 /02/ 005 (SD 24/09/2014) | WHS Committee current membership  
  Update appointment dates and proxy positions | Project Officer (WHS) | 3 months | Complete |
| 2015 /02/ 006 (SD 24/09/2014) | Terms of Reference  
  Update the ToR | HR Representative | 3 months | Complete |
| 2015 /02/ 007 (SD 24/09/2014) | Workplace Inspections for 2015  
  NS Provided update - item 2.7  
  Working team to look at Inspections / Governance and determine a more productive method to complete inspection requirement  
  Working team: Project Officer (WHS), Jack Ratz, Amy Jarvis, Brian Arnold  
  ACTION: NS will prepare a brief with recommendations for meeting 01/2016 | Project Officer (WHS) | 3 months | Ongoing |
| 2015 /02/ 008 (SD 24/09/2014) | October Wellness Month  
  Provide information to teams and seek suggestions for an Activity Station for the Walk | Project Officer (WHS) | 3 months | Complete |
| 2015 /02/ 009 (SD 24/09/2014) | Incident Notifications reporting  
  Clarification required regarding “unknown” cause of incidents has been explained in quarterly WHS performance report  
  Zhong Zheng (PPM) will help provide information for next meeting | Project Officer (WHS) | 3 months | Complete |
| 2015 /02/ 010 (SD 24/09/2014) | Incident Report  
  NS provided report | Committee Representatives | 3 months | Complete |
| 2015 /02/ 011 (SD 24/09/2014) | Improvement Plan  
  Incident Data was updated and discussed | Project Officer (WHS) | 3 months | Complete |
| 2015 /02/ 012 (SD 24/09/2014) | Improvement Plan review  
  Review and provide updates on actions before meeting 1/2016 | Chair Project Officer (WHS) | 3 months | Ongoing |
| 2015 /02/ 013 (SD 24/09/2014) | Chair Report  
  Preparation for F&S WHS Committee Chair Report to ANU WHS Committee is due in February 2016  
  NS to confirm content required with WEG | Project Officer (WHS) | 3 months | Ongoing |
<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Responsibility</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/02/014</td>
<td><strong>First Aid provision review</strong>&lt;br&gt;NS to action recommendations as outlined in the review (item 2.5)&lt;br&gt;NS to provide progress report at meeting 01/2016</td>
<td>Project Officer (WHS)</td>
<td>3 months</td>
<td>New Item</td>
</tr>
<tr>
<td>2015/02/015</td>
<td><strong>Training on TLCSS Scorpion (motorised scooter)</strong>&lt;br&gt;Persons requiring training will complete a process of equipment familiarisation including:&lt;br&gt;• Approach TLCSS Staff with request to use the scooter&lt;br&gt;• Read the manual / instructions for use&lt;br&gt;• Wear the helmet (provided)</td>
<td>Rob Carruthers</td>
<td>3 months</td>
<td>Complete</td>
</tr>
<tr>
<td>2015/02/016</td>
<td><strong>Anthony Low Building – Glass Balustrade’s incident notification</strong>&lt;br&gt;Angle has been installed to prevent future incidents</td>
<td>Project Officer (WHS)</td>
<td>3 months</td>
<td>Complete</td>
</tr>
<tr>
<td>2015/02/017</td>
<td><strong>Notifiable Incident Presentation</strong>&lt;br&gt;DG presented and advised committee members to discuss with their teams (item 2.8)&lt;br&gt;NS is to forward the Incident Response and Notification Flowcharts electronically to all committee members for discussion with their workgroups.</td>
<td>Chair Project Officer (WHS)</td>
<td>3 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2015/03/001</td>
<td><strong>Incident Data</strong>&lt;br&gt;Confirm Data is Correct and incident Notifications from Building Works and Maintenance are not included as at September 2015</td>
<td>Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
<tr>
<td>2015/03/002</td>
<td><strong>Chemwatch Scope clarification</strong>&lt;br&gt;NS to confirm Project Scope – does it include cleaning products. What are the rules and regulations in relation to chemicals stored by contractors on site?</td>
<td>Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
<tr>
<td>2015/03/003</td>
