



CSMF Meeting Minutes
03 March 2016
Department of Infrastructure and Regional Development
Infrastructure House
111 Alinga Street, Canberra City

Welcome

Yvette Mueller, Chair.

Welcomed members to first meeting of 2016.

Thanked hosts Department of Infrastructure and Regional Development; especially Carol Wigg and her team, and provided an overview of the meeting's agenda.

Attendees

Yvette Mueller (Chair), Sandra Fisher (Executive), Christine Hyslop, T Devine, Amanda Day, Paul Waddell, Clare Sorensen, Carol Wigg, Amanda Hayes, Belinda Allan, Glenn Woodward, Trish Donoghue, Karen Baldwin, Tim Reddan, Kaylene Pickering, Judy Buckham, Carly Philip, Michael Markut, Wayne Kramp, Steve Ruter, Denis Wilson, Elise Bailey, Richard Dawson, Michael Haby, Brea Richardson

Teleconference: Sue Kodila-Jones (Secretary), Stephen Gardner, Jenny Bodell

Apologies

John Smith (Treasurer), Patricia Mann, Kristin Tinker, Greg Seberry (Executive), Anthony Wickens, John Robson, Rachel Graf, Helen Franz, Peter Kavanagh

Confirmation of Minutes from Previous Meeting

Moved by Judy Buckham and seconded by Christine Hyslop that the Minutes of the previous meeting, 29 September 2015, be confirmed.

Motion carried and minutes confirmed.

Finance Report

Yvette Mueller, Chair, spoke to the finance reports provided by John Smith, Treasurer.

As at 3rd February 2016:

- Cash at bank per balance sheet - \$35,245
- Total income (financial YTD) - \$24,646
 - Membership fees
 - Conference sponsorship and registration fees
- Total expenditure (financial YTD) - \$29,689

- Conference expenses - \$17,189
- Resolution of tax issues

Treasurer has recommended to the Executive that membership fees are increased in 2016 (fees have not increased since 2002).

Executive are currently assessing a proposal to increase fees by 50%. An increase will also be applied to conference sponsorship and registration.

Overall expenses have increased, especially in relation to governance costs (audit, taxation and insurance), web services and software license fees.

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

Host Agency Presentation – Carol Wigg, A/g Director Work Health and Safety, Recruitment and Diversity; Department of Infrastructure and Regional Development

Work Health and Safety Month at the Department of Infrastructure and Regional Development

The CSMF were provided with an overview of the 2015 Work, Health and Safety Month activities held at the Department of infrastructure and Regional Development.

Each year the team have been building on the program to provide more engagement with staff and involvement of Regional sites. This has included more interactive activities / presentations in addition to the online promotions and use of SWA materials.

A number of useful tips were shared:

- Make use of free resources available from organisations such as SWA, Beyondblue, Black Dog, Heart Foundation and Sanitarium
- EAP provider can usually offer a suite of presentations
- Initiatives can be delivered with minimal cost

The presentation slides have been attached to email with minutes

Presentation – Richard Dawson, Assistant Director, Regulatory Campaigns and Data; Comcare

Preparedness & Impacts of the Globally Harmonised System for Labelling and Classification of Chemicals

GHS is a framework that overlays chemical management in the WHS management system and points of note include:

- Federal jurisdiction – The GHS won't be universally applied across Australia; States and Territories can overlay their own requirements
- MSDS transfer to SDS. SDS now incorporate GHS specific requirements, however has similar headings and sections as MSDS previously; not dramatic change
- Labelling is an important feature of GHS
- 5 year transitional period till 1 January 2017

- Heads of Workplace Safety Group (national group) – meeting of all regulators, where Comcare have led the discussion re implementation of GHS
- A case study paper has been developed by Comcare discussing a number of operational issues and solutions in the implementation of GHS
- If manufacturer goes out of business, by having a list of the constituents can look for similar products that mirror ingredients – provide generic SDS
- Need to consider inventory in stock which can be supplied up till 31st December 2016 and then be noncompliant with GHS on 1st January 2017
- Victorian suppliers may not be GHS compliant – blended arrangement
- Dangerous Goods Code will work in tangent with GHS
- WHS regulations specify version 3 of the GHS will be mandatory as at 1st January 2017. Internationally, version 6 has been released however Australia has unique precautionary comments
- There is a SWA representative on the national group;

Resources to assist PCBUs:

On Comcare website:

- Labelling of Workplace Hazardous Chemicals requirements under the GHS
- Purpose of Safety Data Sheets (SDS)
- Advice for duty holders under the WHS Act on implementing the GHS
- Are you GHS ready? A3 poster on essential features of the GHS
- A 12 minute video (animation) will be available (on website) in the near future (flagship product)

http://www.comcare.gov.au/preventing/hazards/chemical_hazards/globally_harmonised_system_of_classification_and_labelling_of_chemicals_ghs

Richard is more than happy to be contacted with any queries:

Dawson.richard@comcare.gov.au

Comcare WHS Forum Program (Michael Hebe)

The national program is being finalised and expect to announce dates by end of March.

The agenda will include: sessions on GHS, Route cause analysis and Incident reporting notification (scenario based application).

Presentation – Sandra Fisher, SRC Solutions

WHS Management System and Rehabilitation Management System Audits

The presentation (attached) provided an overview of the following:

- Why conduct an audit
- The audit process including preparation, the audit itself and finalisation
- Approximate audit timeframes
- WHS Management System audit tools, elements / criteria
- Common gaps found in WHS management systems
- Rehabilitation Management Systems audit tools, elements / criteria

- Common gaps found in Rehabilitation Management Systems
- Hints on preparing for an audit

Two handouts are also attached which provide more details about each type of audit.

General Business

Chair formally thanked Susan Allen for being Executive member and chair of CSMF forum. She has been instrumental in bringing the forum to its current state of governance.

Chair also thanked Sue Kodila-Jones who has been co-opted to the role of Secretary.

There is still a vacancy on the Executive committee and it would be great to get another member to represent the interests of the forum.

Meeting Closed 11.35 am

Next Meeting

4th May 2016 – Robson Environmental