Minutes of the meeting of the Northern OHS Committee held on 1 August 2014 at 11:00am.

PRESENT

Leonie Diment  Presiding Officer - HSR – Employee
Chika Anyanwu  DVC Academic – Employer
Niklaus Granger  Office for Students – Employer
Peter Scott  DFM – Employer
Melissa Lombe  HSR – Employee
Narelle White  HSR – Employee
Michael Williams  HSR – Employee
Ken Simpson  DFM – Employer
Wayne Marr  HSR – Employee

IN ATTENDANCE

Rosaleen Sullivan (Secretary)

APOLOGIES

Denise Allen  Visitor - Nature Conservation Trust
Justine Booth  Finance – Employer
Jason Poposki  Deputy Presiding Officer - HSR – Employee
Jean Brain  HSR – Employee

1. STARRING OF ITEMS (Agenda item 1)

The Presiding Officer received requests to star items 1, 2, 3, 4, 5, 7, 9, 10, and 13.

The Northern OHS Committee agreed to adopt the remaining unstarred items on the Agenda for the meeting held on 1 August 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 12 May 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 **Documents for Review**

3.1.1 **CSU Occupational Health and Safety (OHS) Committees — Terms of Reference.**
Manager WHS advised Terms of Reference has been approved by University Safety and Health Management Committee (USHMC) and is being prepared for lodgement with the Policy Library.

3.1.2 **Standard Agenda Template.**
Manager WHS advised Standard Agenda Template has been adopted.

3.1.3 **Standard Minutes Template.**
Manager WHS advised Standard Minutes Template has been adopted.

3.1.4 **Draft Driver Safety Policy v4.0**
Manager WHS advised Draft Driver Safety Policy has been approved by University Safety and Health Management Committee (USHMC) and is being prepared for lodgement with the Policy Library.

3.1.5 **Draft Driver Safety Guideline v1.0**
Manager WHS advised Draft Drive Safety Guideline has been approved by University Safety and Health Management Committee (USHMC) and is being prepared for lodgement with the Policy Library.

3.2 **HSR’s**
Manager WHS discussed if HSR, Goulburn becomes a member of Northern or Southern OHS Committee. It was discussed that it may be better aligned if HSR Goulburn was part of the Southern OHS Committee, as students and other areas are also aligned that way.

4. **REPORT FROM THE PRESIDING OFFICER** (Agenda item 4)

No report from Presiding Officer, however, Manager WHS reported on University Safety and Health Management Committee (USHMC), held 12 June 2014.

4.1 **Smoking in the Workplace**
USHMC discussed Smoking in the Workplace and Manager WHS advised that she is now currently working on a Smoking in the Workplace Policy. Discussions arose with regard to smoking on campus, smoke free campus, Charles Sturt Campus Services, currently has a staff policy in relation to smoking on Campus.

Smoke Free further discussions as follows, designated areas, grading, the University is home for some people, residences, providing designated areas. Plan on how we want to become smoke free, along with fire and safety.
4.2 Journey Claims
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 under this policy. Therefore, employee is responsible to pay for medical expenses through private health insurance/Medicare.

All incidents and accidents should be reported via the Accident Incident report form, and liability will be determined by the WC Insurer.

4.3 EAP Program
PPC Worldwide is now known as “Optum” and a notice has been placed on What’s New.

4.4 Incident Reporting
Manager WHS is to provide more information on reporting incidents to USHMC.

4.5 What’s New Notices
Manager WHS to discuss with DIT formatting to highlight Health and Safety notices.

5. REPORT FROM THE MANAGER, OCCUPATIONAL, HEALTH AND SAFETY (OHS) (Agenda item 5)
As per report provided in Agenda.

5.1 OHS Committee training/HRS Refresher
- Liaising with training provider that will offer a 1 day refresher for HSRs and incorporate committee function and Chairperson Role.
  - Looking at completing training in Bathurst and Wagga

5.2 Policy
- Draft Safe Driver Policy and Procedure has been approved by USHMC and is being prepared for lodgement with the Policy Library.
  - *Multiple policy documents* need revision or major changes and I will be working on these over the coming months and bringing them to the Committee for consultation.

