Minutes of the meeting of the Northern OHS Committee held on 12 May 2014 at 11:30am.

PRESENT

Leonie Diment  Presiding Officer - HSR – Employee
Jason Poposki  Deputy Presiding Officer - HSR – Employee
Justine Booth  Finance – Employer
Niklaus Granger  Dean of Students – Employer
Peter Scott  DFM – Employer
Jean Brain  HSR – Employee
Melissa Lombe  HSR – Employee
Narelle White  HSR – Employee
Michael Williams  HSR – Employee
Ken Simpson  DFM – Employer

IN ATTENDANCE

Rosaleen Sullivan (Secretary)

APOLOGIES

Wayne Marr  HSR – Employee
Chika Anyanwu  DVC Academic – Employer
Denise Allen  Visitor - Nature Conservation Trust

1. STARRING OF ITEMS (Agenda item 1)

The Presiding Officer received requests to star items 3, 7, 8 and 13.

The Northern OHS Committee agreed to adopt the remaining unstarred items on the Agenda for the meeting held on 12 May 2014.

2. MINUTES OF PREVIOUS MEETING (Agenda item 2)

The Northern OHS Committee agreed to adopt the Minutes of the Northern OHS Committee meeting held on 11 March 2014 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.

3.1 Elect a Presiding Officer

The Northern OHS Committee voted and agreed to approve:

Leonie Diment  Presiding Officer ( HSR – Employee)
Jason Poposki  Deputy Presiding Officer (HSR – Employee)
3.2 Documents for Review

S:\\Common\\ Temp Folder Less Than 90 Days\\WHS Committee Papers review and amend documents using track changes

3.2.1 CSU Occupational Health and Safety (OHS) Committees – Terms of Reference.

It was agreed to approve the following amendments:

WHS to OHS
1.1 Avt to ACT 2011

Formatting of document.

The Northern OHS Committee agreed to approve amendments as stated above to CSU Occupational Health and Safety (OHS) Committee - Terms of Reference.

3.2.2 Standard Agenda Template.

The Northern OHS Committee agreed to adopt the Standard Agenda Template.

3.2.3 Standard Minutes Template.

The Northern OHS Committee agreed to adopt the Standard Minutes Template.

3.2.4 Draft Driver Safety Policy v4.0

It was agreed to approve the following minor amendments:

Short description:
First paragraph “should” amended to “shall”

4.4
“safety features” refer to meet ANCAP level rating M Lombe will investigate ANCAP ratings.

5.3.2
Remove the following words “As far as is reasonably practicable”.

M Lombe will make these amendments to the Draft Driver Safety Policy v4.0 and distribute document, as it will be open for comment by the Northern and Southern OHS Committees, if required by the Northern and Southern OHS Committees.

3.2.5 Draft Driver Safety Guideline v1.0

3. Definitions
Last paragraph “any person” should follow guidelines

4.2.5
Amend “staff” to “any driver”

Remove “before travel commences” to “between each working/travelling periods (work day).
4.3.1
Already stated in policy, remove. M Lombe will review and amend as needed.

4.3.2
Remove “As far as is reasonably practicable”.

5.4.1
Removal “/or drivers”

Notes:
3. Definitions
Add fatigue definition under 3. Definitions

5.2.4.1
Add “for a minimum of (whatever RMS Website states eg 15 or 20 minutes) is required.”

M Lombe will make these amendments to the Draft Driver Safety Guidelines v1.0 and distribute document, as it will be open for comment by the Northern and Southern OHS Committees, if required by the Northern and Southern OHS Committees.

3.3 Port Macquarie Campus

If issues arise at this Campus, they are directed to Campus Manager, P Scott, DFM and he will action.

Campuses where there are approximately 30 or more staff located, have a Health Safety Representative “HSR” on campus. M Lombe will review staff numbers and HSR’s on campuses.

3.4 Floor Wardens – Risk Liability

Acting Manager WHS followed up with Legal Team and have been advised that yes they are covered.

Extract from Legal Team:

“They will be indemnified against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or emergency evacuation of a building were the personnel act in good faith an in the course of their emergency control duties in virtually the same way as under the “old” section 2.1.3.

It is also worth noting that approved legal costs in defending an action against EPC and/or ECO members for claims which, if proved, would be met under the University’s General & Products Liability and Professional Liability insurances are part and parcel of the coverage under these policies.”

3.5 Workers Compensation – Journey Provisions

The University has policy for Journey claims, travelling to work from home, or vice versa, in relation to wage benefits. Medical costs are not covered. Therefore, employee is responsible to pay for medical expenses through private health insurance/medicare.

