

MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 9.30 am, Thursday 29 March 2012
in the Shirley Humble Room

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Manager Corporate Services declared the meeting open at 9.30 am.

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

Attendance

Chris Wade – Workers Manager
Tracie Bishop – Office Representative
Steve Winfield – Works Representative
Neroli Logan – Regional Risk Coordinator
Vic Smith – Manager Corporate Services

Apologies

Norm Steer – Council Representative

Leave of Absences (previously approved)

Bob Longmore – Council Representative

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

BISHOP/WADE

That the Minutes of the Risk Management Advisory Committee held on the 6 September 2011 be confirmed as a true and correct record.

CARRIED 4/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil.

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1 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:

- Four incident reports received
 - Vehicle Roll Over. – has been investigated by management and safety representative. Cause of accident has been acknowledged due to the inexperience of the driver and not driving to the road conditions.
 - Rolled Ankle Injury – Investigation revealed that there is nothing that needs to be changed/implemented as a result of the accident. Only suggestion was that more care required by worker to ensure that this is not repeated.
 - Manual Handling Injury – Crow bar. As a result of investigation into this accident more instruction was needed in relation to using a crow bar. This has now been addressed.

- Collision of vehicles – Minor damage has been sustained to a work utility as a result of a truck and trailer reversing into it. There was a combination of errors that have caused this accident.
 - Blind spot for truck driver created by trailer
 - Incorrect parking of utility

These have now been addressed and no further action is required.

- One near miss reported – This was as a result of an incident on a fire ground during a recent fire emergency. A vehicle parked on a hotspot and as a result a tyre caught alight. The fire was put out and the near miss reported (belatedly). As a result the tyre was examined and found to be faulty and is now being replaced. The report will be finalized and forwarded to DEC as it was on a DEC fire ground. No further action required.
- Caravan Park Checklist – Nil action required.
- Marinko Tomas Playground – minor housekeeping issues that have now been attended to.
- Depot Checklist -
 - Electrical tags out of date - **Chris**
 - Evacuation Drill needed – **Chris /Steve**
 - Minor housekeeping via toolbox meetings. - **Chris**

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.

BISHOP / WINFIELD

That the recommendations contained within the reports be carried forward to the 'Business from Previous Meetings' item within the next meeting and that the checklists and incident reports presented be accepted.

CARRIED 5/0

AGENDA NUMBER: 10.2
SUBJECT: Business from Previous Meeting
NAME OF APPLICANT: Chris Wade
FILE REFERENCE: ADM 26
AUTHOR: Chris Wade
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 6 September 2011

ATTACHMENT:

BACKGROUND:

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

1. Review of Insurances – Chris/Tracie
2. Chemical Training – Chris/Neroli

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.

PINKERTON/WADE

That the following updates be accepted:

1. Review of Insurances Held by Sub Contractors - Need to contact sub contractors and get current insurance information and arrange for inductions for any contractors not currently inducted. – Tracie/Chris
2. Waste Management Facilities – The issues identified in the site checklist last meeting are still outstanding as a result of staff changes. The tender for this facility is now due for revision/renewal and these issues will be addressed within this process. - Vic
3. Manual Handling/Ergonomic Training – Our rebate for this training is still available. We will contact presenters to firm up dates for these courses/presentations to be run for all staff. Tentatively we are looking at May 2012. – Tracie/Chris

CARRIED 5/0

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

(a) OFFICERS

(b) ELECTED MEMBERS

Nil.

12. GENERAL BUSINESS

Shire of Nannup Audit Report – This was tabled for comment. There are a number of recommendations that appear to already have been put in place. As a result of the report Neroli and Tracie will work together to put in place a Safety & Risk Management Plan that can then be brought back to the committee to action. **Neroli/Tracie**

Silver Audit Presentation – Neroli advised that there is financial remuneration attached to securing the silver award. It was suggested that this money be used to present workers with an award to represent their contribution to the Shire achieving this level of safety. Suggestions of suitable items were received from workers and three options will now be costed and given to the Chief Executive Officer for consideration. – **Tracie**

Business Mitigation Plan – As part of a strategic plan for the Shire Vic advised that he will look at how we can put in place plans and procedures that could be used in the event of a disaster/emergency that impacted the organisation. **Vic**

BRB Volunteers – Terese brought to the meeting a query relating to how volunteer safety was addressed within our organisation. This query was as a direct result of the near miss reported earlier. Neroli advised that at this point in time BRB volunteers were covered under the *Bushfire Act 1954* and not within our *OSH Act 1984*. This may change when WA falls into line with the other states and takes on the National OHS Act. For now the course of action suggested was that we provide BRB volunteers with a localized induction that focuses on operation of our Shire owned machinery and outlines our policies and procedures. 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. **CESM/Chris**

White Card Training – Steve asked if it should be a requirement that all workers both permanent and casual who are working within our construction projects to hold a White Card. This was acknowledged as something that should be followed up on and as a result we will look at which employees currently hold this qualification and which employees need to sit for this. It is anticipated that training will be offered to all recognised employees in the winter months prior to Mowen Road recommencing in the spring.

13. 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

31 May 2012 at 2.00pm in the Shirley Humble Room

16. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member declared the meeting closed at 11.15 am.