



CSMF Meeting Minutes 14 May 2015 Safe Work Australia

Welcome

Chair

Thank you to our hosts at Safe Work Australia.

Confirmation of Previous Minutes

It was moved and seconded that the Minutes of the previous meeting, 17 March 2015 be confirmed.

Motion carried and Minutes confirmed.

Finance Report

Chair spoke to the finance reports prepared by the Treasurer.

Expenses by supplier report includes payments for catering, rent of virtual office and bank fees / charges.

Cash at bank (as at 30 April 2015): \$44,643.93

Cash at bank per balance sheet: \$44,528.93

Difference of \$115 due to a cheque that had not been presented at the bank, as at 30 April 2015.

An update was provided on the tax matters. Progress has been made with regard to clarifying assessable income by the ATO. The accountants estimate that ~\$19000 in taxes will be paid. The Treasurer reports that there are sufficient funds to cover the amount due.

Finance reports are available upon request from the Secretary (secretary@csmf.net.au)

Other Business

None

Meeting Host Presentations –

Good Work Through Effective Design Principles Project

Speaker provided the CSMF with an overview of the project, which has two broad outcomes - improving the design of:

- structures, plant and substances, and

- work, work processes and systems.

The project is a 3 phase collaborative process, and will develop a set of principles and resources to inform best practice work design.

Government and Policy Making Process

Speaker provided information on the work that Safe Work Australia are doing to assist government (all levels) to incorporate health and safety considerations at the very early stages of policy making. The project is at an early stage; however the activities are aimed at supporting the following outcomes:

- Work health and safety is actively considered in the development, implementation and evaluation of government policy.
- Governments use their investment and purchasing power to improve work health and safety.
- Governments exemplify good work health and safety.

Resources to be made available on the Safe Work Australia website.

How can CSMF members help Safe Work Australia?

If your Agency has been through the process of incorporating WHS at the design stage of government policy development process and have information / case studies that you are willing to share, contact Safe Work Australia (note – information provided will be kept confidential by SWA and will only be used to assist in development of project materials)

2015 Australian Strategy Virtual Seminar Series

Speaker provided an overview of the 2015 Virtual Seminar Series to be held during Safety Month (October).

The Australian Strategy Virtual Seminar Series was a free online event held through October 2014 showcasing the latest thinking, developments and research in work health and safety.

The series featured panel discussions, video presentations, reports and infographics from work health and safety experts, regulators, business leaders and academics.

In 2015 there will be 2 live panels and 2 pre-recorded sessions. SWA extend an invite to interested CSMF members to attend as audience members during the recording of the session.

The first session will feature the Director of Meteorology (CEO) and Deputy Director – Corporate (COO) discussing how the Bureau of Meteorology influences WHS in its supply chain. This session will be recorded on 22nd June; CSMF will provide further advice about location and time.

For more information and updates about the 2015 Virtual Seminar Series, or any of the Safe Work Australia news and initiatives, [subscribe](#) to the SWA news service.

Guest Presenter – Balanced Ergonomics

Benefits of Sit Stand Workstations – research paper review

Speaker conducted a review of published scientific studies which have focussed on the health risks of prolonged sitting/ inactivity and/or the benefits of sit-stand desks in the workplace.

Speaker shared some thought provoking data and statistics on the associated health effects of prolonged sitting and highlighted that there is a lack of conclusive evidence to establish that prolonged periods of sitting decreases life expectancy or increases health risks. More longitudinal studies are required in order to make a conclusive link between alternating from sitting to standing and health benefits. An outline of the measures to be considered in future sit stand research was also provided.

A whitepaper has been prepared and will be circulated to the CSMF.

Guest Presenter –Comcare Audit and Authorisation Unit

Federal Agency WHSMS Audit Program

Speaker provided the CSMF with an overview of the program and acknowledged that often Federal Agencies were doing a great job managing day to day WHS however did not have the systems in place to support ongoing management.

The key purpose of the Federal Agency audit program is to assist Agencies to progress their existing WHSMS. After the initial assessment (25 criteria derived from the National Self Insurance Audit Tool (NAT)) a corrective action plan is required to be developed by the Agency to address areas of non-conformance, and the Authorisation and Audit Unit will work with the Agency and assist them to work through the corrective actions and update their systems.

Comcare uses the results of the initial assessment to determine the level of follow up audit to be undertaken at the Agency (basic, intermediate or advanced) approximately 12 months after initial assessment.

The process involves:

1. Engagement with the Agency senior manager by Comcare (with ample notice of intention to audit)
2. Audit and Authorisation Unit contacts Agency WHS Manager
3. Initial assessment audit – 2 days (25 criteria)
4. Corrective action plan
5. Follow up audit (basic, intermediate or advanced)

The complete National Self Insurance Audit Tool is available from the [Comcare](#) and [Safety Rehabilitation Compensation Commission](#) websites.

Bureau of Meteorology Audit Experience

Speaker provided the CSMF a summary of the Bureau of Meteorology's experience of the initial assessment audit completed on 29th and 30th April 2015.

Speaker advised the CSMF that generally speaking it is highly valuable to subject the WHSMS to an audit as it gives the Agency a better idea about how WHSMS development is tracking and any opportunities for improvement.

Engagement and interaction with Comcare auditors was positive; both were relaxed, flexible and provided timely feedback as the assessment progressed.

Speaker reinforced the amount of time required to prepare for the assessment, which is significant, and provided a few tips for gathering the required evidence.

General Business

Member –

Advised CSMF members of a presentation in Fishwick on Monday 18th May by Allan Hedge - "Who pays for the economics of ergonomics?"

Meeting Closed: 11.30am

Next Meeting:

July 2015, Air Services Australia (tentative), Canberra.

Further details to be advised.