

Peak Safety Steering Group (PSSG) Meeting Minutes – 17th July 2016



Date & Time:	Thursday, 17 th July 2016; 10:30am-12:05pm
Location:	Grose Meeting Room
Chair :	Robert Greenwood (RG) General Manager
Attendees:	Kirrilly Twomey (KT) Acting Director, CS
	Chris Brogan (CB) Acting Director, D&CS
	Grant McKay (GMC) Manager, Governance & Risk, P&S
	Neil Farquharson (NF) Acting Group Manager, IP&F
	Rick Harris (RH) Manager, Environment & Culture, C&CO
	Stuart Liddell (SL) Group Manager , P&S
	John Hargreaves (JH) Program Leader Business Improvement
	Trevor Anderson (TA) Program Leader, Safety
Apologies:	Michael Shellshear (MS) Team Leader, Safety Improvement Project
	Lee Morgan Director, D&CS

#	Item	Minutes	ACTIONS			
			Action Required	Due Date	Who	Action Status
1	Introduction	<p>RG opened this first meeting, welcoming and thanking all members for attending. He spoke about the movement towards safety improvement at BMCC from initial ERM review conducted by Westpool to the most recent review conducted by Willis. These reviews have demonstrated a number of gaps. This was expected and led to greater resources being diverted towards safety which has allowed the Safety Improvement Project to proceed. Robert made it very clear that he gives his backing and support to the PSSG; that this group will be fundamental to ensuring the improvement of safety at BMCC.</p> <p><u>Comments:</u> (NF) Safety is a cultural thing as well. (SL) PSSG will help to step change Safety; Safety Leadership is fundamental. (RH) Sends a strong message across the organisation. (TA) This is a next version of what we've been working on. Enforcement is what it is about.</p>				
2	PSSG Charter	The committee took some time to fully review the PSSG Charter document. RG	Update Charter and	22/7	MS	

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#	Item	Minutes	ACTIONS			
			Action Required	Due Date	Who	Action Status
	Purpose		distribute to PSSG members			
2.1	PSSG Charter Responsibilities	<p>suggested that the review was mainly to ensure that we don't miss any key message or responsibilities. Include staff and residents within the purpose of the document. Also need to add a vision statement for Safety.</p> <p>(RG) document needs to reflect positive frame as well as the bad news. PSSG will be responsible for targeting spending around safety. Want to mention proactive spending within a positive frame. (SL) could be stronger on oversight and leadership.</p> <p>(RH) Acknowledge or reward success. (TA) suggested 80/20 with 20% being positives, rewards, celebrations. (SL) add communication with business as one of the responsibilities.</p>				
2.2	PSSG Charter Membership	<p>(SL) suggested that a City Services Manager should also be on the PSSG as City Services is the largest area and highest risk. The PSSG agreed that a City Services Manager should come onto PSSG. (KT) suggested that Mark Bruhn would be ideally suited to fill this role at the current time.</p> <p>It was noted that the Chair of the BMCC HSC would also be an addition at future meetings.</p>	Mark Bruhn to be invited onto next PSSG	21/7	KT	
2.3	PSSG Charter Meeting Procedure	<p>(GMC) asked about the decision making process, specifically consensus. (RG) happy to leave as is. (SL) suggested amend to in extraordinary circumstances where PSSG could not reach consensus then the issue would move to ELT for final decision.</p> <p>(RG) made point that PSSG should also involve consideration of new initiatives. (GMC) PSSG will evolve over a period of time.</p>				
2.4	PSSG Charter Risk Assessment	<p>(SL) suggested that a standing agenda item would be looking at moving from lag indicators to lead indicators. (TA) stated: That's what the project was looking to do. (SL) key activities focus for SMS to be captured by lead indicators.</p>				
2.5	PSSG Charter Agenda Framework	<p>(GMC) asked what PSSG position is on delegates sending "stand-ins" to meeting if they can't attend. (RG) Expectation is of high level attendance. (SL) Quorum must be a majority of core members of PSSG. Delegates should attend PSSG by exception. (TA) asked whether from time to time people could attend the meeting as observers. (SL) concerned that the meeting will devolve to all delegates because core members are too busy. (RG) Majority core members or no meeting. (SL) the "position" is required to attend. Not desirable to have "acting-directors" attending in place of directors except where a director is on leave, or where the role is in transition. (RG) Position or person acting in position must attend PSSG. No alternates. (JH) What frequency of meetings? (SL) has to be monthly.</p>	RG- Position or person acting in position must attend PSSG. No alternates.			

