WORK HEALTH AND SAFETY COMMITTEE *RECORD OF PROCEEDINGS*

DATE: Tuesday 14 February 2023   **TIME:** 1.00pm – 2.30pm

VENUE: Committee Room, Shire's Admin Building, 7000 Gt. Eastern Highway, Mundaring

ATTENDEES: Garry Bird (Chair), Andrea Douglas (Minutes), Amanda Gradisen, Clinton Kleynhans, Gabrielle Cross, Craig Cuthbert, Jeannine Bryant, Monika Thomas, Steve Blankley, Jonathan Throssell, Shane Purdy *(arrived at 1.14pm)*

APOLOGIES: *Joshua O'Neill, Kathy Crabtree*

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1.   OPENING

Garry opened the meeting at 1.02pm.

2.   NEW BUSINESS

- Health and Safety Representatives nominations for 2023.
    - *Garry advised that we hope to call for new nominations to the Committee soon and we are considering some initiatives to attract new Health and Safety Representatives (HSRs).*
    - *We currently have vacancies for Operations, Rec and Leisure and Admin building representatives.*
    - *Terms of Reference, Governance Procedures and the WHS Audit are currently being reviewed.*
    - *The Code of Conduct for employees is being reviewed to include WHS responsibilities.*
    - *Part of the role of the HSRs is to be out actively consulting and seeking feedback from staff on policies, procedures and WHS matters. Consultation is a key component of the legislation. This will be outlined in "what is the role of the HSR" when inviting nominations.*

- Debrief contractor incident and notifiable incidents.
  There was an incident that occurred with a contractor that was a notifiable incident to WorkSafe. The incident was considered a de-gloving incident. An investigation was undertaken and there are some key learnings and recommendations identified, including:
    - *Safe system of work to be reviewed. Examine process/activity around deliveries and what risks exist.*

- *Safety Alert to go out to advice of what to do in a notifiable incident across the Shire.*
- *Notification of incident was delayed, the Responsible Officer and WHS Advisor should be notified immediately or at latest within 24 hours of the incident occurring.*
- *Contractor was not wearing gloves at the time of the incident. Determine PPE requirements, fit for task / purpose.*
- *First Aiders are required on site and everyone is to know who they are.*
- *Communicate at toolbox and safety meetings the process for reporting incidents, including incidents with contractors and visitors.*
- *Review Incident Reporting and Investigation procedure to include the paperwork trail of who gets notified of the incident etc.*
- *As this incident occurred around a public holiday, could look at addressing being mindful of incidents surrounding a break or public holiday.*

- Up-date of the WHS Audit undertaken by Delivering Outcomes and WHS Action Plan. Refer to **Attachment A.**
  - *Report submitted and presented to ELT 2nd February 2023. The report will be submitted to the Audit and Risk Committee on the 7th March 2023.*
  - *Some recommendations of the report:*
    1. *WHS committee to undertake a strategic approach.*
    2. *Health and Safety Representatives have a thorough understanding and proactive approach of their role.*
    3. *Ensure that all records are maintained, consistent and transparent across the Shire i.e. having a common set of documents, requirements, tools, forms, registers, etc. on WHS that is understood and used by all workers.*
    4. *Develop a common understanding and implementation of Safety Risk Controls.*
    5. *Use WHS software to store all WHS documentation, registers etc. and available organisation wide. Still reviewing options.*
    6. *WHS competency based training requires a standardised approach and record keeping.*
    7. *Adopt a single approach to hazardous chemicals and substances across sites.*
       - *Shane indicated concern on chemical storage and who is going to be responsible for this. Regular audit for SDS to be set in place. Anyone who uses the chemical, they need to be trained in the use of it.*
       - *Craig suggested to set up a QR code.*
       - *Safe storage for VBFB and training for volunteers required. Contractors then need to provide what chemicals they're using, and that all their staff are trained to use them.*

- Safety of field officers working in isolation.
  - *Craig provided an example of the police shooting scenario in Queensland.*
  - *Craig to review working alone procedure and look at tools are available so that staff can notify police on weekends if there are any issues.*
    Action: Undertake a Risk Assessment for working alone. Craig to speak to Clinton as there may be staff in Ops with the same issue.

3. **CARRIED FORWARD ACTION ITEMS UP-DATES**
    Refer to **Attachment B**.

4. **STATISTICS AND REPORTING**
    - Hazards Register and Corrective Actions. Refer to **Attachment C**.
      Action: Health and Safety Representatives and Clinton to go back to look if some of these can be closed off. Jonathan wants a timeframe to these actions, to close actions by Friday 24th February 2023. Amanda to provide Clinton more context to address some of the actions.

    - Workers' Compensation and Injury Statistics. Refer to **Attachment D**.

    - Accident / Incident Reporting and Statistics. Refer to **Attachment E**.

    - WHS Training and Wellbeing Initiatives Up-date. Refer to **Attachment F**.

    - Building Evacuations Up-dates

      Nil to report.

5. **SAFETY AND HEALTH REPRESENTATIVES SAFETY INSPECTION AND WHS ACTIVITIES UPDATES** (including any unresolved issues).
    Refer to **Attachment G.**

    Noted by Committee.

6. **GENERAL BUSINESS**

    Nil

7. **NEXT MEETING**

    Garry closed the meeting at 2.05pm.

