Minutes of the meeting of the Northern OHS Committee held on 11 March 2014 at 11:30am.

PRESENT

Chika Anyanwu  DVC Academic - Employer  
Justine Booth  Finance – Employer  
Alistair Robinson  DFM – Employer (for Peter Scott)  
Melissa Lombe  HSR – Employee  
Wayne Marr  HSR – Employee  
Jason Poposki  HSR – Employee  
Narelle White  HSR – Employee  
David Anderson  HSR – Employee (for Leonie Diment)

IN ATTENDANCE

Rosaleen Sullivan (Secretary)

APOLOGIES

Leonie Diment  HSR – Employee  
Jean Brain  HSR – Employee  
Niklaus Granger  Dean of Students – Employer  
Ken Simpson  DFM – Employer  
Michael Williams  HSR – Employee

1. STARRING OF ITEMS (Agenda item 1)

The Presiding Officer received requests to star items 5 and 7.

The Northern OHS Committee agreed to adopt the remaining unstarred items on the Agenda for the meeting held on 11 March 2014.

2. MINUTES OF PREVIOUS MEETING (Agenda item 2)

This being the first meeting of the Northern OHS Committee, there were no Minutes to adopt as a true and correct record.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES (Agenda item 3)

This being the first meeting of the Northern OHS Committee, there were no matters or actions to discuss.
4. REPORT FROM THE PRESIDING OFFICER (Agenda item 4)

This being the first meeting of the Northern OHS Committee, there was no report.

5. REPORT FROM THE MANAGER, OCCUPATIONAL, HEALTH AND SAFETY (OHS) (Agenda item 5)

This being the first meeting of the Northern OHS Committee, M Lombe, the Acting Manager WHS provided an overview of the roles and responsibilities of the Committee and advised with regard to the draft policies and templates as follows:

5.1 Review Roles and Responsibilities of the Committee

M Lombe, Acting Manager, WHS, presented the following.


The role of a HSR and the role of a Committee Member is very different and have separate issues.

HSR’s have the responsibility of reviewing local issues.

Committee Members have the responsibility of reviewing policy, procedures and overarching eg any amendments required to policy and procedures or advising if any are required to be written.

The OHS Committee reports to the University Safety and Health Management Committee (USHMC). The USHMC reports into the Audit Risk Committee.


M Lombe, Acting Manager, WHS will place document on S:\ drive, and email location on S:\ drive, so document is accessible for Committee Members review and amendment. Please ensure track changes are used, this will highlight where changes have been suggested to be made.

Carried over to next meeting.

Standard Agenda Template.

M Lombe, Acting Manager, WHS will place document on S:\ drive, and email location on S:\ drive, to ensure document is accessible for Committee Members review and amendment. Please ensure track changes are used, this will highlight where changes have been suggested to be made.

Carried over to next meeting
Standard Minutes Template.

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Carried over to next meeting

OHS Northern Meeting dates for 2014.

Accepted.

5.2 Elect a Presiding Officer

Carried over to next meeting, to enable Committee Member to discuss with supervisor.

5.3 Draft Safe Driver Policy v4.0

M Lombe, Acting Manager, WHS will place document on S:\ drive, and email location on S:\ drive, to ensure document is accessible for Committee Members review and amendment. Please ensure track changes are used, this will highlight where changes have been suggested to be made.

Carried over to next meeting

5.4 Draft Safe Driver Guideline v1.0

M Lombe, Acting Manager, WHS will place document on S:\ drive, and email location on S:\ drive, to ensure document is accessible for Committee Members review and amendment. Please ensure track changes are used, this will highlight where changes have been suggested to be made.

Carried over to next meeting

The Northern OHS Committee agreed to receive the report from the Manager, OHS.

6. REPORTS FROM SUB-COMMITTEES OF NORTHERN OHS COMMITTEE (Agenda item 6)

This being the first meeting of the Northern OHS Committee as there are no Sub-Committees there was no report.
7. INCIDENT REPORTS REVIEWED (Agenda item 7)

It was noted that the Committee should only review incidents where policy or safe work areas need to be changed.

B/2014/004 Asbestos Issue

This incident was managed by the University’s Construction Supervisor. Staff and contractors have been advised on appropriate reporting of possible contamination and management of same.

No incidents were reported to WorkCover, Acting Manager, WHS will check if B/2014/004 needs to be reported.