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		Minutes		ACTIONS		
				Action Required	Due Date	Who
3	Safety Improvement project	<p>JH tabled a Safety Improvement Project Report and spoke to it, covering past, current and future activities; summary points were:</p> <ul style="list-style-type: none"> • Implementation is in three phase <ul style="list-style-type: none"> ○ Phase 1 – Compliance (by end December 2016) ○ Phase 2 – Benchmarking (by end June 2017) ○ Phase 3 – Integrated Risk Management (by end December 2018) • Eight focus areas: <ul style="list-style-type: none"> ○ Planning Phase 1 ○ Safety Leadership (due diligence) ○ Consultation (worker engagement) ○ Risk Management (duty of care) ○ Incident Investigation & Reporting ○ Compliance Gap Analysis ○ Planning – Phase 2 • Current activity focused on: <ul style="list-style-type: none"> ○ As-Is analysis of Safety by branch ○ Consultation by branch ○ Risk Management (duty of care) <p>Meetings to be held with 23 branch managers; targeted for completion by end July. It was agreed that meetings best done individually to start. PSSG members happy to support the arrangement of these meetings.</p> <p><u>Consultation</u> Consultation is a key deliverable from meetings with managers. Formal consultation as defined by the WHS Act 2011 to be in place across BMCC by end of September 2016. (SL) we should go further than the Act. Also, where there is 'excessive' interest, that interest should be encouraged and channelled.</p> <p>Various arrangements – HSRs, Committees, and Tool Box Talks – are possible; with managers to take responsibility to determine what best works while consulting with workers; the Safety Team and Safety Project to assist/guide managers in this activity.</p> <p>Current committees exist at South Street, Springwood Leisure Centre and a Central</p>	<p>1. Send available times to meet to directors/ group managers</p> <p>2. Set-up meetings with branch managers</p>	<p>14/7</p> <p>15/7</p>	<p>JH</p> <p>JH</p>	<p>Complete</p> <p>Underway</p>

Peak Safety Steering Group (PSSG) Meeting

Minutes – 17th July 2016

#	Item	Minutes	ACTIONS			
			Action Required	Due Date	Who	Action Status
		<p>Committee at Katoomba HQ. (TA) advised that the existing committees are supposed to meet quarterly; the chair of the Central Committee is Yvonne Kingdom.</p> <p>Risk Management (JH) stated that the Safety Project will be doing an “As-is” stock take from each manager to determine how they are currently doing risk management; process workflows and forms used. (SL) mentioned “SmartForms” – a project being undertaken by IT – using K2 software on SharePoint should be considered. (GMC) advised that although the project will be a pilot for the SmartForms software, it is behavioural change that will be the major contributor to success of the project.</p> <p>Compliance Gap Analysis (GMC) summarised the outcome of Phase 1 of the project to be “... a strong robust fit-for-purpose Safety Management System by Dec 2016.” (NF) asked the question: “Will compliance gap analysis audit feed into budget cycle or decision cycle?” (RG) commented that it will eventually as it evolves. (SL) added: targeting behavioural and cultural change more than purchasing at this point.</p> <p>(TA) presented a document showing current reporting of incidents. (SL) commented that all were ‘lag’ measures with a number of investigations not completed. (TA) responded with: the project will provide lead figures, evolving these during the compliance phase. Options of which figures will be useful for the PSSG will be presented for discussion at the next meeting. (GMC) added that: we will not provide the PSSG with a document of raw figures; rather, our aim is to fashion the data through analysis into trends so the PSSG can make decisions where required; based on sound information.</p>				
4.	Reporting current vs future		Safety team to provide input on lead indicators for next meeting	12/8	TA	
5	General Business	<p><u>Minutes</u> It was agreed that future minutes will be taken by some form of executive support.</p> <p><u>Communication to the business</u> Email from the chair to relay timely message to the business about PSSG initial meeting having taken place – brief outcome only to be include.</p> <p>Ongoing communications to the business to be via Teambrief. The issue of timeliness</p>	1. Organise support for minutes 2. Draft “all staff” email for RG; RG to send	18/8 15/7 then then 18/7	GMc/ SL JH then RG	