    The next WHS meeting will be held at 1.00pm, Tuesday, 18 April 2023 at Children's Services Parenting Room at Children's Services**, 22 Hooley Road, Midvale**

Attachment A: WHS COMPLIANCE REQUIREMENTS AND IMPROVEMENTS

Shire of Mundaring WHS Action Plan

Start:	16/01/2023					Display:	Daily	
End:	29/01/2025					Week:	1	
Today:	20/02/2023		Task Start	Task Duration	1%	Show Overdue:	No	

WBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Work Days
1	**Governance & Project Establishment**		**16/01/2023**					16/01/2023	4/01/2024	251
1.1	WHS Senior Project Lead In Place	Garry	16/01/2023	2	100%	🔴	16/01/2023	6/02/2023	15
1.2	Project Plan & Approach Finalised	Jeannine	7/02/2023	4	70%	🔴	7/02/2023	13/02/2023	5
1.3	Communication Plan finalised & agreed with WHS Chair	Jeannine	14/02/2023	3	0%	🔴	14/02/2023	17/02/2023	4
1.4	WHS Noticeboards Sourced (Inc. materials)	Monika	9/02/2023	1	50%	🔴	9/02/2023	9/02/2023	1
1.5	Training for WHS Chair & Executive	Amanda	30/03/2023	1	0%	🔴	30/03/2023	30/03/2023	1
1.6	Training for WHS Committee	Amanda	30/03/2023	1	0%	🔴	30/03/2023	30/03/2023	1
1.7	Training for WHS Advisor & WHS Project Officer	Amanda	30/03/2023	2	50%	🔴	30/03/2023	31/03/2023	2
1.8	Training WHS Safety Representatives (Inc on ground coaching)	Amanda	30/03/2023	5	50%	🔴	30/03/2023	5/04/2023	5
1.9	Awareness and Training for Managers & Coordinators (split into two groups)	Amanda	23/03/2023	2	0%	🔴	23/03/2023	24/03/2023	2
1.10	Awareness and Training for Supervisors (split into three groups)	Amanda	23/03/2023	2	0%	🔴	23/03/2023	24/03/2023	2
1.11	WHS Noticeboards in Place	Monika	24/02/2023	2	50%	🔴	24/02/2023	25/02/2023	2
1.12	Discussion & agreement on how training & competency will be captured with People & Culture Manager	Jeannine	28/04/2023	3	0%	🔴	28/04/2023	2/05/2023	3
1.13	A Contractor & Procurement dedicated resource sourced	Garry / Stan	6/03/2023	10	0%	🔴	6/03/2023	18/03/2023	10
1.14	Detailed WHS Advisor & WHS Project Officer training on creating Policies and Procedures	Amanda	13/02/2023	2	0%	🔴	13/02/2023	15/02/2023	2
1.15	Agree initial Communication Messages on WHS with WHS Chair and CEO	Jeannine	6/03/2023	1	0%	🔴	6/03/2023	7/03/2023	1
1.16	CEO delivers organisation wide message on WHS, Commitment, Responsibilities and Approach	Jonathan	13/03/2023	1	0%	🔴	13/03/2023	14/03/2023	1
1.17	Initial WHS Committee Meeting - Establishing how it needs to operate, reviewing next steps and agreeing plan	Garry	10/03/2023	3	0%	🔴	10/03/2023	14/03/2023	3
1.18	WHS Project Quarterly Status Report (Quarter 1)	Amanda	10/06/2023	3	0%	⚪	10/06/2023	14/06/2023	3
1.19	WHS Project Quarterly Status Report (Quarter 2)	Amanda	10/09/2023	3	0%	⚪	10/09/2023	14/09/2023	3
1.20	WHS Project Quarterly Status Report (Quarter 3)	Amanda	10/12/2023	3	0%	⚪	10/12/2023	14/12/2023	3
1.21	WHS Project Quarterly Status Report (Quarter 4)	Amanda	3/01/2024	2	0%	⚪	3/01/2024	4/01/2024	2
2	**WHS Strategic Policy**		**16/02/2023**					16/02/2023	17/03/2023	22
2.1	Draft WHS Strategic Policy is reviewed & approved by WHS Chair & CEO	Amanda	16/02/2023	1	100%	🔴	16/02/2023	16/02/2023	1
2.2	CEO Draft placed on WHS notice boards	Monika	20/02/2023	2	100%	🔴	20/02/2023	22/02/2023	2
2.3	Draft submitted to Governance for Council approval	Garry	14/03/2023	1	50%	🔴	14/03/2023	14/03/2023	1
2.4	Council approval process completed	Garry	14/03/2023	1	0%	⚪	14/03/2023	14/03/2023	1
2.5	Council approved version updated on WHS notice boards	Amanda	17/03/2023	1	0%	⚪	17/03/2023	17/03/2023	1
3	**Hazard & Risk Policy & Procedure**					🔴	-	-	-
3.1	Draft the Management Policy & Procedure	Amanda	13/02/2023	10	0%		13/02/2023	25/02/2023	10
3.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	0%		28/02/2023	28/02/2023	1
3.2.1	Out for consultation & gather feedback	WHS Reps	1/03/2023	12	0%		1/03/2023	16/03/2023	12
3.2.2	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	0%		31/03/2023	8/04/2023	7
3.3	Create your roll out Plan	Amanda	3/04/2023	5	0%		3/04/2023	8/04/2023	5
3.3.1	Training & Competency	Amanda	10/04/2023	24	0%		10/04/2023	12/05/2023	24
3.3.2	Organisational wide hazard identification	Amanda	12/05/2023	18	0%		12/05/2023	6/06/2023	18
3.3.3	Activate full Policy & Procedure	Amanda	15/05/2023	2	0%		15/05/2023	17/05/2023	2
3.3.4	Ongoing review to check understanding & Compliance	Amanda	17/05/2023	365	0%		17/05/2023	10/10/2024	365
4	**Incident Reporting & Investigation**					🔴	-	-	-
4.1	Draft the Management Policy & Procedure	Amanda	23/02/2023	7	0%		23/02/2023	3/03/2023	7
4.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	0%		28/02/2023	28/02/2023	1

WBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Work Days
4.3	Out for consultation & gather feedback	WHS Reps	1/03/2023	13	0%		1/03/2023	17/03/2023	13
4.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	0%		31/03/2023	8/04/2023	7
4.5	Create your roll out Plan	Amanda	3/04/2023	5	0%		3/04/2023	8/04/2023	5
4.6	Training & Competency	Amanda	10/04/2023	24	0%		10/04/2023	12/05/2023	24
4.7	Activate full Policy & Procedure	Amanda	15/05/2023	2	0%		15/05/2023	17/05/2023	2
4.8	Ongoing review to check understanding & Compliance	Amanda	17/05/2023	365	0%		17/05/2023	10/10/2024	365
5	**PPE - Personal Protective Equipment**					●	-	-	-
5.1	Draft the Management Policy & Procedure	Monika	13/02/2023	7	0%		13/02/2023	22/02/2023	7
5.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	0%		28/02/2023	28/02/2023	1
5.3	Out for consultation & gather feedback	WHS Reps	3/03/2023	11	0%		3/03/2023	17/03/2023	11
5.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	5	0%		31/03/2023	6/04/2023	5
5.5	Create your roll out Plan	Monika	31/03/2023	7	0%		31/03/2023	8/04/2023	7
5.6	Training & Competency	Monika	7/04/2023	18	0%		7/04/2023	2/05/2023	18
5.7	Activate full Policy & Procedure	Monika	1/05/2023	2	0%		1/05/2023	3/05/2023	2
5.8	Ongoing review to check understanding & Compliance	Amanda	3/05/2023	365	0%		3/05/2023	26/09/2024	365
6	**Competency Identification, Induction, Evaluation &Training**					●	-	-	-
6.1	Draft the Management Policy & Procedure	Amanda	3/04/2023	12	0%		3/04/2023	19/04/2023	12
6.2	Initial review & education with WHS Committee	WHS Committee	28/04/2023	1	0%		28/04/2023	28/04/2023	1
6.3	Out for consultation & gather feedback	WHS Reps	1/05/2023	12	0%		1/05/2023	17/05/2023	12
6.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/05/2023	1	0%		31/05/2023	31/05/2023	1
6.5	Create your roll out Plan	Amanda	1/06/2023	7	0%		1/06/2023	9/06/2023	7
6.6	Training & Competency	Amanda	8/06/2023	17	0%		8/06/2023	30/06/2023	17
6.7	Activate full Policy & Procedure	Amanda	30/06/2023	4	0%		30/06/2023	6/07/2023	4
6.8	Ongoing review to check understanding & Compliance	Amanda	4/07/2023	365	0%		4/07/2023	26/11/2024	365
7	**Asset Safety**					●	-	-	-
7.1	Draft the Management Policy & Procedure	Amanda	1/03/2023	10	0%		1/03/2023	14/03/2023	10
7.2	Initial review & education with WHS Committee	WHS Committee	31/03/2023	1	0%		31/03/2023	31/03/2023	1
7.3	Out for consultation & gather feedback	WHS Reps	3/04/2023	12	0%		3/04/2023	19/04/2023	12
7.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	28/04/2023	7	0%		28/04/2023	6/05/2023	7
7.5	Create your roll out Plan	Amanda	1/05/2023	5	0%		1/05/2023	6/05/2023	5
7.6	Training & Competency	Amanda	8/05/2023	19	0%		8/05/2023	2/06/2023	19
7.7	Activate full Policy & Procedure	Amanda	29/05/2023	2	0%		29/05/2023	31/05/2023	2
7.8	Ongoing review to check understanding & Compliance	Amanda	1/06/2023	365	0%		1/06/2023	25/10/2024	365
8	**Chemicals & Hazardous Substances**					●	-	-	-
8.1	Draft the Management Policy & Procedure	Amanda	14/03/2023	10	0%		14/03/2023	25/03/2023	10
8.2	Initial review & education with WHS Committee	WHS Committee	31/03/2023	1	0%		31/03/2023	31/03/2023	1
8.3	Out for consultation & gather feedback	WHS Reps	3/04/2023	12	0%		3/04/2023	19/04/2023	12
8.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	28/04/2023	7	0%		28/04/2023	6/05/2023	7
8.5	Create your roll out Plan	Amanda	1/05/2023	5	0%		1/05/2023	6/05/2023	5
8.6	Training & Competency	Amanda	8/05/2023	19	0%		8/05/2023	2/06/2023	19
8.7	Activate full Policy & Procedure	Amanda	29/05/2023	2	0%		29/05/2023	31/05/2023	2
8.8	Ongoing review to check understanding & Compliance	Amanda	1/06/2023	365	0%		1/06/2023	25/10/2024	365
9	**Contractors - WHS Procurement, Contracts, Compliance & Monitoring**					●	-	-	-
9.1	Draft the Management Policy & Procedure	Amanda	29/03/2023	10	0%		29/03/2023	11/04/2023	10
9.2	Initial review & education with WHS Committee	WHS Committee	28/04/2023	1	0%		28/04/2023	28/04/2023	1
9.3	Out for consultation & gather feedback	WHS Reps	1/05/2023	12	0%		1/05/2023	17/05/2023	12
9.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/05/2023	7	0%		31/05/2023	8/06/2023	7
9.5	Create your roll out Plan	Amanda	1/06/2023	5	0%		1/06/2023	7/06/2023	5
9.6	Training & Competency	Amanda	8/06/2023	19	0%		8/06/2023	5/07/2023	19

WBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Work Days
9.7	Activate full Policy & Procedure	Amanda	30/06/2023	4	0%		30/06/2023	6/07/2023	4
9.8	Ongoing review to check understanding & Compliance	Amanda	4/07/2023	365	0%		4/07/2023	26/11/2024	365
10	**Visitor Management**					●	-	-	-
10.1	Draft the Management Policy & Procedure	Monika	6/02/2023	10	0%		6/02/2023	18/02/2023	10
10.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	0%		28/02/2023	28/02/2023	1
10.3	Out for consultation & gather feedback	WHS Reps	1/03/2023	13	0%		1/03/2023	17/03/2023	13
10.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	0%		31/03/2023	8/04/2023	7
10.5	Create your roll out Plan	Monika	3/04/2023	5	0%		3/04/2023	8/04/2023	5
10.6	Training & Competency	Monika	7/04/2023	19	0%		7/04/2023	3/05/2023	19
10.7	Activate full Policy & Procedure	Monika	28/04/2023	4	0%		28/04/2023	3/05/2023	4
10.8	Ongoing review to check understanding & Compliance	Amanda	2/05/2023	365	0%		2/05/2023	25/09/2024	365
11	**Health & Well-Being**					●	-	-	-
11.1	Draft the Management Policy & Procedure	Amanda	23/03/2023	10	0%		23/03/2023	5/04/2023	10
11.2	Initial review & education with WHS Committee	WHS Committee	31/03/2023	1	0%		31/03/2023	31/03/2023	1
11.3	Out for consultation & gather feedback	WHS Reps	3/04/2023	12	0%		3/04/2023	19/04/2023	12
11.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	28/04/2023	7	0%		28/04/2023	6/05/2023	7
11.5	Create your roll out Plan	Amanda	1/05/2023	5	0%		1/05/2023	6/05/2023	5
11.6	Training & Competency	Amanda	8/05/2023	19	0%		8/05/2023	2/06/2023	19
11.7	Activate full Policy & Procedure	Amanda	29/05/2023	4	0%		29/05/2023	2/06/2023	4
11.8	Ongoing review to check understanding & Compliance	Amanda	1/06/2023	365	0%		1/06/2023	25/10/2024	365
12	**Working in Isolation**					●	-	-	-
12.1	Draft the Management Policy & Procedure	Monika	13/03/2023	10	0%		13/03/2023	25/03/2023	10
12.2	Initial review & education with WHS Committee	WHS Committee	31/03/2023	1	0%		31/03/2023	31/03/2023	1
12.3	Out for consultation & gather feedback	WHS Reps	3/04/2023	12	0%		3/04/2023	19/04/2023	12
12.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	28/04/2023	7	0%		28/04/2023	6/05/2023	7
12.5	Create your roll out Plan	Monika	1/05/2023	5	0%		1/05/2023	6/05/2023	5
12.6	Training & Competency	Monika	8/05/2023	19	0%		8/05/2023	2/06/2023	19
12.7	Activate full Policy & Procedure	Monika	29/05/2023	4	0%		29/05/2023	2/06/2023	4
12.8	Ongoing review to check understanding & Compliance	Amanda	1/06/2023	365	0%		1/06/2023	25/10/2024	365
13	**Emergency Management**					●	-	-	-
13.1	Draft the Management Policy & Procedure	Amanda	10/06/2023	10	0%		10/06/2023	23/06/2023	10
13.2	Initial review & education with WHS Committee	WHS Committee	28/06/2023	1	0%		28/06/2023	28/06/2023	1
13.3	Out for consultation & gather feedback	WHS Reps	1/07/2023	12	0%		1/07/2023	19/07/2023	12
13.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/07/2023	7	0%		31/07/2023	10/08/2023	7
13.5	Create your roll out Plan	Amanda	1/08/2023	5	0%		1/08/2023	8/08/2023	5
13.6	Training & Competency	Amanda	8/08/2023	19	0%		8/08/2023	1/09/2023	19
13.7	Activate full Policy & Procedure	Amanda	30/08/2023	4	0%		30/08/2023	2/09/2023	4
13.8	Ongoing review to check understanding & Compliance	Amanda	4/09/2023	365	0%		4/09/2023	29/01/2025	365
14	**WHS Governance & Audits**					●	-	-	-
14.1	Draft the Management Policy & Procedure	Amanda	23/01/2023	10	75%		23/01/2023	4/02/2023	10
14.2	Initial review & education with WHS Committee	WHS Committee	19/02/2023	1	0%		19/02/2023	21/02/2023	1
14.3	Out for consultation & gather feedback	WHS Reps	24/02/2023	12	0%		24/02/2023	11/03/2023	12
14.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	15/03/2023	7	0%		15/03/2023	23/03/2023	7
14.5	Create your roll out Plan	Amanda	24/03/2023	5	0%		31/03/2023	6/04/2023	5
14.6	Training & Competency	Amanda	7/04/2023	19	0%		7/04/2023	3/05/2023	19
14.7	Activate full Policy & Procedure	Amanda	2/05/2023	4	0%		2/05/2023	5/05/2023	4
14.8	Ongoing review to check understanding & Compliance	Amanda	5/05/2023	365	0%		5/05/2023	28/09/2024	365
15	**Code of Conduct**					●	-	-	-
15.1	Draft the Management Policy & Procedure	Monika	13/02/2023	10	0%		13/02/2023	25/02/2023	10

WBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Work Days
15.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	0%		28/02/2023	28/02/2023	1
15.3	Out for consultation & gather feedback	WHS Reps	1/03/2023	13	0%		1/03/2023	17/03/2023	13
15.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	0%		31/03/2023	8/04/2023	7
15.5	Create your roll out Plan	Monika	3/04/2023	5	0%		3/04/2023	8/04/2023	5
15.6	Training & Competency	Monika	7/04/2023	19	0%		7/04/2023	3/05/2023	19
15.7	Activate full Policy & Procedure	Monika	28/04/2023	4	0%		28/04/2023	3/05/2023	4
15.8	Ongoing review to check understanding & Compliance	Amanda	2/05/2023	365	0%		2/05/2023	25/09/2024	365
16	**Volunteer Management**					●	-	-	-
16.1	Draft the Management Policy & Procedure	Monika	17/03/2023	11	0%		17/03/2023	31/03/2023	11
16.2	Initial review & education with WHS Committee	WHS Committee	31/03/2023	1	0%		31/03/2023	31/03/2023	1
16.3	Out for consultation & gather feedback	WHS Reps	3/04/2023	13	0%		3/04/2023	20/04/2023	13
16.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	28/04/2023	7	0%		28/04/2023	6/05/2023	7
16.5	Create your roll out Plan	Monika	1/05/2023	5	0%		1/05/2023	6/05/2023	5
16.6	Training & Competency	Monika	8/05/2023	19	0%		8/05/2023	2/06/2023	19
16.7	Activate full Policy & Procedure	Monika	29/05/2023	4	0%		29/05/2023	2/06/2023	4
16.8	Ongoing review to check understanding & Compliance	Amanda	1/06/2023	365	0%		1/06/2023	25/10/2024	365
17	**WHS Targets & Objectives**					●	-	-	-
17.1	Draft the Management Policy & Procedure	Amanda	18/04/2023	7	0%		18/04/2023	26/04/2023	7
17.2	Initial review & education with WHS Committee	WHS Committee	28/04/2023	1	0%		28/04/2023	28/04/2023	1
17.3	Out for consultation & gather feedback	WHS Reps	1/05/2023	13	0%		1/05/2023	18/05/2023	13
17.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/05/2023	7	0%		31/05/2023	8/06/2023	7
17.5	Create your roll out Plan	Amanda	1/06/2023	5	0%		1/06/2023	7/06/2023	5
17.6	Training & Competency	Amanda	8/06/2023	19	0%		8/06/2023	5/07/2023	19
17.7	Activate full Policy & Procedure	Amanda	30/06/2023	4	0%		30/06/2023	6/07/2023	4
17.8	Ongoing review to check understanding & Compliance	Amanda	4/07/2023	365	0%		4/07/2023	26/11/2024	365
18	**Asbestos Management**					●	-	-	-
18.1	Draft the Management Policy & Procedure	Amanda	20/02/2023	8	0%		20/02/2023	2/03/2023	8
18.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	0%		28/02/2023	28/02/2023	1
18.3	Out for consultation & gather feedback	WHS Reps	1/03/2023	13	0%		1/03/2023	17/03/2023	13
18.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	0%		31/03/2023	8/04/2023	7
18.5	Create your roll out Plan	Amanda	3/04/2023	5	0%		3/04/2023	8/04/2023	5
18.6	Training & Competency	Amanda	7/04/2023	19	0%		7/04/2023	3/05/2023	19
18.7	Activate full Policy & Procedure	Amanda	28/04/2023	4	0%		28/04/2023	3/05/2023	4
18.8	Ongoing review to check understanding & Compliance	Amanda	2/05/2023	365	0%		2/05/2023	25/09/2024	365
19	**LGIS**						-	-	-
19.1	Implement a Legislation Register	Monika	20/12/2022		75%		20/12/2022	20/12/2022	1
19.2	Register with Dept of Mines & Worksafe (for updates)	Amanda	1/04/2022		100%		1/04/2022	1/04/2022	1
19.3	Explore options for Safety Management Software System	Amanda	9/09/2022		50%		9/09/2022	9/09/2022	1
19.4	Develop WHS Management Plan - Targets & Objectives 2022/23	Amanda	6/06/2022		100%		6/06/2022	7/06/2022	1
19.5	Review Contractor Management information (ensure it includes/captures WHS information)	Amanda	1/07/2023				1/07/2023	4/07/2023	1
19.6	Creation of electronic forms	Monika	1/05/2023				1/05/2023	2/05/2023	1
19.7	Review Volunteers WHS information & identify gaps/develop & implement remedies	TBA					-	-	-
19.8	Review Purchasing Procedure to ensure risk management (hazard materials control) is included	TBA							
19.9	Review/improve/streamline WHS intranet site	Monika	21/12/2022		75%		21/12/2022	21/12/2022	1
19.10	Survey workers annually about consultation arrangements	Amanda	4/10/2022		100%		4/10/2022	4/10/2022	1
19.11	Ensure results of surveys are discussed and actioned at WHS Committee meetings	Amanda	18/10/2022		100%				

WBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Work Days
19.12	Include risk management induction & confirm information is included on induction checklist	Amanda	16/05/2022		100%		16/05/2022	17/05/2022	1
19.13	WHS included on the Agenda at meetings (included as part of the WHS Management Plan - Targets & Objectives 2022/23)	Amanda	5/05/2022		80%				
19.14	Ensure SWMS are available for all high risk work activities	Amanda	12/11/2021		75%		12/11/2021	12/11/2021	1
19.15	Review SWP / develop documents required for various work areas or activities across the Shire	TBA					-	-	-
19.16	Review all sites' hazardous & chemical substances registers / SDS to ensure currency & compliance	Monika	14/10/2022		50%		14/10/2022	14/10/2022	1
19.17	Review / complete Risk Assessments for identified hazardous & chemical substances	Monika	14/10/2022		50%		14/10/2022	14/10/2022	1
19.18	Review labelling & storage of hazardous & chemical substances	Amanda	5/12/2022		100%				
19.19	Followup action from review of labelling & storage of hazardous & chemical substances	Amanda	2/02/2023		0%				
19.20	Develop a feedback form for workers to complete/submit to the Shire after completing external training	Amanda			100%		-	-	-
19.21	Review/implement document control procedure/process that details provisions for version control that ensures employees are always accessing the most current version of WHS documentation	TBA					-	-	-
19.22	Review where documents & information are filed & stored across service areas & implement a file structure that is consistent & accessible	TBA					-	-	-
19.23	External WHS Audit - undertake tender process	Amanda			100%		-	-	-
19.24	Undertake WHS Audit process	Amanda			100%		-	-	-
19.25	Develop an organisational level matrix that identifies training requirements	Amanda					-	-	-
20	**Worker's Compensation / Injury Management**					●	-	-	-
20.1	Draft the Management Policy & Procedure	Amanda	1/05/2023						
20.2	Initial review & education with WHS Committee	WHS Committee					-	-	-
20.3	Out for consultation & gather feedback	WHS Reps					-	-	-
20.4	Finalise Policy & Procedure & Give Feedback	WHS Committee					-	-	-
20.5	Create your roll out Plan	Amanda					-	-	-
20.6	Training & Competency	Amanda					-	-	-
20.7	Activate full Policy & Procedure	Amanda					-	-	-
20.8	Ongoing review to check understanding & Compliance	Amanda					-	-	-
20.9	Paper to ELT on Notifiable Incidents	Amanda							
20.1	Review online contractor induction	Amanda							
							-	-	-
							-	-	-
							-	-	-

Attachment B: CARRIED FORWARD ACTION ITEMS UP-DATES

Item No.	Topic	Action	Responsible Officer	Completion Timeframe
1.	SWMS - Pools	A SWMS has been identified for Pools	Amanda / Chris Blankley	
2.	OSH program / system business case	Explore a suitable WHS application / system to meet quality management, risk management and WHS Management. **Action:** Amanda to provide a proposal to ELT in 2022.	Amanda	TBA
		Update 12.12.22 myOSH Safety Management System, not cost effective and may not be compliant with new legislation. "Sitedoc" system currently being explored noting that all policies and procedure are required to be in place prior to engaging new system. Seeking additional information from "Sitedoc" for follow-up discussion with Amanda, Garry and Clinton.	Amanda /Garry / Clinton	Next WHS Meeting
3.	Corrective Actions Log	**Update 12.12.22** Still continuing investigation of options for integrated WHS system. Some WHS items are also logged into the CARS system. Amanda to review. **Action:** One register that is accessible to departments is required that has tracking capacity. Included as part of the WHS Audit item. **Action:** Amanda to work with different areas to identify hazards and include in the register.	Amanda	As per WHS Project Plan
4.	Training	Amanda to include as part of the WHS Training and Health Action Plan 2022/23 schedule: - Fire extinguisher training. To arrange a couple of sessions at different locations i.e. Operations and Children Services. - Asbestos Awareness Training (Litmos module). To be undertaken by applicable staff who did not undertake this training in 2021. **Update 14.02.23** Training included in the WHS Training and Health & Wellbeing Action Plan January to June 2023 (**Attachment F**)	Amanda	Complete

Item No.	Topic	Action	Responsible Officer	Completion Timeframe
5.	Safety Bulletin	Create and communicate bulletin relating to summer sun / working safely in hot weather conditions. **Update 14.02.23** Monika completed and distributed the February Safety Bulletin – Fatigue Management. Encourage people to read this information.	Monika	Complete