5.3 Journey Claims Insurance
The information regarding journey claims had been posted on WN&N. If anyone has any questions they should contact Manager WHS or Finance Accountant to discuss.

5.4 SCRIM
Continue to test system, some changes to be made with Vendor. Will not be released until these are fixed and system working fully.

5.5 Incident/Hazard Reports
11 Incident reports received from the Kitchen/dining room staff.
- Asbestos removal project underway since discovery in roof cavity of kitchen on 22 May 2014. Project expanded to entire ceiling of Kitchen and Dining Room.
Staff continued to have access to freezers and cool rooms in the kitchen area earlier in project (accessed from outside the Delivery Area).

Small section of blue plastic came away from containment area and staff believe they may have been exposed to asbestos fibres.

Contacted WorkCover, Dust Diseases Board and numerous Universities to understand process of reporting and follow up.

Staff advised to submit incident report if they believed they were exposed. Were offered opportunity to undertake medical if they wished. WC Insurer notified and reports lodged.

Staff now working in James Hardie, A2Z and Wellness Centre until works complete.

WorkCover aware.

Incident Number B/2014/004 – Follow up from last meeting

Incident was reported to WorkCover by Contractor involved.

5.6 Manager WHS

I have recently been appointed as Manager WHS and as such will resign my position as HSR. (Tom Williamson is the current deputy and I will seek his nomination for HSR of the Finance, HR and OVC DWG and then look to seek nominations for the Deputy HSR.)

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

It was confirmed by Manager WHS that this Incident was reported to WorkCover by Contractor involved.

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)

No report.

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)

Committee members are invited to bring ideas to next meeting.

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 fulfills 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)

11.1 Information Bay
A potential hazard was raised in relation to the Information Bay near the round-about. It was also noted that all hazards should be raised via BIEMS/Hazard Report. Any communications can go out via HSR's.

11.2 HSR Port Macquarie
Manager WHS advised this position is yet to be elected.

11.3 First Aid Defibrillators
Manager WHS to work with DFM.

12. URGENT BUSINESS (Agenda item 12)

No items.

13. NEXT MEETING

The next meeting of the Northern OHS Committee will be held on 23 October 2014 from 9:30am – 11:00am via Video Conferences:
VC HR BA01 1410.226; VC ADM DU01 901.304; VC DFM WW01 24.116; VC LIB OA01 1005.211

The agenda closes on 8 October 2014.
CLOSURE

At 12:40pm the Presiding Officer declared the meeting closed.

Signed as a true and correct record.

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

#### ACTION SHEET

<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>Committee Members List Name Change</td>
<td>Amend Committee Members List updating Dean of Students to Office for Students. Name change effective from 29 June 2014</td>
<td>Secretary</td>
<td>1 August 2014 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>HSR's</td>
<td>Review staff numbers and HSR's on Campuses</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Workers Compensation – Journey Provisions</td>
<td>Update website</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>EAP Program</td>
<td>Whats New Notice</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Whats New Notices</td>
<td>Discuss with DIT formatting to highlight Health and Safety Notices</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
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<tr>
<td>5.1</td>
<td>Committee Training</td>
<td>To be advised.</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
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<tr>
<td>5.6</td>
<td>HSR &amp; Deputy HSR</td>
<td>Finance, HR &amp; OVC DWG to be elected</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Local Safety Initiatives and/or Risk Management Strategies</td>
<td>Bring ideas</td>
<td>Committee Members</td>
<td>23 October 2014</td>
<td></td>
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<td>11.2</td>
<td>HSR Port Macquarie</td>
<td>To be elected.</td>
<td>Manager WHS</td>
<td>23 October 2014</td>
<td></td>
</tr>
<tr>
<td>11.3</td>
<td>First Aid Defibrillators</td>
<td>Confirming location on Campuses</td>
<td>DFM and Manager WHS</td>
<td>23 October 2014</td>
<td></td>
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</tbody>
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