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#	Item	Minutes	ACTIONS			
			Action Required	Due Date	Who	Action Status
		of messages via Teambrief was raised and it was agreed that the PSSG meeting schedule should be rearranged to occur in Week 3 of the month so that a summary of outcomes of these meetings can be reported via Teambrief.	4. Organise for rescheduling of future PSSG meetings to coordinate with Teambrief.	29/7	SL/ RG	
6	Meeting Closure	Meeting closed at 12:05 pm				

Outstanding Actions Arising from previous PSSG meetings

Mtg Date	Item	Action / Issues to Note	Due Date	Person	Action Status
dd/mm/yy					
dd/mm/yy					

Next Meeting of PSSG

Date: To be determined

Time:

Location:

Minutes

Date & Time:	Thursday, 18 August 2016 @ 2:00pm
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group
Present:	Stuart Liddell, Lee Morgan, Kirrilly Twomey, Mark Bruhn, Grant McKay, John Hargreaves, Trevor Anderson, Neil Farquharson, Rick Harris, Louise Daley (minutes)
Apologies:	Nil
Confirmation of Previous Minutes:	Minutes of the previous meeting were confirmed
TRIM reference:	F10310 - 16/179406

Business arising from the Previous Minutes

Nil

Items for discussion

	Item	Discussion
1	Reports:	
	1.1 Safety Improvement Project Report	<p>John ran through the report and provided a summary of the main outcomes from meetings held with Managers over the last 4 weeks.</p> <p>The report also outlined that safety meetings are not being documented or only taking place following an injury. Following a lengthy discussion, it was noted that meetings need to have minutes taken. Toolbox talks need to be practical and systematic and the Teambrief trigger indicates that a further, in-depth conversation should be taken at time of Teambrief presentation. All meetings should have a standing safety agenda item. Further meetings with each Group / Directorate to determine how meetings will be conducted.</p> <p>Council has recently purchased K2 SmartForm software and are currently in consultation with IS to get it up and running.</p> <p>It was discussed that there is a need change to culture in regards to near misses and make it about looking out for each other and enforce the importance of recording near misses.</p>
	1.2 BMCC Executive Safety Report	<p>Trevor ran through the draft report. Report is still in developmental stage and a number of changes were noted and to be made.</p> <p>Targets will need setting with Directors / Managers input to assist with results in the report.</p> <p>Description of terms:</p> <p>Lead indicators are looking at what Council is</p>

		doing in regards to safety <i>before</i> an incident while Lag indicators are looking at an issue <i>after</i> an incident has happened.
	1.3 Report from Health & Safety Committee Chair	Person not yet elected. Details will be available at October meeting.
2	Assurance:	
	2.1 Corporate Centre Oversight – reports from time to time	N/A
	2.2 Other significant safety related assurance activities in the enterprise	Nil Report / standing item.
3	Legislative Change:	
	3.1 Current issues in WHS legislation, new standards or trends	<p>Trevor ran through the recent Safety Alerts / Warnings received from SafeWork NSW. These included:</p> <ul style="list-style-type: none"> • Working with Hot Oils • Guards & Discs on Angle Grinders • Ladder Safety Warning • Asbestos in Vehicles <p>It was discussed how this would be communicated to the organisation and it was advised that relevant items would be emailed to the relevant section only. This would then act as a trigger for a discussion amongst group.</p> <p>Further discussion around communicating item to be undertaken.</p>
4	General Business	Lee raised an issue of what PSSG is doing with the Manager's perceived safety concerns, in particular, stress. Further information will be supplied at next meeting.
5	Meeting Close	The meeting closed at 3:35pm.
6	Next Meeting	TBA



Meeting Outcomes

Date & Time:	TBA
Location:	TBA
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group
Present:	
Apologies:	
TRIM reference:	F10310 - 16/???

