

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 26th June
in the Council Chambers

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 7 were confirmed by
Council on as a true and accurate record.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Councillor Bob Longmore declared the meeting open at 10:00 am and declared Shea Cullen as a visitor

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

Attendance

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

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

SMITH/LONGMORE

That the Minutes of the Risk Management Advisory Committee held on the 27th February, 2014 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: 3 February 2014

ATTACHMENT: Fire – Caravan Park

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. - Steve
-) Skate park – General housekeeping.
-) Office Checklist – General housekeeping. **Tracie**
-) Depot Checklist – General housekeeping.
-) Incident Report Received – Caravan Park Fire on 08/06/2014.
-) Incident report attached describing facts around the fire.
 - o Outcomes
 - Training on how to respond.
 - No 000 called.
 - Hydrants not adequate.
 - Warden Training – Possibly August.

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.

SMITH / 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: 3 February 2014

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** – The review of Insurances Held by Sub Contractors has been completed.
2. Bushfire Volunteers – This has been removed from the list and made an ongoing operational activity – **Chris/CESM**
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**

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.

LONGMORE/WADE

That the following updates be accepted:

4. Review of Insurances Held by Sub Contractors – **Tracie/Chris** – The review of Insurances Held by Sub Contractors has been completed.
5. Bushfire Volunteers – This has been removed from the list and made an ongoing operational activity – **Chris/CESM**
6. 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**

CARRIED 6/0

AGENDA NUMBER:	10.3
SUBJECT:	Management of Hazardous & Clinical Waste
FILE REFERENCE:	ADM22
AUTHOR:	Tracie Bishop
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	16 June 2013

Attachment 2: Proposed Management of Hazardous & Clinical Waste Procedure

BACKGROUND:

This procedure is designed to ensure that those who work for the Shire of Nannup do so in an environment which, as far as practicable, is free from hazards. This procedure aims to establish guidelines which will help to reduce the risk of diseases staff may become exposed to whilst performing their normal duties.

COMMENT:

A recent incident in which the cleaners were exposed to clinical waste has prompted the need to address this area. While the incident was handled in a mature manner and as a result the exposure was lessened, it does raise concerns that a procedure for this type of exposure is not currently contained within our OHS management system.

In direct response to this issue this procedure has been brought to this committee for consideration.

STATUTORY ENVIRONMENT: None

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: Minor – cost of immunisation and purchase basic equipment

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority

RECOMMENDATION:

SMITH/WADE

That the proposed Management of Hazardous & Clinical Waste Procedure be accepted.

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 3
- 13.2 Contractor Management Procedure – Attachment 4
- 13.3 Contractor Onsite Induction Checklist – Attachment 5
- 13.4 Contractor Management Checklist Major Contracts – Attachment 6
- 13.5 Contractors Safety Induction Program – Attachment 7
- 13.6 Occupational Safety and Health – Legislative Changes And Update – Attachment 8 – No longer required.
- 13.7 Contractor OS&H Obligations – Attachment 9
- 13.8 7.6 Danger Tags – Attachment 10
- 13.9 7.7 Electrical Equipment – Attachment 11
- 13.10 7.8 Hazard Identification & Assessment – reviewed and updated

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

Nil

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

Nil.

16. NEXT MEETING

28 August 2014 at 10:00am

17. CLOSURE OF MEETING

There being no further business to discuss Councillor Bob Longmore declared the meeting closed at 11.00am.