



Government of **Western Australia**
Ministerial Advisory Panel

"Advising on Best Practice Safety Regulation"

AGENDA

Best Practice Safety Strategies Working Group

Date:	Tuesday, 12 July 2011	Time:	1:00 – 3:00pm
Venue:	Conference Room 1 – Level 8 South Mineral House, 100 Plain Street, East Perth		

Item No.	Item	Who
1.	Welcome and introductions	Project Director
2.	Progress update	Project Director
3.	Review Terms of Reference	Work Group
4.	Identify priority strategies for delivering best practice safety	Work Group
5.	Other business	Work Group
6.	<i>Next Meeting:</i> Thursday, 28 July 2011	



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File No:

Best Practice Safety Strategies Working Group MEETING MINUTES

Date:	Tuesday 12 July 2011	Time:	1:00pm to 3:00pm
Venue:	DG Conference Room – Level 8, Mineral House - 100 Plain St, East Perth		

PRESENT:

Mr David Todd	Executive Officer, Occupational Safety and Health, Chamber of Minerals and Energy (CME)
Mr Greg Kennedy	OSH Superintendant, Talison Lithium (representing CME)
Mr Mark Filtness	Vice President – Health, Safety & Environment WAIO, BHP Billiton Iron Ore (representing CME)
Mr Gary Wood	Secretary, CFMEU Mining and Energy Division WA District (representing Unions WA)
Mr Mike Lauer	Project Consultancy (representing APIA)
Mr Mike Rowe	Principal Health Advisor, Department of Mines and Petroleum (DMP)
Mr Simon Ridge	State Mining Engineer/Director Mines Safety, DMP
Mr Simon Skevington	Project Director, Safety Reform, DMP
Ms Jennifer Shelton	Project Manager, Safety Reform, DMP
Mr David Eyre	Project Manager, Safety Reform, DMP
Ms Elisha La Fontaine	Project / Policy Officer, Safety Reform, DMP
APOLOGIES:	
Ms Miranda Jane Taylor	Director, People Strategies, Australian Petroleum Production & Exploration Association Ltd (APPEA)
Mr Michael Farmer	Australian SHEC Coordinator, Anglo American Exploration (Australia) Pty Ltd (representing AMEC)

Item	Topic	Action
1.	Welcome and introductions	
	<ul style="list-style-type: none"> The Chair (Simon Skevington) welcomed members to the first meeting of the Best Practice Safety Strategies Working Group. 	
2.	Progress update	
	<ul style="list-style-type: none"> The 2010 Best Practice Safety Strategies Working Group highlighted the need for Principal Hazard Management Plans (PHMPs). A PHMPs Working Group has been established to examine the implementation of PHMPs and the development of supporting guidance materials. This revised Best Practice Safety Strategies Working Group will initially examine outcomes from the Mines Safety Workshop 2011 and the Baseline Stakeholder Perceptions Survey 2010 and any other information that will help identify priorities. This group will focus on what industry and the regulator need to do to deliver best practice. Whilst we will initially be focused on mining as a priority, the group will also examine leading practice for the petroleum industry. 	
3.	Review Terms of Reference	
	<ul style="list-style-type: none"> It was agreed that the 'Role' under the Terms of Reference be amended as follows: <ul style="list-style-type: none"> Remove: "Review the draft national mines safety legislation, to assess whether it addresses the requirements of Western Australia." Remove: "Agree on a set of performance indicators for industry and the" 	Project Team to amend Terms of Reference as required.



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Item	Topic	Action
	<p><i>regulator."</i></p> <ul style="list-style-type: none"> • The 'tools and strategies' to be developed to address the priority issues and increase the safety capabilities of industry and the regulator must be high level. • The intent is to complete the Working Group process and make recommendations to the Ministerial Advisory Panel (MAP) within 3 months. • Baseline Perceptions Stakeholder Survey 2010 – Strategic Conclusions drafted by Research Solutions need to be amended (point 1 last sentence). Remove: <i>"and the regulator"</i>. Safety is the responsibility of employers (PCBUs) and workers, <u>not</u> the regulator. The regulator is responsible for monitoring compliance with safety legislation. 	<p>RSD Comms to amend the Baseline Perceptions Survey conclusions.</p>
4.	<p>Identify Priority Strategies for Delivering Best Practice Safety</p>	
	<ul style="list-style-type: none"> • The Working Group considered key points raised at the Mines Safety Workshop 2011. Five key strategies were identified for delivering best practice safety: <ol style="list-style-type: none"> 1. Communication and Information 2. Induction and Training Competency 3. Contractor Management 4. Empowering Safety and Health Representatives 5. Leadership and Supervision • 'Leadership and Supervision' was not raised at the Mines Safety Workshop 2011 but was considered by the Working Group to be a key priority. • 'Risk Management' is being addressed by the Principal Hazard Management Plans (PHMPs) Working Group. • It was agreed that 'General distribution of information' and 'Guidance material' would fall under the "1: Communication and information." • The remaining key points raised at the Mines Safety Workshop 2011 will be addressed by Resources Safety: <ul style="list-style-type: none"> ○ Safety over life cycle of sites ○ Audits / Audit the Auditors ○ Building an effective inspectorate. ○ Consistency of the Inspectorate ○ Program for new companies entering production <p>1. Communication and Information</p> <ul style="list-style-type: none"> • Information must be communicated in a consistent format. • For national harmonisation, information on decisions made, work in progress and issues yet to be resolved need to be communicated to industry. • CME indicated that an external group is already considering this issue, and is next meeting on 29 July 2011. CME to prepare a paper on the findings from the external group for discussion at the 16 August 2011 Best Practice Safety Strategies Working Group meeting. <p>2. Induction and Training Competency</p> <ul style="list-style-type: none"> • Induction and Training is important, particularly when there is a skills shortage. • We need to influence industry on the criteria for induction and training, to ensure consistency across the industry. • It was agreed that we need to determine whether there are any Codes of Practice or guidance material being developed on induction and training (WorkSafe). If not, we could initiate development of this. <p>3. Contractor Management</p> <ul style="list-style-type: none"> • National Harmonisation outlines specific requirements for Person Conducting a Business or Undertaking (PCBU). 	<p>CME to send discussion paper to Project Team by 7 August 2011.</p> <p>RSD to forward list of priority Codes currently being developed (WorkSafe) to Project Team for circulation to members.</p> <p>RSD to provide materials for</p>