Items for Action

Item	Executive	Safety	Action	Officer	Due date	Comments
1	BMCC Report	Safety	Further changes to be made to format. Meetings with Directors / Managers to be arranged for setting of targets.	Trevor Anderson John Hargreaves	Next meeting	
2	Health & Safety Committee Representative		To be elected	John Hargreaves	October meeting	
3	Safety Improvement Project: Manager's perceived safety concerns, in particular, stress.		Further information to be supplied.	John Hargreaves / Trevor Anderson	Next meeting	
4	Peak Safety Steering Group Charter		For perusal and comment.	John Hargreaves	Next meeting	

Next Meeting

Date & Time:	
Location:	
Chairperson:	

Minutes

Date & Time:	Friday, 21 October 2016 @ 9:30am
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Stuart Liddell, Lee Morgan, Kirrilly Twomey, Mark Bruhn, Grant McKay, Mark Mulligan, Trevor Anderson, Hailie Ryzak, David Flintoff, Louise Daley (minutes)
Apologies:	John Hargreaves
Confirmation of Previous Minutes / Outcomes:	Minutes / Outcomes of the previous meeting were confirmed.
TRIM reference:	F10310 - 16/219047

Business arising from the Previous Minutes

Nil.

Items for discussion

	Item	Discussion
1	Outcomes from Previous Meetings	
	1.1 Health & Safety Committee Representatives	Nominations have closed at the Depots with Katoomba Depot receiving 6 nominations and Springwood Depot receiving 2 nominations. HQ nominations are open until Friday, 4 November 2016. Trevor has arranged training for the HSR for November.
	1.2 General Business – safety concern over Stress related issues	Trevor advised that he has spoken with Alliance and another external rehab provider who will supply specific training in stress related issues. <i>Item to continue to remain on item for follow up at next meeting.</i>
2	Safety Statistics and Incident Investigation	
	2.1 Lead Safety Indicators	Mark M advised that the format has changed and that the data is starting to come through. Relevant tools to capture the information have been uploaded onto the Intranet and training for managers & supervisor will be supplied to ensure that correct information is supplied and reported. Lee Morgan suggested putting an 'as at' date on the report. Mark Mulligan advised that the data was related to last month's data. Kirrilly advised that the Intranet links worked
	2.2 Lost Time Injuries (LTI) & Medically Treated Injuries (MTI)	Trevor gave an overview of the report and advised that more information is now being supplied in regards to LTIs. Trevor advised that Council has had 3 needle stick injuries lately which has resulted in Workers Compensation claims. One injury was to a contractor. He advised that he has spoken with the areas concerned and supplied guidelines on how to handle sharps, etc. He advised that Council has equipment available for handling sharps, ie. tongs,

		etc.
	2.1 Worker Comp Statistics	Trevor gave an overview of the report outlining how the reporting year works. He also advised that he would change BMCS to SD following the end of October as he was keeping the data consistent.
	2.2 Safety Alerts	Trevor gave an overview of the report outlining how the reporting year works. He also advised that he would change BMCS to SD following the end of October as he was keeping the data consistent.
3	Reports	
	3.1 Safety Improvement Project	Mark M ran through the report, advising that phase 1 will be delivered in accordance with the plan and phase 2 activities have been locked in. Mark noted that it is a good, achievable plan and but is dependent on the commitment from ELT and branch managers.
	3.2 Report from Health & Safety Committee Chair/s	N/A
4	Assurance	Grant advised that assurance is broken up into 2 levels with the majority of work being done within the business and arrangements are in place ensuring that things are being done. Planning for Phase 2 arrangements are currently underway.
5	Safety Management Systems Documentation	
	a) Documents submitted for review	Mark M advised that documents have been updated with the new consultative arrangement with the most significant change being made to the Charter.
	b) Documents approved and published	Nothing to report but Mark M advised that this will become 5a at next meeting, which will be the review of the above documents reviewed at today's meeting.
6	Legislative Change and Safety Alerts	Trevor advised that there has been no legislative changes for NSW. The only safety alert (ie. the crush injury) had already been discussed.
7	Communication	
	8.1 Communication to staff arising from PSSG Meeting	Stuart advised that a pre-determined meeting will be arranged to discuss PSSG outcomes item for inclusion in Teambrief prior to ELT discussion.
8	General Business	It was discussed that the PSSG meeting for December be moved forward a week to 9 December 2016. January 2017 meeting to be cancelled. Carolyn Arthur to arrange.
9	Next Meeting	18 November 2016 @ 9:30am.
10	Meeting Close	The meeting closed at 10.25am.



