

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 31 May 2012
in the Shirley Humble Room

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Council Representative – Bob Longmore declared the meeting open at 1.05 pm.

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

Attendance

Bob Longmore – Council Representative
Chris Wade – Manager of Infrastructure
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)

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 29 March 2012 have an addition included within item 10.1 Incident Reports.

- o *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. **Where possible alternative mechanical devices should be used to prevent this injury from occurring.***

And then be confirmed as a true and correct record.

CARRIED 6/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Report on SLOSH Meeting held in Donnybrook.

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:

-) Caravan Park Checklist – Nil action required.
-) Marinko Tomas Playground – minor housekeeping issues.
-) Skatepark – Nil action required
-) Depot Checklist -
 - o Lifting Chains – tags out of date. **Chris/Steve**
 - o 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 checklists and incident reports presented be accepted.

CARRIED 6/0

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 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.
2. Waste Management Facilities – The issue surrounding asbestos that has been previously dumped and buried was raised. There have been occasions where due to the minimal record keeping of the past asbestos has been exposed during new works on site. **Vic** has held meetings with the contractor and is confident that the contractor is aware of the danger surrounding this issue. Surveyors have been hired to survey the affected sections of the tip and future works at the site will be kept clear of this surveyed area.

Signage at the tip in relation to asbestos has been indentified as an area that needs improvement. This will be included within the 12/13 maintenance works.

Treated Pine and the removal of this from the tip have been included within the current waste management contract.

EWaste – While this is identified as an area that needs to be addressed, current officer time constraints do not allow for this to be looked at in the near future. It is anticipated that this will be addressed within the long term strategic plan for the waste management facility.

3. Manual Handling/Ergonomic Training – Tracie/Chris – This training was conducted by Health on the Move on the 22 June and was well received by all staff.
4. 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.

CESM/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.

WINFIELD/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 at the last meeting are being addressed when time constraints allow. - Vic
3. Manual Handling/Ergonomic Training – Training completed in June 2012
4. Bushfire Volunteers – That the database and induction sessions be completed as soon as practicable. – **CESM/Chris**

CARRIED 6/0

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

(a) OFFICERS

(b) ELECTED MEMBERS

Nil.

12. GENERAL BUSINESS

Injury Time – Neroli presented the current figures for the shire. These statistics have increased dramatically, however it should be remembered that this is as a direct result of the three small incidents that have occurred within this current financial year. Our injury time in previous years has sat at nil so any lost injury

time was going to impact heavily. This is not to say that we should be complacent.

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

13 September 2012 at 10.00am in the Shirley Humble Room

16. CLOSURE OF MEETING

There being no further business to discuss Council representative –Bob Longmore declared the meeting closed at 2.05 pm.