SCRIM

SCRIM is an Online OHS Management System which will be implemented across the University in the next 3 months. Used initially for reporting of incidents and hazards, injury and claims management, together with incident investigation. The public portal will allow all staff, students, visitors and contractors to report any incident or hazard. HSRs will also be able to document their consultation, record workplace inspections etc. SCRIM will replace our current paper based reporting system

The Northern OHS Committee agreed to note the Incident Report received from the OHS Section detailing incidents that had occurred since the last meeting of the Northern OHS Committee. The Northern OHS Committee agreed that no further action or follow-up was required for any incidents where specific recommendations or actions have not been noted above under item 8.

8. REVIEW OF HAZARD REPORTS (Agenda item 8)

This being the first meeting of the Northern OHS Committee, there were no reports received.

The Northern OHS Committee agreed to note that as no Hazard Report were received from the OHS Section detailing hazards reported since last meeting of the Northern OHS Committee. The Northern OHS Committee agreed that no further action or follow-up was required for any hazard reports where specific recommendations or actions have not been noted above under item 8.

9. LOCAL SAFETY INITIATIVES AND/OR RISK MANAGEMENT STRATEGIES (Agenda item 9)

This being the first meeting of the Northern OHS Committee, this was not discussed.
10. ISSUES FOR REFERRAL TO THE UNIVERSITY SAFETY AND HEALTH MANAGEMENT COMMITTEE (USHMC) (Agenda item 10)

There were no issues discussed by the Northern OHS Committee.

Where issues have been discussed and the Northern OHS Committee have agreed that an issue fulfils the criteria to warrant referral to the USHMC, the minutes must reflect this and the issue, with background, must be advised to the Manager, WHS to ensure its inclusion in the agenda of the next meeting of the USHMC.

11. OTHER BUSINESS (Agenda item 11)

Port Macquarie Campus
C Anyanwu, DVC Academic – Employer representative, enquired about Port Macquarie and if there are any issues that need to be raised. A Robinson will enquire with P Scott, DFM – Employer representative at next meeting.

Floor Wardens – Risk Liability
W Marr enquired if a Floor Warden could be charged with risk liability. M Lombe, Acting Manager WHS believes that this has been covered off by the legal team, however, will provide response at next meeting.

Due to changes to the Workers Compensation Legislation in 2012, journey claims and employee entitlements have changed. Travel to and from your abode to your place of work and home form work will not be covered by workers compensation.

Given the nature of our work and requirements to travel between campuses, this has presented a number of concerns regarding WC coverage.

Whilst the legislation is being tested in the courts, all staff are requested to report all incidents via the CSU reporting system and each claim will be assessed by the Insurer on its merits and there is provision to appeal a ruling.

Further information is being requested from our Insurers and clarification will be given at the next meeting.

C Anyanwu, DVC Academic – Employer, commented;
If you are driving locally, from your home to your campus, and not travelling further, you are not covered. However, if you are driving from your home to another campus or to another location for work that you should be covered.

J Booth, Finance – Employer enquired;
If you are “on call” and you are called out are you covered, as you are paid a “call out fee”. M Lombe, Acting Manager, WHS will clarify.

12. URGENT BUSINESS (Agenda item 12)
13. **NEXT MEETING**

The next meeting of the Northern OHS Committee will be held on 12 May 2014 from 11:30am – 1:00pm via Video Conferences: VC HRExec BA 781; VC Admin DU 708 Admin Rm DU 708; VC Library OR 734; VC DFM WW 760.

The agenda closes on 28 April 2014.

**CLOSURE**

At 12:15pm the Presiding Officer declared the meeting closed.

Signed as a true and correct record.

_________________________________________  / /
Presiding Officer  <date>
<table>
<thead>
<tr>
<th>Item or Resolution</th>
<th>Title</th>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
<th>For Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 5.3 5.4</td>
<td>Documents for review</td>
<td>Committee Members to be emailed link to location on S:\ drive to enable them to review and amend documents using track changes</td>
<td>M Lombe, Acting Manager WHS</td>
<td>12 May 2014</td>
<td></td>
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<tr>
<td>7.</td>
<td>B/2014/004</td>
<td>Review and confirm if needs to be reported</td>
<td>M Lombe, Acting Manager WHS</td>
<td>12 May 2014</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Port Macquarie Campus</td>
<td>Are there any issues that need to be raised?</td>
<td>A Robinson will follow-up with P Scott, DFM</td>
<td>12 May 2014</td>
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<td>Workers Compensation</td>
<td>If employees are “on call” and called out, are they covered by workers compensation if in an accident, journey claim.</td>
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