Meeting Outcomes

Date & Time:	21 October 2016
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Stuart Liddell, Lee Morgan, Kiriilly Twomey, Mark Bruhn, Grant McKay, Mark Mulligan, Trevor Anderson, Hailie Ryzak, David Flintoff, Louise Daley (minutes)
Apologies:	John Hargreaves
TRIM reference:	F 10310 - 16/219047

Items for Action

Item	Action	Officer	Due date	Comments
1	General Business – Safety concerns	Trevor Anderson	18/11/16	
	21/10 - Trevor advised that he has spoken with Alliance and another external rehab provider who will supply specific training in stress related issues. Item to continue to remain on item for follow up at next meeting.			
	18/8 - Lee raised an issue of what PSSG is doing with the Manager's perceived safety concerns, in particular, stress. Further information will be supplied at next meeting.			
2	Health & Safety Committee Representative	John Hargreaves	October meeting	
	To be elected			

3	Safety Improvement Project: Manager's perceived safety concerns, in particular, stress.	Further information to be supplied.	John Hargreaves / Trevor Anderson	Next meeting
4	Peak Safety Steering Group Charter	For perusal and comment.	John Hargreaves	Next meeting

Next Meeting

Date & Time:	18 November 2016 at 9:30am
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood

Minutes

Date & Time:	Friday, 9 December 2016 @ 2:00pm
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Stuart Liddell, Grant McKay, Mark Mulligan, Mark Bruhn, Rick Harris, Yvonne Kingdom, Trevor Anderson, George Balyck, Will Langevad, Louise Daley (minutes)
Apologies:	
TRIM reference:	F10310 – 17/8511

	Item	Outcome
1	Confirmation of Previous Minutes / Outcomes	Minutes / Outcomes of the previous meeting were confirmed.
2	Business arising from the Previous Minutes	
	i. Lead Safety Indicators	Trevor advised that further information sessions have been taking place to advise individual Directors and Groups where to locate the TRIM document for the Lead Safety Indicators input.

Items for discussion

	Item	Discussion
3	Safety Statistics & Incident Investigation	
	a) Lead Safety Indicators	Trevor noted that while there are a larger number of red items he believes this to be because it was unclear how to record the information. He believes next month's report should look much better with further meetings across the organisation to advise how to record the relevant information.
	b) LTI's and MTI's	Trevor advised that this report shows 12 injuries had been recorded for the month of November. The report also shows what type of injuries that have occurred. Trevor advised that the two LTIs were avoidable and has spoken to the people involved and they will review the safe operating procedures for the machinery.
	c) Workers Compensation Statistics	Trevor reported that LTI frequency rate for the year was 23.7% with the average cost of a claim being \$2,000.
	d) Reportable Incidents / Significant	Trevor advised that both the injuries listed were lodged late. One has eventuated into a work cover claim with clearance has now been received. The second was lodged late but hasn't been lodged as a claim.
	e) Completed Investigations Findings / Preventative Actions	Trevor advised that if a workplace inspection is done and it is relative minor, it can be fixed on the spot and report does not have to be submitted. Anything serious needs a report submitted so a follow up can occur to ensure issued fixed.

	f) Hazards and Risks – Inspection / Audit Outcomes	Rolling document, no further action from last month. Mark M advised that as soon as they are closed out, they drop off the list. Mark suggested that once item is closed off, to advise Trevor.
	g) Public Safety (not on agenda)	It was noted that this was the first time Public Safety had been reported on and showed that there were 3 notifications of damage or injury; 4 incidents reports; 3 investigations; and 2 claims. Trevor advised that not all notifications will result in a claim. Trevor also requested feedback in regards to whether further information should be recorded and advised that the report would be presented every 3 months.
4	Reports	
	a) Safety Improvement Project report (note: Phase 1 activity update attached)	Mark M ran through the report advising that things were processing well. It was also noted that a number of items were now complete and the report will require updating accordingly with other items requiring further work.
	b) Report from WHS Committee Chair - verbal	Yvonne Kingdom advised that the committee has met once and elected a chairperson man and deputy. Trevor advised that training for the WHS Committee will take place next Tuesday (13 December 2016) at the Hub with the course being customised for BMCC.
5	Assurance	
	a) Corporate Centre Oversight	Grant briefly discussed an incident investigation had taken place involving a truck at the Katoomba Waste Facility, stating it was a good platform for testing the procedure and see if any issues presented. The result was a thorough investigation, presented for review and appropriate action determined.
	b) Other significant safety related assurance activities in the enterprise – implementation of the revised Incident Reporting & Investigation Procedure	
6	Safety Management Systems Documentation	
	a) Documents submitted for review: i) Injury Management & Workers Compensation Policy ii) Health Surveillance Procedure iii) WHS Risk Management Procedure iv) Hazard Notification Form	Mark M advised that there the following documents were submitted for feedback / endorsement. Each document was discussed accordingly and it was further advised that the <i>Injury Management & Workers Compensation Policy</i> would be presented at January PSSG meeting. The other documents were endorsed.
	b) BMCC WHS Policy	
	c) Documents approved and published on Intranet in November: i) Incident Reporting and Investigation Procedure ii) Level 1 Notification Form iii) Level 2 Investigation Form iv) Level 3 Investigation Report	

