WORK HEALTH & SAFETY & EMERGENCY PLANNING COMMITTEE MEETING
Wednesday, 10 September 2014, commencing at 10.10 am

MINUTES

1. ATTENDANCE

1.1. Present
A McGuire (Chief Executive Officer), S Woolley (Chairperson & Corporate Services Manager),
A Buckham (Employee Representative), K Trezise (Works HSR), Cr E Scholz (Council Representative)
(10.20 am), and R Richter (WHS Coordinator, Administration HSR and Minute recorder)

In Attendance
J Beaton (Regional Risk Coordinator (RRC))

1.2. Apologies
N Haines (Works Manager)

2. CONFIRMATION OF PREVIOUS MINUTES

2.1. Amendments
Nil

2.2. Acceptance
That the minutes of the Work Health & Safety Committee meeting held on 15 May 2014 be
confirmed as true and correct.

K Trezise / A Buckham

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1. Asbestos Management Plan
Delay in the provision of the Asbestos Management Plan Template from Local Government
Association Workers Compensation Scheme (LGAWCS). Template to be provided to Councils by the
end of September for Councils review, consultation and adoption.

NOTED

4. CORRESPONDENCE

4.1. For Consideration or Action

4.1.1. LGAWCS, Targeted Implementation Program (TIP)
Recommend that Council apply to the LGAWCS for inclusion in the Targeted
Implementation Program advising of areas that require further work to achieve compliance
with Councils KPI Audit Action Plan.

K Trezise / A Buckham

CARRIED

4.1.2. LGAWCS, WHS & Injury Management Planning Review
Recommend that Council apply to the LGAWCS for assistance with Councils WHS & Injury
Management Planning and Program Review process.

K Trezise / A Buckham

CARRIED

10.20 am: Cr E Scholz entered the meeting
4.1.3. SafeWork SA, Electrical Testing & Tagging

Clarification to be sought from the “Scheme” with regard to the introduction of electrical equipment into Council facilities that has not been tested or tagged and the requirement for this.

A McGuire / A Buckham  CARRIED

4.1.4. LGAWCS, Safety Alert – Trailer Couplings

Councils “Plant Daily Safety Inspection Checklist” to be amended to include the provision for the checking of Trailer couplings and hitch at the next review. The checking of trailer couplings and hitch to be included under “Other” within the current checklist in the interim.

K Trezise / R Richter  CARRIED

4.2. For Information

4.2.1. LGAWCS, Managers warned of first WHS Officer charge  NOTED
4.2.2. LGAWCS, WA Council fined over death of a public member  NOTED
4.2.3. LGAWCS, Draft Bill for Workers Compensation Legislation in South Australia  NOTED
4.2.4. LGAWCS, RRC, WHS Enforceable Undertaking  NOTED

5. PLANNING PROGRESSION – POLICIES, PROCEDURES, PLANS, PROGRAMS AND CALENDARS

5.1. 2013 – 2015 WHS & IM Plan

Progress has been updated within the Plan with evidence documented.

Program Actions 2.2, 2.3, 5.11, 7.1 & 7.2 to be marked as completed with additional evidence documented where applicable.

A Buckham / E Scholz  CARRIED

5.2. Policy and Procedure Development and Review Schedule

The Policy and Procedure Development and Review is behind Schedule  NOTED

5.3. Policies and / or Procedures – Reviewed and Recommended for Adoption

The WHS Committee recommends the Procedures listed to the Chief Executive Officer for adoption:

- Excavation & Trenching Procedure V2
- Excavation & Trenching Procedure One Pager & Flow Chart V1
- First Aid Procedure V2
- First Aid Procedure One Pager & Flow Chart V1

A Buckham / K Trezise  CARRIED

5.4. Templates / Forms - Reviewed and Recommended for Adoption

The Committee recommends the Templates & Forms listed to the Chief Executive Officer for adoption:

- Minor Injury Incident Log V8
- First Aid Risk Assessment Form V1
- List of First Aiders V2.0
- Excavation Daily Inspection Sheet V2.1
- Pre Excavation Risk Assessment Worksheet V3.0
- Manual Handling Risk Assessment Form V2.1
- Plant Risk Assessment V2.1

E Scholz / A Buckham  CARRIED

5.5. Plan With Programs
5.5.1. Hazard Management Register
Register review DISCUSSED

5.5.2. Contractor Reports (excluding contracts that are minor in nature i.e. minor maintenance)
RA Trezise: Public Toilet Construction NOTED

