



Government of **Western Australia**
Ministerial Advisory Panel

"Advising on Best Practice Safety Regulation"

File No: A1022/201001

Best Practice Safety Strategies Working Group MEETING MINUTES

Date:	Monday 24 October 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)
Mrs Alyson Vinciguerra	Proxy for Mr Mark Filtness, Vice President – Health, Safety & Environment WAIO, BHP Billiton Iron Ore (representing CME)
Mr Greg Kennedy	OSH Superintendant, Talison Lithium (representing CME)
Mr Michael Farmer	Australian SHEC Coordinator, Anglo American Exploration (Australia) Pty Ltd (representing AMEC)
Mr Mike Rowe	Principal Health Advisor, Department of Mines and Petroleum (DMP)
Mr Simon Ridge	Director Mines Safety, Department of Mines and Petroleum (DMP)
Mr Simon Skevington	Project Director, Reform, DMP
Ms Jennifer Shelton	Project Manager, Safety Reform, DMP
Mr David Eyre	Project Manager, 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 Mike Lauer	Project Consultancy (representing APIA)
Mr Gary Wood	Secretary, CFMEU Mining and Energy Division WA District (representing Unions WA)

Item	Topic	Action
1.	Confirm minutes and actions from previous meeting	
	Completed actions from last meeting (09/09/2011): <ul style="list-style-type: none">• Project Team to reschedule the meeting for 13 October 2011;• David Todd to forward the final communications document to Project Team to distribute;• Simon Ridge to provide feedback about the timing of implementation of National Harmonisation;• David Todd to report the recommended strategy back to the tripartite communications working group;• Project Team to circulate the Safework Australia Induction and Training Code of Practice;• David Todd to send a copy of the MISC training package to the Project Team;• Project Team to prepare terms of reference/scope for the Contractor Management Technical sub-group, for sign off by MAP;• Andrew Chaplyn to provide additional reference material from other jurisdictions;• Working group members to send through any contractor management documents they have for the Contractor Management Technical group to review;• David Todd to liaise with Greg Kennedy to ensure that we have the right membership for the contractor management group;	



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- Members to provide more material for Project Team for RSD to review and report findings back to the group;
- David Todd to provide information (broad principles) from the OSH committee regarding the leadership and supervision;
- Recommendations to go to MAP – Project Team to prepare a draft paper for the Best Practice Safety Strategies working group.
- David Todd to report the recommended strategy back to the tripartite communications working group;
- David Todd to send a copy of the MISC training package to the Project Team;
- Working group members to send through any contractor management documents they have for the Contractor Management Technical group to review; and
- David Todd to provide information (broad principles) from the OSH committee regarding the leadership and supervision.

Ongoing actions from previous meeting:

- RSD to identify a representative(s) for technical group;
- RSD to develop guidance materials for empowering HSRs and report back to the Working Group;
- RSD to analyse the data gathered regarding Supervisor Competency and return findings to the group; and
- RSD to develop guidance materials on training and competency requirements for supervisors.

The Chair advised the group that it needs to put forward its recommendations to MAP for the 23 November meeting.

The minutes of the 9 September 2011 meeting were confirmed as true and accurate.

2. Communication and Information

Simon Ridge provided an update on the implementation for National Harmonisation; the 1 January 2012 implementation date still stands. Minister Ferguson is not willing to change the date. There's a BRCWG meeting in November, it will table a request to defer to 31 December 2012 however there's been no formal commitment at this stage.

Regardless of the date for National Harmonisation, the group agreed that they still need to communicate the five strategies and any working group recommendations.

Communication encompasses:

1. Effective communication within a workplace / organisation;
2. Communicate the five Best Practice Safety Strategies; and
3. Inform industry of National Harmonisation.

The Roadshows and CME Forums are good communication forums for the regulator to provide information to industry. However, the smaller players may not attend these forums. The Working Group is recommending that the regulator prepare some packages for industry on the progress of National Harmonisation.

The Principle Hazard Management Plans are well underway through a separate working group and will be rolled out regardless of the status of National Harmonisation.

3. Induction and Training



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	<p>The working group provide information from their respective companies, plus the current industry codes of practice, government, associations, and overseas jurisdictions. Someone from the DMP reviews all information gathered for consistency and pull out all the good ideas. Then present the finding/document back to the group, the group would review and endorse.</p> <p>RECOMMENDATION: The group is recommending that with each one of the five safety strategies there needs to be an exhaustive review of all information available within the industry/market. The Department would be responsible for reviewing all information for consistency, then put the proposal to this working group for endorsement as an acceptable strategy.</p>	
4.	Contractor Management	
	<p>Recommendation to MAP is that it approves the ToR for the contractor management technical group. The membership for the contract management group needs to be reviewed. It was suggested that when compiling the membership, the project team contact the Civil Contractors Federation to seek its input. There's also a possibility of involving training associations such as IFAP or AIM.</p> <p>RECOMMENDATIONS:</p> <ul style="list-style-type: none">• That MAP approves the ToR for the contractor management technical group; and• Once the group has met and provided some recommendations, DMP analyse the information, review other external information, and then present the findings back to the working group.	
5.	Leadership and Supervision	
	<p>David Todd provided a copy of CME's submission to MIAC about leadership and supervision.</p> <p>Simon Ridge reported that there's a focus group on Empowering Safety Representatives. The group were looking at producing material for the Mines Safety Roadshow which was very successful. RSD will use this material to produce and develop guidance material for industry. The work of the focus group is still ongoing.</p> <p>RSD's training advisor looked at the Leadership and Supervisor documents submitted by the working group members. Based on the information provided, there wasn't a lot of information to work with. The group explained that the papers provided were high level documents giving an overview of programs of effective leadership and supervision. The intent was for RSD to analysis the information and undertake further research to prepare a paper.</p> <p>The group were advised that Skills DMC have mapped all of this and come up with national skills competencies for supervisors for various mining activities. Simon Ridge recommended the group review the Skills DMC competencies.</p> <p>RECOMMENDATION: The work group members provided information from their respective companies. It is recommended that DMP analyses the information, plus the current industry codes of practice, government, associations, and overseas jurisdictions for consistent processes and pull out all the good ideas. Then present the findings/document back to the group, the group would review and then endorse.</p>	
6.	Other Business	



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	<p>The Project Team will prepare a paper for MAP outlining the recommendations from this group. This will be done out-of-session.</p> <p>The working group agreed that after MAP has reviewed and endorsed the recommendations, this group will reconvene in the new year.</p>	<p>Recommendations to go to MAP – Project Team to prepare a draft paper for the Best Practice Safety Strategies working group.</p>
7.	Next Meeting: TBA	