7	Legislative Change and Safety Alerts	Nil.
8	Communication to Staff arising from PSSG Meeting	Mark M to format document for inclusion into Teambrief next week.
9	General Business	<p>a) Rick Harris advised that following the C&CO Management Meetings he is receiving issues that people want raised at the PSSG meetings. He requested what would be the best process for getting these issues discussed / resolved with the advice being to forward to the WHS Committee.</p> <p>b) Mark B advised PSSG of recent truck accident. SD Team responded well for cleanup and incident reported to WorkCover. Employee may have sustained a broken arm.</p>
10	Next Meeting	Friday, 20 January 2017 @ 9:30am.
11	Meeting Close	The meeting closed at 2.52pm.



Meeting Outcomes

Date & Time:	9 December 2016
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Stuart Liddell, Grant McKay, Mark Mulligan, Mark Bruhn, Rick Harris, Yvonne Kingdom, Trevor Anderson, George Balyck, Will Langevad, Louise Daley (minutes)
Apologies:	
TRIM reference:	F10310 - 17/8511

Items for Action

Item	Action	Officer	Due date	Comments
1				

Next Meeting

Date & Time:	20 January 2017 at 9:30am
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood

Minutes

Date & Time:	Friday, 17 November 2017 @ 9:30am
Location:	Grose Meeting Room
Chairperson:	Rosemary Dillon
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Grant McKay, Michael Keyes , Hailie Ryzak, Kirrilly Twomey, Will Langevad Glen Sherlock , Jason Adams, Mark Mulligan
Apologies:	Will Langevad, Rhett Hahn, Rick Harris Yvonne Kingdom Brent Hill-Murray
TRIM reference:	F10310

	Item	Outcome
1	Confirmation of Previous Minutes	Minutes of 20 October 2017 meeting were confirmed.
2	Actions arising from Previous Minutes	Nil.

Items for discussion

	Item	Discussion
3	Asbestos Project Update	Grant provided a brief update advising that Council had received 4 Improvement notices in relation to the Asbestos Management Plan this week. Training has started to be rolled out to the organisation in relation to asbestos management plan. Grant also informed the committee that he is working with SafeWork to resolve this improvement notices and that they will be addressed on the due date.
4	Safety Statistics & Incident Investigation report for March 2017	
	a) Lead Safety Indicators	The report was presented and noted that results have dropped slightly, which may be because reports have not been complete in each Directorate. It was suggested that maybe a reminder be sent from the Safety team to each Director to make sure the KPI report is completed.
	b) Reportable / Significant Incidents	The report was presented and discussed.
	c) LTI's	The report was presented and discussed.
	d) Completed Investigations Findings / Preventative Actions	The report was presented and discussed.
	e) Hazards and Risks – Inspection / Audit Outcomes	There were 12 hazards reported this month all in relation to asbestos at one work site in Lawson, the area has been closed off.
	f) Workers Compensation Statistics	The report was presented and discussed.
	g) Legislative Changes and Safety Alerts	No Safety Alerts were issued by Safework NSW for November. It was noted that the recent incident in the Blue Mountains in relation to plant operation, that an update from the Safety Team be sent out to all

