

MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 10.00 am, Thursday 27 June 2013
in the Council Chambers

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 8 were confirmed by
Council on as a true and accurate record.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Council Representative – Norm Steer declared the meeting open at 9.35 am

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
(previously approved)**

Attendance

Norm Steer – Council Representative
Chris Wade – Manager of Infrastructure
Vic Smith – Manager Corporate Services
Tracie Bishop – Office Representative
Neroli Logan – Regional Risk Coordinator
Michael Merritt – Maintenance Hand-Operator

Apologies

Bob Longmore – Council Representative

Leave of Absences (previously approved)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

WADE/SMITH

That the Minutes of the Risk Management Advisory Committee held on the 14 March, 2013 be confirmed as a true and correct record.

CARRIED 6/0

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES

11. REPORTS OF OFFICERS

AGENDA NUMBER: 11.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: CHRIS WADE FILE REFERENCE: ADM26 AUTHOR: CHRIS WADE DISCLOSURE OF INTEREST: DATE OF REPORT: 6 SEPTEMBER 2011

ATTACHMENT:

BACKGROUND:

Hazard Identification Checklists, Site Checklists and Incident Reports are presented at each meeting as a way of identifying either areas of concern or areas that need work applied to.

COMMENT: Checklists are not available prior to the meeting and as such need to be addressed as the issues arise. Arising this meeting were:

-) Marinko Tomas Playground – General housekeeping.
-) Skate park – Nil action required
-) Office Checklist – General housekeeping. **Tracie**
-) Depot Checklist –
 - o Electrical testing of extension leads - **Chris**
 - o Fire extinguisher to be moved into the mower shed – **Michael**
 - o PPE staff training – **Chris**

Incident Reports received – 3

1. Finger caught in roller door – Maintenance hand, stopped to talk with co worker, when exiting the roller vehicle, small finger got stuck trapped in the door. First aid was given at scene, and then taken to the hospital, finger found to be broken. Operator error, no procedure could be put in place to prevent it from occurring again.
2. Worker reversed into – worker was crouched over on the shoulder of road couldn't hear vehicle reversing due to surrounding machinery, light vehicle was reversing near ground staff, couldn't see worker as he was crouched. The light vehicle reversed into the crouched worker resulting in sore back and bruising. Workers need to take extra caution when surrounded by a group of machinery. No further action was required.
3. Disorderly conduct at Caravan Park – Person under the influence of alcohol, sped into the caravan park nearly hitting several vehicles and pedestrian. The intoxicated person then became aggressive and threatened Daniel with verbal and physical abuse before being taken police. Individual returned following day, apologized and collected his vehicle. Daniel requested a boom gate to be installed at the caravan park.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

That the Checklists and Incident reports presented at this meeting be accepted.

WADE / BISHOP

That the checklists and incident reports presented be accepted.

CARRIED 6/0

AGENDA NUMBER: 11.2
SUBJECT: Business from Previous Meeting
NAME OF APPLICANT: Tracie Bishop
FILE REFERENCE: ADM 26
AUTHOR: Tracie Bishop
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 12 September 2012

ATTACHMENT:

BACKGROUND:

COMMENT: The following are the issues that had been carried forward from the previous meeting. These are:

1. Review of Insurances Held by Sub Contractors – **Tracie/Chris** – Due to current time constraints this has not been progressed within this period. It is anticipated that once end of year procedures have been completed there will be time to complete this task. Estimated completion time – current workloads of officers means that estimation not available.
2. Bushfire Volunteers – As per the previous meeting, it was noted that the course of action suggested at this point in time for management of our bushfire volunteers be addressed by the following two points.
 - a. We provide BRB volunteers with a localized induction that focuses on operation of our Shire owned machinery and outlines our policies and procedures.
 - b. We also need to ensure that we have a database available which lists all BRB members who will be operating our vehicles and ensure that the correct licenses are held by these members. To date time constraints have not allowed for this to occur.
Due to resignation of officer this item has not progressed – estimation time of completion – unknown **Chris**
3. Business Mitigation Plan – Current time constraints have also hampered this item from progression. There have been tentative steps made in this area by the CDO and progress will be made when time permits. **Vic**
4. Chemical training – This is tentatively booked for over the winter period.
Neroli/Chris

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

That items will be progressed to any further meetings until such time as they have been completed.

LOGAN/SMITH

That the following updates be accepted:

5. Review of Insurances Held by Sub Contractors – **Tracie/Chris** – Due to current time constraints this has not been progressed within this period. It is anticipated that once end of year procedures have been completed there will be time to complete this task. Estimated completion time – current workloads of officers means that estimation not available.
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Neroli/Chris

CARRIED 6/0

AGENDA NUMBER: 11.3 SUBJECT: CHEMICAL MANAGEMENT SYSTEM LOCATION/ADDRESS: NAME OF APPLICANT: FILE REFERENCE: ADM 22 AUTHOR: Tracie Bishop – office Representative DISCLOSURE OF INTEREST: Nil DATE OF REPORT: 21 June 2013

Attachment 1: Chemical Management System.

BACKGROUND:

As part of our OHS requirements, we need to ensure that there are up to date Material Safety Data Sheets (MSDS) for all substances currently in use on our various worksites. Given the workloads of all officers this can, at times, be a task that is not completed in as timely a manner as required by legislation.

With this in mind, we have been approached by a software supplier to have them take over the management of this task. Benefits to us would obviously be the time taken annually to ensure that all sheets are up to date and current. The negative is that there would be an additional cost associated with this service

COMMENT:

A meeting was held with Gwen Briscoe, a representative from ChemWatch and both risk management representatives from the Shire of Nannup. The presentation itself did highlight the benefits that could be achieved and the program itself appeared to be user friendly and very efficient. However the costs associated with this installation while not being excessive; do seem a little high at this point in time. The attachment to this item has the actual costs associated with this program.

It is also worth mentioning that at this point in time all MSDS data is up to date and current due to works completed by the administration officer earlier this year. For this reason alone it is not considered relevant to spend money on this software package.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Dependent on option chosen, prices range from \$1050.00 - \$1450.00.

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

1. That the current system of officers updating MSDS system be continued.

WADE/MERRIT

That the current system of officers updating MSDS system be continued.

CARRIED 6/0

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

(a) OFFICERS

(b) ELECTED MEMBERS

13. GENERAL BUSINESS

13.1 Safety & Health Action Sheet – Attachment 2

13.2 Review of Safety Induction Program 4.1 – Attachment 3

13.3 Review of Employee Development Plan – 4.2 – Attachment 4

13.4 Review of Consultation & Communication Procedure 5.2 – Attachment 5

13.5 Review of Safety & Health policy 1.2 – Attachment 6

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

15. NEXT MEETING

5th September 2013 at 9.30 am in the Shirley Humble Room

16. CLOSURE OF MEETING

There being no further business to discuss Council representative –Norm Steer declared the meeting closed at 10:15 am