

SHIRE OF HARVEY

WORK SAFETY COMMITTEE MEETING

MINUTES OF THE MEETING OF THE WORK SAFETY COMMITTEE HELD ON, THURSDAY, 2ND MARCH 2016, IN THE COUNCIL CHAMBER, YOUNG STREET, HARVEY COMMENCING AT 3:02P.M.

ATTENDANCE

Executive Manager of Corporate Services	Mr.	S.	Collie
Executive Manager of Technical Services	Mr.	T.	Naudé
Manager Works and Services	Mr.	P.	Kay
Works Supervisor	Mr.	B.	Dack

SAFETY REPRESENTATIVES

Administration	Mr.	H.	Jones	3.14p.m. – 3.50p.m.
Parks and Gardens – Harvey/Depot	Mr.	R.	Burgoyne	
Parks and Gardens – Harvey	Ms.	K.	Thiele	
Parks and Gardens – Australind	Mr.	S.	Bursill	
Leschenault Leisure Centre	Mr.	A.	Morris	
Depot	Mr.	W.	Charchalis	
Drainage	Mr.	B.	Dearden	
Construction/Maintenance	Mr.	C.	Bingham	
Engineering Technical Officer	Mr.	L.	Brown	

AGENDA

1. OPENING AND WELCOME

In the absence of a Presiding Member, Mr. Collie chaired and opened the meeting at 3.02p.m.

2. APOLOGIES

Cr. A. Shortland (Cr. Adams, Deputy to Cr. Shortland, was also unavailable to attend this meeting)
Ms. N. Logan (Regional Risk Coordinator)

3. PUBLIC QUESTION TIME

Nil

4. DECLARATION OF MEMBERS' AND OFFICERS' PERSONAL INTEREST

Nil

SIGNED _____ DATED 1st June 2017.

5. CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the Work Safety Committee meeting held on Thursday, 1st December 2016, are attached hereto.

ATTACHMENT

Recommendation

That the Minutes of the meeting held on Thursday, 1st December 2016, as attached, be confirmed as a true and correct record.

WS-17/001. **Bingham/Naudé**

“That the Minutes of the Work Safety Committee Meeting held on Thursday, 1st December 2016, be confirmed as a true and correct record.”

CARRIED 13-0

Mr. Jones arrived to the meeting at 3.14p.m.

6. REPORTS

Item No. 6.1	
Subject:	Incident/Accident Reports
Proponent:	Various
Location:	Various
Reporting Officer:	Manager of Works and Services
File No:	CCC002

Summary

All incident/accident reports are completed by employees and investigations of these reports are carried out by the Safety Representative and Supervisor.

Background

All incident/accident reports that are made are submitted to the Works Supervisor or Section Manager and a copy is also provided to the Safety Coordinator. The items presented in this report are a summary of the incident/accident reports, rather than producing the four page report on each situation. These items are also presented in a manner to avoid identification of individuals if this is possible. Should any further information be required please contact the Executive Manager Technical Services or Manager Works and Services.

The Works Supervisor and appropriate Safety Representative are required to investigate reports, make comments and submit their completed documents to the Safety Coordinator who then submits the documents to the Works Safety Committee for assessment and appropriate recommendations as necessary.

Comment

The following incident/accident reports have been lodged and followed up since the last Work Safety Committee meeting:

SIGNED _____ DATED 1st June 2017.

No. 333 Parks and Gardens – MowingSupervisor's Comment

Worker was using a ride on mower when a small pile of mowed cuttings was ignited causing a fire. The previous day to the incident, blades on the mower were replaced and were still loose, causing them to heat up under the deck and burn the dry mowed cuttings.

Injury - Nil

Safety Representative's Comment

Employee acted quickly extinguishing the fire. He was instructed to mow dry thick grass in opposite direction to prevent grass build up, and complete regular checks of the mowers blades in the days following a replacement.

Lost Time

Nil.

No. 334 Parks and Gardens – Whipper SnippingSupervisor's Comment

Worker was whipper snipping when a stick flew up under their safety glasses and into their eye.