		operational staff.
5	Reports a) Report from WHS Committee Chair - verbal	<p><i>Springwood WHS Committee:</i> Matters mentioned / discussed include:</p> <ul style="list-style-type: none"> • Brent advised that the Asbestos Management plan and Safe Operating Procedures were signed off by the PSSG in October. • The rollout of the AMP to coordinators has begun. This is to be filtered down through their staff with one on one meetings. Tool box meetings are to take place. • There are concerns from some staff that not everyone was aware that Class B asbestos removal training was made available and would like to attend. Rhett advised there is a second round of training and staff if interested can be asked to be put on it. • Rhett advised that they are looking at putting an Asbestos Response team together to deal with asbestos removal. • The ongoing driver competency • Request to have minutes from PSSG in advance of our monthly meeting. <p><i>Katoomba WHS Committee:</i> <i>Didn't meet due to training for asbestos awareness</i></p> <p><i>HQ WHS Committee:</i> Matters mentioned / discussed include:</p> <ul style="list-style-type: none"> • Safety stats • Asbestos Management plan • Evacuation training that training will be taken place in the next 2 weeks.
6	Assurance a) Corporate Centre Oversight b) Other significant safety related assurance activities in the enterprise.	Nil.
7	Safety Management Systems Documentation a) Documents submitted for review	Nil.
8	Legislative Change and Safety Alerts	As noted above, no safety alerts have been issued for November. It was noted that Safety Team remind operational staff the need to working around safety requirements.
9	Communication to Staff arising from PSSG Meeting	Items to be inserted into Teambrief include: <ul style="list-style-type: none"> • Asbestos Update; • All safety committee representatives are invited to attend team brief meeting in all branches to discuss issues that come to the safety committees. • Safety Team to reminder all operational staff of plant safety in the workplace.
10	General Business	Nil

11	Next Meeting	Friday, 8 December 2017 @ 9:30am; Grose Meeting Room.
12	Meeting Close	The meeting closed at 10:30am.



Meeting Outcomes

Date & Time:	Thursday, 21 September 2017
Location:	Grose Meeting Room
Chairperson:	Robert Greenwood
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Stuart Liddell, Will Langevad, Grant McKay, Rick Harris, Rhett Hahn, Trevor Anderson, Brent Hill-Murray Jason Adams, Yvonne Kingdom
Apologies:	Kirrilly Twomey, Haillie Ryzak
TRIM reference:	F10310

Items for Action

Item	Action	Officer	Due date	Comments
1	Draft of Stage 2 of the SIP	Trevor Anderson / Mick Keyes	October	To be presented to PSSG for review and comment Action from 2017: review commenced. come back to next PSSG meeting Action from 21/19: draft should be completed and presented at October meeting.
2	Teambrief	Grant McKay / Mick Keyes	November	Draft teambrief communication
3	Communication to all maintenance teams on plant safety	Safety Team	December	Draft communication on plant safety to maintenance teams in SD.
4	EAP Locations	Safety Team	December	Talk with HR about location of EAP services.

Next Meeting

Date & Time:

Friday, 20 October 2017 @ 9:30am

Location:

Grose Meeting Room

Chairperson:

Robert Greenwood

Minutes

Date & Time:	Friday, 8 December 2017 @ 9:30am
Location:	Grose Meeting Room
Chairperson:	Grant McKay
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Trevor Anderson, Mark Mulligan, Megan TeBay, Will Langevad, Brent Hill-Murray, Belinda Huxley
Apologies:	Rosemary Dillon, Jason Adams, Yvonne Kingdom, Hailie Ryzak, Kirrilly Twomey
TRIM reference:	F10310

	Item	Outcome
1	Confirmation of Previous Minutes	Minutes of 17 November 2017 meeting were confirmed.
2	Actions arising from Previous Minutes	See attached.

Items for discussion

	Item	Discussion
3	Asbestos Project Update	Grant advised that they are currently in the process of setting up the Asbestos Response Team (ART) with Mark confirming EOIs close today with a number of expressions of interest being received. Mark hoped that interviews would be conducted early next week and it is expected that the team will be appointed at the end of the week. Mark gave a brief overview of the roles of the ART noting that any asbestos related incident will now be reported straight to this team and not the Safety Team. The team will handle any asbestos matter unless deemed too large and will request assistance from the Asbestos Project Team and/or third party contractors. Grant advised that SafeWork are currently undertaking inspections on a large number of sites and have nearly completed this exercise. It was also advised that an asbestos hotline is currently being set up which will take all the calls via an external call centre, who will follow a script of questions and complete a form, which will be forwarded to the ART. It was suggested that a CSR category for asbestos could be set up which will also help with any reporting.
4	Safety Statistics & Incident Investigation report for March 2017	
	a) Lead Safety Indicators	The report was presented and Trevor noted that he was aware that the figures were not a true reflection of the month's numbers so he would update them accordingly and resend out during the week.
	b) Reportable Incidents / Significant	A new report was presented and discussed.
	c) LTI's	The report was presented and discussed.
	d) Completed Investigations	The report was presented and discussed.