Attachment C: Hazards Register and Corrective Actions

RESPONSIBLE SERVICE	DATE REPORTED	HAZARD	CORRECTIVE ACTION	DATE COMPLETED
EXISTING HAZARDS				
Infrastructure (Operations, Works)	01.03.22	Lack of fire extinguisher on Bomag Roller.	Raised the matter with Darryn Hunt to action. Reassigned to Operations – workshop can install if requested.	
Infrastructure Services	27.06.22	Workshop Pit - Oil separator not working	Require repairing plumbing system and address of ongoing issue with cleaning of flocon where the emulsion is clogging the plumbing and oil separation systems (Clinton).	
Infrastructure Services	27.06.22	Traffic Safety hazard	Review for Ad Blue refilling location / procedure due in opposite to designated traffic flow (Darryn H). Ongoing – part of Refuelling Station upgrade	
Infrastructure Services	27.06.22	Workshop Signs	Replace / install hearing and eyewear PPE requirement above workbenches. Install emergency contacts sign near first aid kit in office (Kelvin).	Ongoing
Infrastructure Services	27.06.22	Housekeeping Oil Store	Declutter oil store to improve storage of necessary items (Kelvin).	Ongoing – relocate items to Store
Infrastructure Services	27.06.22	First Aid Kit Inspection Record	Implement attachment of inspection and replenishment log for first aid station kits.	
Infrastructure Services	27.06.22	Improve access to equipment - welding shop	Declutter items leaning against walls and shelves - remove unwanted items (Kelvin).	Ongoing
Recreation & Leisure - Bilgoman Pool	04.07.22	Power leads under a work desk	IT / Electrician to sort out. Chris Blankley advised date of completion 15 October 2022.	
Infrastructure Services	14.09.22	Gap in bitumen by concrete slab	Darryn Hunt to organise gap to be filled. Assessed. There is a gap, but it is not a hazard either physically or environmentally. The gap is for easy access to underground infrastructure.	

RESPONSIBLE SERVICE	DATE REPORTED	HAZARD	CORRECTIVE ACTION	DATE COMPLETED
Strategic and Community Services – AFM Library	19.09.22	Loading and transporting crates of items between Libraries. Vehicle not built fit for purpose.	Interim measure. Seatbelts placed around items to secure items. Although potential manual task issue when loading and unloading vehicle. Further discussion to take place around reducing the hazard and risk.	
Strategic and Community Services – AFM Library	19.09.22	The soffit at the back of the Library, (Hall Side) is wet and coming away from the building.	Cars raised. Bruce McLennan to organise repair/s.	
Strategic and Community Services – Boya Community Centre	22.09.22	Retaining Rock Wall – mortar deteriorating and undermining of retaining wall.	Emailed IS Maintenance for repairs, mortar and fixing/removal of loose rock.	
Strategic and Community Services	28.09.22	Lighting.	Lake Leschenaultia – Neil to action. Skylight needs changing. Reassigned to Building Maintenance to inspect.	
Corporate Services	22.12.22	Gas bottle in Administration Building.	High risk. Immediate removal of gas bottle from BBQ located in Atrium. Amanda to action.	
NEW HAZARDS IDENTIFIED				
Strategic and Community Services – Family and Children Services	30.11.22	Unstable chair.	Bolts tightened to stabilize chair.	
Strategic and Community Services – Family and Children Services	02.12.22	Trip hazard, uneven paving rear entrance of building.	Handyman to fix in 2023.	

Attachment D: Workers Compensation and Injury Statistics July 2022 – June 2023

DESCRIPTION	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	2022-23
No. of New Workers' Compensation Claims	1	0	3	1	3		1*						
No. of New Lost-Time Injuries Claims	1	0	2	0	2		1*						
No. of Open Claims (this figure does not include new Workers' Compensation Claims for the month)	3	4	4	6	7								
SUMMARY													
Total Hours Worked – "Outside" Staff	14,006.86	23,051.89	14,358.39	15,779.16	16,930.51	18,007.80	20,249.51						**122,384.12**
Total Hours Worked – "Inside" Staff	10,756.05	16,562.65	11,180.29	10,669.14	11,801.59	11,975.93	11,896.00						**84,841.65**
LESS a/leave & LSL paid in advance/ on termination	826.10	361.55	48.15	42.84	655.51	745.76	789.16						**3,469.07**
Total Hours	**23,936.81**	**39,252.99**	**25,490.53**	**26,405.46**	**28,076.59**	**29,237.97**	**31,356.35**						**203,756.70**
No. of Hours Lost Through Injuries			4.40	157.50	150.00	280.52	331.86						**924.28**
Hours lost as a % of total hours	0.00%	0.00%	0.02%	0.60%	0.53%	0.96%	1.06%						**0.45%**
** No. of Sick Leave Hours	1,458.78	2,034.53	1,574.20	866.60	1,151.97	1,257.68	1,390.70						**9,734.46**
Sick hours paid as a % of total hours	6%	5%	6%	3%	4%	4%	4%						**0.05**
No. of People Paid on Payroll (full-time equivalents)	201.70	207.02	201.24	207.50	222.60	226.08	195.67						**208.83**

N.B. All the information from SUMMARY and below is calculated in pay cycles, not calendar month.

N.B. One claim for January 2023 is pending approval.

Statistics Profile:

Table 1: New Claims for the 2023 Claim Year

Claim Date	Gender	Age	Agency	Body Location	Mechanism	Nature of Injury	LTI
13/01/2023	M	36	Branches and limbs of trees	Knee	Muscular stress while lifting, carrying, or putting down objects	Muscle/tendon strain (non traumatic)	Yes
25/11/2022	M	31	Fertilisers	Lower back	Muscular stress while lifting, carrying, or putting down objects	Back pain, lumbago, and sciatica	No
24/11/2022	F	52	Computers and keyboards	Forearm	Repetitive movement, low muscle loading	Tendinitis	Yes
22/11/2022	M	52	Crates, cartons, boxes, cases etc - plastic	Lower back	Muscular stress while lifting, carrying, or putting down objects	Back pain, lumbago, and sciatica	Yes

- Curently 9 claims have been made for the 2023 Claim Year and one of the claims is pending.
- Three claims were submitted for incidents which occurred in November 2022. Of these November claims:
    - The claim with the nature of the injury tendinitis changed its status from medical only to a lost time injury claim. The 2017 Claim Year was the last time an application for this type of claim was made.
    - Two of the claims from employees who work in Infrastructure Services.
    - Two of these three claims involved the body location of the lower back and occurred within a couple of days of each other. One resulted in a LTI and one did not. Both incidents involved manual tasks.