Acting Manager WHS will update website and put a notice on Whats New
4. REPORT FROM THE PRESIDING OFFICER (Agenda item 4)

No report.

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

SCRIM System
SCRIM is an Online OHS Management System which will be implemented across the University in stages. 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.

Injury Management
As Acting Manager WHS has engaged a casual Injury Management Coordinator to assist with case loads.

Wellness and Wellbeing Expo
Positive feedback has been received from all Campuses, and the organisers were congratulated on the success of the Expo by the Northern OHS Committee.

There will be a change of format for the next Expo, with a focus on 10-15 minute sessions throughout the day, and the plan is to Expand Expo services.

The Expo in Bathurst was located at the new Wellness Centre, which was an opportunity for it to be viewed.

Canada
Joint Health and Safety Committee had not met for some time and now needs to be re-instated to comply with local OHS Legislation. Information has been sent to the appropriate managerial representative.

Health and Safety Awareness Training is mandatory for all workers and supervisors in Ontario and must be completed before July 2014. Information regarding this has been sent.

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)

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.

The area had been cleaned up and attended to.

This incident should have been reported to WorkCover, however, Acting Manager, WHS was not advised and has been following up will, as may have been reported by Contractor, will advise at next meeting.

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 7.

8. REVIEW OF HAZARD REPORTS (Agenda item 8)

B/003/2014 – On Expansion joint at rear of 1414 loading dock
Sunken cement, square manhole cover cracked cement.
Insurance to get car fixed

B/002/2014 – Bathurst, Truskett Library
Mats are required to be moved in the Library.

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)

No report.

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)

   **First Aid Defibrillators**
   It was discussed that defibrillators should be located on all campuses and be located in a central location that is accessible.

   It was noted that they are currently located in Security vehicles and Wagga Wagga Gym.

   They could be located with First aid or DFM.

   Jean Brain – HSR – Employee left meeting.

   Defibrillators are required to be maintained, services and checked weekly.

   DFM have advised that they can check defibrillators weekly, that are located in a 24 hour access location.

   Training is required, though easy to use and would only require 5-10 minutes training, as it needs to be used correctly.

   Training has occurred for Senior First Aid Officers and DFM in Dubbo.

   Committee Training
   Committee to advise Secretary if they require training.

12. **URGENT BUSINESS** (Agenda item 12)

    No items.

13. **NEXT MEETING**

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

    The agenda closes on 18 July 2014.

**CLOSURE**

At 12:45pm the Presiding Officer declared the meeting closed.

Signed as a true and correct record.

____________________________  /  /
Presiding Officer  <date>
**Northern OHS Committee**

**CHARLES STURT UNIVERSITY**

**ACTION SHEET**

**Date:** 12 May 2014

<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>3.2 3.2.4 3.2.5</td>
<td>Documents for review</td>
<td>Review and amend documents as agreed by Committee Members. Committee Members to then review documents.</td>
<td>M Lombe, Acting Manager WHS</td>
<td>May 2014</td>
<td></td>
</tr>
<tr>
<td>3.2.4 Point 4.4</td>
<td>Draft Driver Safety Policy v4.0</td>
<td>Investigate ANCAP level ratings</td>
<td>M Lombe, Acting Manager WHS</td>
<td>1 August 2014</td>
<td></td>
</tr>
<tr>
<td>3.2.5 Point 5.2.4.1</td>
<td>Draft Driver Safety Guideline v1.0</td>
<td>Investigate what the minimum rest break time required</td>
<td>M Lombe, Acting Manager WHS</td>
<td>1 August 2014</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>HSR's</td>
<td>Review staff numbers and HSR's on Campuses</td>
<td>M Lombe, Acting Manager WHS</td>
<td>1 August 2014</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Workers Compensation – Journey Provisions</td>
<td>Update website and place note on Whats New</td>
<td>M Lombe, Acting Manager WHS</td>
<td>1 August 2014</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>B/2014/004</td>
<td>Review and confirm if incident was reported by Contractor.</td>
<td>M Lombe, Acting Manager WHS</td>
<td>1 August 2014</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Committee Training</td>
<td>Committee to advise Secretary if they would like to attend training. Secretary to then advise Acting Manager WHS.</td>
<td>Committee Members</td>
<td>1 August 2014</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Next meeting date</td>
<td>Amend next meeting to an earlier date</td>
<td>Secretary</td>
<td>1 August 2014</td>
<td></td>
</tr>
</tbody>
</table>