

MINUTES – Work Health and Safety Committee Meeting

Friday, 25 May 2018
Parliament House, Room 1S4

Present:

Nathan Winn	Liberal Party of Australia
Helen Lewis	Liberal Party of Australia
Melanie Beaumont	Liberal Party of Australia
Rosemary Little *	Liberal Party of Australia
Simon Kelly *	The Nationals
Alison Byrnes	Australian Labor Party
Emma Harding	Australian Labor Party
Joseph Wheeler *	Australian Greens
Amy Knox	Community and Public Sector Union
Poni Ravula	Australian Services Union
Ben Crowther *	Jardine Lloyd Thompson (JLT)
Holly Winter *	Jardine Lloyd Thompson (JLT)
Sharon Forester	Ministerial and Parliamentary Services (M&PS) Department of Finance
Bek Bjarnadottir	Ministerial and Parliamentary Services (M&PS) Department of Finance

* via teleconference

Apologies: Josh Manuatu

Meeting Opened: 10:05 am
Meeting Chair: Bek Bjarnadottir
Meeting Closed: 11.00 am

Agenda Item 1 – Welcome and apologies

- Ms Bjarnadottir welcomed the members of the committee and noted apologies.

Agenda Item 2 – Actions arising from the previous meeting

- M&PS to consult with the WHS Committee regarding communication to WHS Site Officers in APH.
 - Completed. M&PS to communicate with WHS Site Officers in APH.
- M&PS to provide information regarding how many office locations have reported hazards in the previous 12 months.
 - The quarterly WHS report will now detail which states have reported hazards in the previous quarter.
- M&PS to provide information regarding how many instances of duress alarm activation have been reported over the previous 12 months.
 - This data is being collated.
- M&PS to arrange communications to Parliamentarians about ensuring first aid kits are stocked appropriately and first aid officer details are clearly displayed.
 - Completed.
- Members of the WHS Committee to provide M&PS with feedback regarding the revised Bullying and Harassment Policy and Procedure by 2 March 2018.
 - Completed.
- M&PS to distribute a recent article regarding appropriate conduct outside of the workplace.
 - The committee agreed it was not necessary to distribute this article.
- M&PS to distribute the document tabled by Ms Byrnes to the other committee members.
 - Completed.
- M&PS to invite a member from the WHS team in the Department of Parliamentary Services to the next meeting of the committee.
 - Completed, however a representative from DPS was not present at the meeting.
- M&PS to communicate and work with the Senate to rectify the issue regarding sit-to-stand workstations for reception staff.
 - Commenced.
- M&PS to provide Mr Nelson further information regarding specific targeting training or counselling that the EAP service provider can offer.
 - Completed.

Agenda Item 3 – Quarterly WHS Report

- Ms Bjarnadottir thanked JLT for their work on the quarterly WHS report. It was agreed the information presented and the format of the report was relevant, and easily received.
- There were general questions and discussion regarding the specific incidents reported.
- Mr Ravula asked if there was an issue more broadly with regard to the provision of sit-to-stand workstations or if this issue was specific to staff located in the Senate wing. Ms Bjarnadottir confirmed it is not an issue in other areas of the country, and as a

default position Finance agrees to the provision of a sit-to-stand workstation if this is recommended by a consultant performing an ergonomic assessment.

Agenda Item 4 – Staff Assistance Officers (SAO)

- Mr Wheeler advised there was no SAO trained for staff employed by Greens' Senators and Members. Ms Bjarnadottir advised when SAO training was offered, the Greens' HSR at the time did not attend the training. Finance is working towards offering a second round of SAO training and he will be invited to attend.
- Ms Lewis asked whether the training would be face-to-face or online. Ms Bjarnadottir advised Finance would be working with JLT to discuss the training and its delivery.

Agenda Item 5 – Other Business

- Ms Bjarnadottir raised Finance's proposal to make the current WHS Site Officer training program a 12-monthly requirement to retain CRA payments. This proposal was accepted by the committee, Finance will work with JLT to arrange this.
- Ms Bjarnadottir advised the revisions to the *Workplace Bullying and Harassment – Policy and Procedure for MOP(S) Act Employees and Parliamentarians* have been completed and provided a hard copy to those present at the meeting. Ms Bjarnadottir advised she would deliver a soft copy to all WHS Committee members following the meeting.
- Ms Harding suggested a teleconference to discuss any queries committee members had regarding the feedback they provided. Ms Bjarnadottir advised she would arrange this.
- Ms Knox advised there was an issue that was raised at a recent meeting of the Employee Consultative Group, that employees did not know how they could access an influenza vaccination. Ms Forester advised an email had since been distributed to all MOP(S) Act employees regarding this.
- Ms Naunton raised concerns regarding serious security issues occurring at an electorate office. Ms Bjarnadottir requested she email the specific details to the MOP(S) WHS team via email.

Agenda Item 6 – Next Meeting

- The Committee agreed that the next meeting will be held at Parliament House at 10:00am AEST on Friday 17 August, 2018.

Action Items

M&PS to communicate with WHS Site Officers in APH.
Finance to facilitate SAO training for remaining HSRs and Deputies who have not yet completed training.
Finance and JLT to arrange 12-monthly refresher WHS Site Officer training.
Finance to provide committee members with a soft copy of the revised <i>Workplace Bullying and Harassment - Policy and Procedure for MOP(S) Act Employees and Parliamentarians</i> .
Finance to arrange a teleconference to discuss the revisions to the <i>Workplace Bullying and Harassment - Policy and Procedure for MOP(S) Act Employees and Parliamentarians</i> .
Ms Harding to send specific details of security incidents to MOPSWHS@finance.gov.au