5.5.3. Plant & Equipment (power operated) Process & Work Place Risk Assessments
The Risk Assessments as listed be endorsed by the Committee:
Sharps – Managing & Disposal Of (# 1004)
First Aid – Council Office (# 7000)
K Trezise / R Richter CARRIED

5.5.3.1. Agreed Safe Methods of Work e.g. Safe Work Instructions (SWI)
The Safe Work Instructions as listed be endorsed by the Committee:
SWI W-P-001: Grader Operation (Patrol Grading – Unsealed Roads)
SWI W-S-002: Sharps – Managing & Disposal Of
K Trezise / R Richter CARRIED

5.5.4. Training Systems

Training Available
- Emergency Warden Training, Port Lincoln 11/09/2014: 2 Fire Wardens
- WorkZone Traffic Management, Streaky Bay 17/09/2014: 2 Works Employees
- Injury Management & Return to Work Coordinator, Teleconference 11/09/2014: CSM
- Aerodrome Reporting Officer Training, Wudinna, 21/10/2014: 5 Aerodrome Reporting Officers NOTED

WH&S Training Needs
The 2014 Training Plan for Works & Administration, Training Needs Analysis & Reaccreditation Schedule be noted as having been reviewed by the WHS Committee.
E Scholz / A Buckham CARRIED

WHS Training Undertaken:
- Chainsaw Operation & Maintenance, Streaky Bay 27-28/05/2014: 2 Works Employees
- Level 2 HSR Training, Tumby Bay 3-5/06/2014: Works & Administration HSR’s
- Applied First Aid, Wudinna TAFE 11/06/2014: Waste Management Officer
- WHS Committee Training, LGAWCS 16/06/2014: 3 WHS Committee members
- Annual CPR, Wudinna TAFE 23/07/2014: 9 Works Employees and Administration First Aid Officer
- In-service Inspection & Testing of Electrical Equipment, Port Lincoln TAFE 29/07/2014: 1 Works Employee
- Fire Extinguisher Training, 8/08/2014: 2 Works Employees & Manager Environment & Community Services (MECS) NOTED

Professional Development Training Undertaken:
- LGMA Emerging Leaders, Adelaide 29-30/05/2014: Corporate Services Manager (CSM)
- Procurement Roadmap Workshop, Wudinna 3/06/2014: CSM & General Clerical Officer (GCO)
- Rates Administration Masterclass, Port Lincoln 23/05/2014: Finance Officer (FO) & GCO
- DrumMuster Inspector Training, Wudinna 23/06/14: Works Team Leader
- ARC Blue Procurement Workshop, Port Lincoln 24/06/14: CSM, GCO & Works Administration Officer (WAO)
- LGMA Emerging Leaders, Adelaide 25-26/06/2014: CSM
- LGE Financial System mentoring, Kimba 26/06/2014: FO & GCO
- Plan Reading & Levelling, Kimba 2-3/07/2014: Plant Operator
- Essential Services Commission, Wudinna 14/07/2014
6. ACCIDENT STATISTICS / ACCIDENT REPORTS / HAZARD INSPECTION REPORTS

- LGMA Emerging Leaders, Adelaide 31/07/2014: CSM
- Deputy Returning Officer, Hindmarsh 1/08/2014: CSM
- Regional Risk Forum, LGRS, Port Lincoln 31/07/2014: Administrative Services Officer
- LGA Planning Reform Consultation, Adelaide 26/08/2014: MECS
- Fire Prevention Officer, Brukunga 25-29/08/2014: Economic Development Officer
- Roads & Works Conference, Pt Lincoln 28-29/08/2014: Works Manager (WM) & WAO

**Training Closed Out**
- Training Evaluation Forms completed and Training Database updated **NOTED**

5.5.5. Internal Auditing
- Electrical Safety Procedure: Actions included in CAPA Register **NOTED**
- Prevention of Falls: Actions included in CAPA Register
- Incident Reporting & Investigation Procedure: No action required **NOTED**

5.6. **WHS Program Scheduled Actions Calendar**

5.6.1. **Performance Indicator**

<table>
<thead>
<tr>
<th>April: 5 of 8 = 63%</th>
<th>May: 8 of 17 = 47%</th>
<th>June: 11 of 12 = 92%</th>
</tr>
</thead>
<tbody>
<tr>
<td>July: 6 of 6 = 100%</td>
<td>August: 15 of 18 = 83%</td>
<td>Sept: 5 of 12 = 42% (to date)</td>
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</tbody>
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Statistics updated following items closed out post Agenda distribution and WHS Committee meeting. **NOTED**