Injury – Eye irritation

Safety Representative's Comment

All PPE must be used but sometimes it is unavoidable to stop incidents like this from happening.

Lost Time

Nil.

No. 335 Parks and Gardens – MowingSupervisor's Comment

Worker was mowing park area when rock launched out of chute and chipped window on a nearby Triton Ute.

Injury – Nil

Safety Representative's Comment

Mowing verges with the chute facing into the park will avoid this occurring again. All gardeners have been instructed to take extreme care near road verges, footpaths, bus shelters etc.

Lost Time

Nil.

No. 566 Library – ShelvingSupervisor's Comment

Worker was assisting colleague to move a wheeled bay of shelving when she didn't move her foot out of the way quickly enough.

Injury – Bruised right foot and middle toe.

Lost Time

Nil.

Safety Representative's Comment

Communication between the two staff members prior to moving the shelf should be clear, identifying a strategy and confirming both people are aware of the proposed direction. Library should consider enclosed footwear as there has been an increase in foot related injuries.

No. 581 Parks and Gardens – Placing SignsSupervisor's Comment

Worker was placing mowing signs in the ground when the hammer slipped hitting their left hand which was holding the stake.

Injury – Large bruise and swelling on left hand between thumb and forefinger.

Lost Time

Nil.

Safety Representative's Comment

Following work safe procedures the sign was hammered into the ground. This was purely an accident, maybe other sign designs can be looked at especially for hard ground where great force is needed to hammer poles in.

No. 604 Parks and Gardens – Planting SeedlingsSupervisor's Comment

Worker was planting new seedlings at an area on Barnes Avenue, Australind when 4 wheel drive vehicles came through and drove over the seedlings.

Injury – Nil.

Lost Time

Nil.

Safety Representative's Comment

This area is always going to be a problem with 4 wheel drive vehicles. There needs to be more done about this area and until then this will always be a problem.

Safety Coordinator's Comment

The trialling of different options throughout the Shire to prevent access to certain areas is presently a matter being considered.

No. 606 Engineering – Vehicle IncidentSupervisor's Comment

Worker was parking a vehicle in a shed when an overhanging power outlet got caught on the beacon light causing it to come away from the cable, tripping the power on that station.

Injury – Nil.

Lost Time

Nil.

Safety Representative's Comment

An electrician was called out to cut the cords to a higher height.

No. 607 Engineering – Clearing FirebreaksSupervisor's Comment

Worker was clearing fire breaks when the headlight of the vehicle (a grader) was hit by a branch forcing it to smash.

Injury – Nil.

Lost Time

Nil.

Safety Representative's Comment

This is just one of the hazards when grading fire breaks. It is unavoidable.

No. 608 Parks and Gardens – Whipper SnippingSupervisor's Comment

Worker was whipper snipping when a rock flung over and hit a parked vehicle shattering the passenger window.

Injury – Nil.

Lost Time

Nil.

Safety Representative's Comment

Although great care is taken there is the occasional rock or gravel uncovered by whipper snipping in these areas.

No. 622 Administration – Water Damage and MouldSupervisor's Comment

Two offices in the Harvey Administration building were affected by water damaged caused by an overflowing box gutter after a storm event. The carpets were professionally dried before re-occupation of offices.

Concerns were raised that indoor air quality may have been affected due to the dampness of the carpets. A mould and indoor air specialist investigated these potential issues. The indoor air quality within the Harvey Administration building was fine however mould was identified within the carpets and on hard surfaces with the two offices.

A professional contractor specialising in remedial work and cleaning removed the carpets and treated the offices to remove the mould.

The mould and indoor air specialists confirmed that the mould had been removed from these two offices prior to new carpet being installed.

Injury – Nil.

Lost Time

Nil.

Safety Representative's Comment

The carpets were professional dried after the water damage however mould was able to form in the carpets and on other hard surfaces. The cause of the water intrusion leading to the dampness and mould was identified as faulty box gutters which have subsequently been replaced.

Statutory/Policy Environment

Occupational Safety and Health Act 1984, and Occupational Safety and Health Regulations 1996, relate to safety in the workplace.