Attachment E: Accident/Incident Report and Statistics

Type	Date	Description	Reported Injuries	Outstanding Action / Action Taken	Responsible Service
MHPT	03.01.23	Contractor placing pine logs into a sling while unloading logs from a truck. During the activity his right hand third finger got caught underneath the top log.	Finger print area on top section of middle finger was removed	Notifiable incident to WorkSafe (degloving). Investigation and action items to complete, as per the follow-up report.	Infrastructure Services
FAI	13.01.23	Employee was cutting a limb about shoulder height, it dropped and bounced up hitting him.	Groin	Situational awareness.	Infrastructure Services
LTI	13.01.23	Pulling a branch and right knee slipped backwards on loose ground.	Sharp pain in right knee	Sought medical attention four days after the incident.	Infrastructure Services
FAI	17.01.23	Employee was brush cutting on embankment when leg slipped on gum nut and gravel. Slid down onto knee.	Grazed knee	Be aware of potential trip/fall hazards at all times. Walk site before commencing works.	Infrastructure Services
Near Miss	19.01.23	Near miss with vehicle travelling along the Weir Road.		Education.	Infrastructure Services
Property Damage	20.01.23	Reversing out of bridle trail whilst turning corner of truck bumper clipped jarrah totem causing it to dislodge.		Driver to be more aware of his surroundings. Ask for a spotter if required	Infrastructure Services
FAI	23.01.23	Removing signage and dropped the signage on foot.	Bruising		Corporate Services
FAI	24.01.23	Employee inspecting an oval walked under a tree and branch fell and hit the employee on the neck.	Scratch to neck	First aid applied and employee was monitored. Being hazard aware.	Infrastructure Services

Type	Date	Description	Reported Injuries	Outstanding Action / Action Taken	Responsible Service
Property Damage	25.01.23	Reversing truck to hitch up roller trailer and in the process trailer struck the pole.		Check surroundings and engage spotter.	Infrastructure Services
Mechanical Fault	25.01.23	Trailer brakes locked on.		Airlines to be checked to ensure correct connection.	Infrastructure Services
Mechanical Fault	25.01.23	Coupling hose connection to reel stripped thread/failure.		Replace fittings.	Infrastructure Services
FAI	30.01.23	Employee turned and stepped backwards. In the process arm making contact with another employee's jaw.	Sore jaw	Awareness of surroundings.	Corporate Services

Key	
Lost Time Injury (LTI) (Workers' Compensation)	An occurrence that resulted in a fatality, permanent disability or lost time, from work of one day/shift or more following the day of this injury.
Medical Treatment Injury (Workers' Compensation) (MTI)	A work injury requiring treatment by a medical practitioner or nurse which is beyond the scope of occupational first aid
Medical Treatment (MHPT)	An incident that requires medical treatment by a medical practitioner or health professional.
First Aid Injury (FAI):	This is a minor injury requiring first aid treatment
Near Miss:	An unplanned event that has the potential to cause injury, illness or damage or interrupts a process or completion of an activity.
Property Damage:	Damage caused to Shire property.

Accident Incident Statistics Profile – Data from 3rd December 2022 and 30 January 2023

Type of Incident	%
Near Miss	8.34
Property Damage	16.66
Mechanical Fault	16.66
FAI	41.66
Workers' Compensation Related	8.34
Medical Treatment (MHPT)	8.34

- An employee had 5 incidents reported within a short period of time. These incidents included the faulty equipment, property damage and the near miss incident. Further investigation has been actioned.

- The Shire is still experiencing a number of slips, trips and falls. The recommendation is for Shire employee's to undertake the Litmos training module in this area.

Attachment F. WHS Training and Wellbeing Initiatives Up-date

Attachment G: Safety Inspections Table

Safety Representatives to report on when they conducted their last workplace safety inspection, any unresolved issues and the date of their next safety inspection.

WHS SAFETY INSPECTIONS DUE – 2022 & 2023					
	DATE RECEIVED BY WHS ADVISOR				
	Dec 2022	**Mar 2023**	**June 2023**	**Sept 2023**	**Dec 2022**
Administration Centre	*21/11/22*				
Operations Works	*9/12/22*				
Operations Maintenance	*9/12/22*				
Operations Construction	*9/12/22*				
Workshop/Ops Centre/Minor Plant					
Parks & Gardens	*9/12/22*				
Recreation & Leisure (Steve B) - Bilgoman Pool - Mt. Helena Pool - Lake Leschenaultia	*13/12/22* *13/12/22* *07/12/22*				
Community Services (Monika) - Brown Park - Youth Centre - Hub of the Hills - Visitor Centre	*28/11/22* *28/11/22* *28/11/22* *28/11/22*				
Children's Services (Gabrielle)	*30/11/22* *2/12/22* *5/12/22* *8/12/22*				
Health & Community Safety - Dog Pound					
Library& Information Services – - AFM - Boya	*13/12/22* *11/01/22*				