5.6.2. **Workplace Testing**

- Welding Environment & Equipment Hazard & Risk Assessment, Procus Welding & Industrial Supplies Pty Ltd: 10/06/2014
- Electrical Testing & Tagging, Paul Hutt: August 2014
- Fire Extinguishers - 6 monthly inspection & testing, EP Fire & Safety: 12/08/2014
- Chains & Slings, A Noble & Sons: 25/08/2014
- Safety Harnesses, A Noble & Sons: 25/08/2014 **NOTED**

5.6.3. **Workplace Monitoring (Inspections) undertaken since last meeting**

- Works Depot Quarterly Safety / Hazard Inspection: 25/06/2014 **NOTED**
- Refuse Site Quarterly Safety / Hazard Inspection: 10/07/2014 **NOTED**

Issues requiring actions have been included in the relevant Department Action Plan and included in the CAPA Register. **DISCUSSED**

5.6.4. **Other Programmed Actions Completed**

- First Aid Kit Servicing, West Coast First Aid Supplies: 16/05/2014
- Confined Spaces Register Review: 25/07/2014. Waiting on Report
- Audiometric Testing, Minus 3dB: 12 & 13/08/2014 **NOTED**

5.7. **CAPA Register**

CAPA Register discussed and Items updated

Action items 260, 270, 276, 277, 278, 279, 292, 293, 296, 298, 311, 313 and 315 are endorsed by the Committee for removal to the Completed Items CAPA Register.

Action items 176, 177, 178, 179, 180, 229 to be removed – duplicates of other items

Action item 275 to be moved to the Pending Budget Consideration spreadsheet

A Buckham / N Haines **CARRIED**

6. **ACCIDENT STATISTICS / ACCIDENT REPORTS / HAZARD INSPECTION REPORTS**
6.1. **Claims Statistics**

CATS statistics for August were reviewed. CATS Statistics for Wudinna District Council as at 31/08/2014. The rebate penalty indication is 55% as at 31/08/2014 NOTED

6.2. **Injury / Incident Reports**

There have been no incidences reported since the last meeting.

Incident 03/2013-14: Sharps Disposal - Actions completed: Risk Assessment & SWI completed refer items 5.5.3 & 5.5.3.1. Sharps disposal containers installed.

Recommendation

Incident 03/2013-14 to be closed out

E Scholz / A Buckham CARRIED

Actions still outstanding for:

Incident 05/2013-14: Repetitive Strain Injury – Risk Assessment and SWI to be completed NOTED

7. **REHABILITATION**

There have been no workplace injuries that have resulted in a claim since the last WHS Committee meeting. NOTED

8. **WHS COORDINATORS REPORT**


A Buckham / K Trezise CARRIED

9. **OTHER BUSINESS**

9.1. **Election of WHS Committee Chairperson**

Steve Woolley was nominated unopposed for the position of WHS Committee Chairperson.
Steve Woolley accepted the nomination. All members in favour.

A Buckham / R Richter CARRIED

9.2. **Take 5 Notepads**

DISCUSSED

9.3. **WorkCover Audit update – Regional Risk Coordinator**

2014 WorkCover Audits have been undertaken on the designated Councils covering Standards 1, 2 and 3 of the PSSI. All non-conformances issued have been addressed and only Opportunities for Improvements (OFI) remain.

DISCUSSED

10. **EMERGENCY PLANNING COMMITTEE**

10.1. **Emergency Evacuation Plans**

Minor amendments required to Council Evacuation Diagrams to all include minimum elements for an evacuation diagram per Appendix 3 of the WHS Emergency Management Procedure. DISCUSSED

10.2. **Evacuation Exercises carried out during the year**

Evacuation Exercises carried out for Administration – 9/05/2014 and Works Depot 6/08/14 NOTED

10.3. **Systems in Place for First Aid**

- First aid facilities are provided, maintained and available for access in an emergency
• A list of designated first aiders including contact details is easily accessible to workers in an emergency situation via Councils Notice Boards
• Appropriate training is provided for designated first aiders – per Councils Training Plan and Reaccreditation Schedule
• First aid incidents are reported and documented
• A list of first aid kits and their location is available and are maintained by West Coast First Aid Supplies
• Deluge facilities are appropriately located, tested and maintained

10.4. Communication Systems for Emergency Response

Council’s radio system is to be utilised as part of Councils Communication Systems for emergency response.

10.5. Emergency Response Plans

To be completed. Refer to Item 4.1.1

10.6. Training


11. DATE OF NEXT MEETING

The date of the next ordinary meeting of the WHS Committee to be confirmed

12. CLOSE OF MEETING

12.05 pm

Confirmed at the Next Meeting of the Work Health & Safety Committee meeting

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CHAIRPERSON