



MEETING MINUTES

CSMF Wednesday 4 July 2012

Pilgrim House

Introduction

Peter Clancy, ABC National WHS Advisor and CSMF Executive Member opened the meeting and welcomed all those in attendance.

Note that this meeting was proudly sponsored by Austrade.

Attendees

There were 39 members in attendance.

Apologies

Apologies received from: Greg Sebery, Sonia Jackson, Masitah Marzuki, Angela Smith, Vida Roberts, Vickie Gouvoussis, Miranda Bruyn, Mikey Pettett.

Confirmation of previous minutes

The minutes of the last meeting were confirmed and are available on the internet.

Finance report

John Smith tabled the current financials. John is still sorting out banking issues. The new equipment that was approved for purchase at the last meeting has been purchased and is in use this meeting. A virtual office has been established and is managed by Regus. The website is being updated and there will be a members portal in the future. The CSMF currently has a healthy balance sheet.

Correspondence

None.

Guest Speaker: Nathan Lester, FaHCSIA, An approach to intergrating WHS into an organisation

Everyone got the opportunity to meet Fergus and how he has helped to promote the WHS Act into FaHCSIA. This was about capturing the audience, empowering the team, being unique, fun and something that stands out with a light hearted approach to a serious topic. There was a 33% attendance rate at the face to face presentations, lots of hits on the intranet and a road trip and use of video conferencing when it wasn't possible to reach all locations. The program was targets on time and on budget. The take home message: health and safety doesn't have to be boring, be creative.

Guest Speaker: Anthony Roberts, Health and Safety project manager, Austrade, developing best practice model for electrical contractor safety

This presentation was as a result of an enforceable undertaking on electrical safety.

- The issue with electricity is that it is not easily seen but can have devastating effects.
- The key messages – “no live work” and “test before you touch”.
- Test and isolate and do this continually through out the work.
- For any electrical contractor – review the SWMS and make sure you check and make sure that the contractor is complying with the SWMS.
- As the contractor = worker you need to have an active interest in the contractor and what they do
- Test and tag = keep it in date
- An area of concern – overseas operations and electrical safety
- A committee of interested health and safety and industry experts will drive the development of a safety management system on electrical safety. This will have a site on Govdex. More will follow.

Guest Speaker: Jim Nolan and Julie Lucas, Comcare, - incident notification – issues and discussion

- The incident notification guide has been updated and is available on the website
- Note that there are penalties for not notifying
- Discussion on the term serious injury or illness – does not mean attending Accident & Emergency – must be in hospital or have immediate treatment or if exposed to a substance medical treatment by a GP within 48hrs
- If you are unsure – ring Comcare and work through the scenario but if in doubt = notify
- Need to consider who and how to notify within a PCBU or between joint PCBUs or across other state/territory/commonwealth where there are dual responsibilities
- First step – phone it through and then follow up with the paperwork. That way if needed the site can be preserved
- Death of any person = notifiable
- Immediate – there is no specific time frame and this applies to incidents that occur outside of Australia as well.
- Bullying and harassment no longer meet the requirements for notification unless there is some form of treatment as an inpatient
- The term loss of function has been explained in the new guidelines. It excludes strains and sprains and fractures

Next meeting: 26 September 2012

Meeting closed 12 noon