Budget Implications

Nil.

Strategic Framework

Within the Shire's Strategic Community Plan 2013 - 2023, Strategy 4.3.4 states:

"Monitor and ensure compliance with the regulatory framework for local government business."

Risk Management

The Risk Theme Profile identified as part of this report is ***Inadequate Safety and Security Practices***. The Consequences identified are ***Health and Property***. The noting of accident/incidents is important to improve workplace safety. The Consequence rating associated with the noting of these incidents is considered *Major* (4), and the Likelihood *Rare* (1) giving a Risk Rating of LOW (4).

Officer's Recommendation

That the above reports are noted and the Safety Coordinator be authorised to sign off on these reports.

WS17/002. **Brown/Jones**

"That the Officer's Recommendation be adopted."

CARRIED 13-0

Item No. 6.2

Subject:	Occupational Safety and Health Manual Review
Proponent:	Shire of Harvey
Location:	Shire of Harvey Workplaces
Reporting Officer:	Executive Manager Corporate Services
File No:	CCC002

Summary

The Occupational Safety and Health Manual including all workplace policies for the Shire of Harvey are regularly reviewed to include any new procedures or amendments to existing arrangements. Subject to this review it is recommended that Council adopt the Safety Manual document.

Background

The Policies and Procedures Manual is reviewed on an ongoing basis with a full review undertaken as required. Generally a new Procedure or amendment will prompt the need for the Manual to be reviewed and this ensures that not only legislative obligations are fulfilled, but also the actual workplace situations at the Shire of Harvey are appropriately treated from a safety management point of view.

SIGNED _____ DATED 1st June 2017.

Comment

The Regional Risk Coordinator and Council's Human Resource Coordinator have reviewed the Manual. Their comments were then assessed by the Safety and Health Representatives to ensure the revisions were relevant to the Shire of Harvey situation.

Statutory/Policy Environment

Occupational Safety and Health Act 1984, and Occupational Safety and Health Regulations 1996, relate to safety in the workplace.

Budget Implications

Nil.

Strategic Framework

Within the Shire's Strategic Community Plan 2013 - 2023, Strategy 4.3.4 states:

"Monitor and ensure compliance with the regulatory framework for local government business."

Risk Management

The Risk Theme Profile identified as part of this report is ***Inadequate Safety and Security Practices***. The Consequences identified are ***Health and Property***. The updating of Council's Occupational Safety and Health Manual is paramount to minimising workplace risk at the Shire of Harvey. The Consequence rating associated with the noting of these incidents is considered *Major* (4), and the Likelihood *Rare* (1) giving a Risk Rating of LOW (4).

Officer's Recommendation

That the recommended changes to the Occupational Safety and Health Manual as shown in ***Attachment 1***, be adopted and distributed to all employees.

WS17/003. **Morris/Kay**

"That the Officer's Recommendation be adopted."

CARRIED 13-0

7. GENERAL BUSINESS**7.1 Eyewash and Emergency Shower – Australind Depot**

This matter has been raised prior and the issue appears to be a lack of water pressure. An upgrade to the water connection would be a major undertaking. Eyewash bottles could be an alternative or a water tank/pump. The Manager of Works and Services is to investigate further.

7.2 First Aid Kits

Employees are requested to check these periodically and advise the Works Supervisor if any need replacement or replenishment.

SIGNED _____ DATED 1st June 2017.

7.3 Depot Safety

This matter was raised during the review of the Occupational Health and Safety Manual. Investigation into the installation of a safety/panic button is to occur, given the situation that occurs from time to time when only one staff member is at the premises.

7.4 Traffic Board Safety Procedure

Mr. Brown advised the Committee that a Traffic Board Safety Procedure is currently being developed.

8. NEXT MEETING

The next meeting of the Work Safety Committee is to be held on Thursday, 1st June 2017, commencing at 3.00p.m in the Council Chamber, Harvey.

9. CLOSURE

There being no further business to discuss, the meeting was declared closed at 3.50p.m.