<td><strong>Evacuation diagrams</strong>&lt;br&gt;- School of Music / Llewellyn Hall evacuation diagram requires Updating due to recent refurbishment&lt;br&gt;- Diagram should also include first aid kit and AED locations&lt;br&gt;- Project Officer to Notify Mark Pritchard</td>
<td>Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
<tr>
<td>2015/03/004</td>
<td><strong>WHS Noticeboards</strong>&lt;br&gt;Project Officer will forward layout for WHS Noticeboards to all workgroup representatives to help clarify what should be on the notice board</td>
<td>Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
<tr>
<td>2015/03/005</td>
<td><strong>WHS Workplace inspection</strong>&lt;br&gt;NS is to supply the committee members an example of action items created from WHS workplace inspections that require management approval. To be discussed at WHS Committee meeting 01/2016</td>
<td>Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
<tr>
<td>2015/03/006</td>
<td><strong>WHS talk at next F&amp;S All Staff Meeting</strong>&lt;br&gt;DG has volunteered to present (10 minutes) to F&amp;S Staff regarding responsibilities, how to document and record WHS activities without going into Legislation requirements. Consider if F&amp;S are audited, what documentation would need to be produced to provide evidence for meeting requirements. Include Near Miss, hazards and how to report.</td>
<td>Chair Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
</tbody>
</table>
## Facilities and Services

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Responsibility</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/03/007 (SD 08/12/2015)</td>
<td>School of Music - Risk Assessment Mandy Brown is to coordinate Deanna Riddell and Joanne Fitzpatrick to discuss the risk assessment in relation to suicide bombing</td>
<td>Mandy Brown Project Officer (WHS)</td>
<td></td>
<td>New Item</td>
</tr>
</tbody>
</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 (SD 24/09/2014)</td>
<td>Development of non-trade Contractor induction Currently on hold due to other work priorities</td>
<td>PPM representative</td>
<td>15 months</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

## Kioloa Coastal Campus (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 (SD 24/11/2013)</td>
<td>SWMS and Risk Assessment Training Arrange SWMS implementation and risk assessment training for staff on site.</td>
<td>Project Officer (WHS) Steve Teding van Berkhout</td>
<td>25 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2013 /04/ 006 (SD 24/11/2013)</td>
<td>Plant/Machine Operator Training Liaise with F&amp;S HR regarding training items</td>
<td>Steve Teding van Berkhout</td>
<td>25 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2013 /04/ 007 (SD 24/11/2013)</td>
<td>Fork &amp; Loader Tickets Liaise with F&amp;S HR regarding training items</td>
<td>Steve Teding van Berkhout</td>
<td>25 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2014 /03/ 002 (SD 24/09/2014)</td>
<td>Chainsaw Training Steve Teding van Berkhout is to forward Chainsaw training certifications</td>
<td>Steve Teding van Berkhout</td>
<td>15 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2014 /03/ 003 (SD 24/09/2014)</td>
<td>Chem Cert Accreditation Chem Cert re-accreditation has been completed, certificate to be forwarded to Project Officer (WHS)</td>
<td>Steve Teding van Berkhout</td>
<td>15 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2014 /03/ 004 (SD 24/09/2014)</td>
<td>AED Machine Purchase AED Machines for the Main Building</td>
<td>Steve Teding van Berkhout</td>
<td>15 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2014 /03/ 005 (SD 24/09/2014)</td>
<td>Asbestos Awareness Course Training in Asbestos Awareness is required</td>
<td>Steve Teding van Berkhout</td>
<td>15 months</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2014 /03/ 006 (SD 24/09/2014)</td>
<td>Private Water Supplier Kioloa provide drinking water to persons in the accommodation - they are required to meet NSW legislative requirements</td>
<td>Steve Teding van Berkhout</td>
<td>15 months</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>