	Findings / Preventative Actions	
	e) Hazards and Risks – Inspection / Audit Outcomes	The report was presented and discussed.
	f) Workers Compensation Statistics	The report was presented and discussed. Trevor advised that the Workers Comp reports were wrong as a new reporting year had commenced on 1 November 2017. Trevor to revise reports and send out or report back to next meeting. It was also advised that Council had changed insurers to EML, effective 1 Nov 2017. All measures to update forms on intranet are being undertaken.
	g) Legislative Changes and Safety Alerts	There were no safety alerts relating to BMCC works however following a recent death in Sydney involving confined spaces, some discussion ensued regarding Council's confined spaces procedures.
5	Reports	
	a) Report from WHS Committee Chair - verbal	<p><i>Springwood WHS Committee:</i> No meeting was held this month however asbestos issue was discussed during normal toolbox meetings.</p> <p><i>Katoomba WHS Committee:</i></p> <ul style="list-style-type: none"> • Asbestos update discussed at toolbox meetings; • Overcrowding, long term use of the admin building was raised. Also mentioned was that there that no smoke alarms and one fire escape. Trevor suggested implementing a hot desk set up to relieve office congestion. Trevor also advised that the fire escape was deemed suitable under the original building code at the time the building was erected. Matter was discussed with Chris Brogan and Will to follow up with Chris. • SWMS for operational trucks are being looked at and reviewed. A discussion followed in regards to the outdated hardcopy SWMs in all trucks and options to make them easily available, ie. the issuing of iPads. Trevor to put together a submission to PSSG about the resourcing and centralisation of all SWMS. Grant to assist as needed. <p><i>HQ WHS Committee:</i> No matters were raised as no meeting was held this month.</p>
6	Assurance	
	a) Corporate Centre Oversight	Nil.
	b) Other significant safety related assurance activities in the enterprise.	
7	Safety Management Systems Documentation	
	a) Documents submitted for review	No documents submitted for review however it was noted that SWMS and SOPs require formatting and uploading onto intranet.

8	Legislative Change and Safety Alerts	No.
9	Communication to Staff arising from PSSG Meeting	<ul style="list-style-type: none"> • Draft PSSG Minutes to be supplied to WHS Committee Chairs and HSRs within a couple of days of their meetings. • WHS Committee & HSR members names to be updated on Intranet.
10	General Business	Megan gave an update on the Domestic Violence Awareness Training, advising that 60 staff, mainly directors, managers and program leaders, attended the face to face training with 110 staff about to commence online training.
11	Next Meeting	Friday, 23 February 2018 @ 9:30am; Grose Meeting Room.
12	Meeting Close	The meeting closed at 11:25am.



Meeting Outcomes

Date & Time:	Friday, 8 December 2017
Location:	Grose Meeting Room
Chairperson:	Grant McKay
Meeting Purpose:	Peak Safety Steering Group (PSSG)
Present:	Trevor Anderson, Mark Mulligan, Megan TeBay, Will Langevad, Brent Hill-Murray, Belinda Huxley
Apologies:	Rosemary Dillon, Jason Adams, Yvonne Kingdom, Hailie Ryzak, Kirrilly Twomey
TRIM reference:	F10310

Items for Action

Item	Action	Officer	Due date	Comments
1	Draft of Stage 2 of the SIP	Trevor Anderson / Mick Keyes	February	To be presented to PSSG for review and comment Action from 2017: review commenced. come back to next PSSG meeting Action from 21/9: draft should be completed and presented at October meeting. Action from 8/12: Not yet completed. Will come back in February with Grant advising some work will be done between now and then so there will be something to present.
2	Teambrief	Grant McKay /Mick Keyes	November	Nov / Dec teambrief consolidated and will go out today.
3	Communication to all maintenance teams on plant safety	Safety Team	February	Action from 8/12: Grant asked if actioned. Trevor advised that he wasn't here so didn't know. Item to be moved and reported on at next meeting.
4	EAP Locations	Safety Team	December	Action from 8/12: Megan advised that Mick has undertaken action and that she had also spoken to

	services				Scott. It was advised that they do have local counsellors but they are topic specific, so might not always be available due to issue. Item being further looked into.
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Next Meeting

Date & Time:	Friday, 23 February 2018 @ 9:30am
Location:	Grose Meeting Room
Chairperson:	Rosemary Dillon