



Government of **Western Australia**
Ministerial Advisory Panel

"Advising on Best Practice Safety Regulation"

AGENDA –

Best Practice Safety Strategies Working Group

Date:	Thursday 28 July 2011	Time:	9:00am to 11:00am
Venue:	DG Conference Room – Level 8, Mineral House - 100 Plain St, East Perth		

Item	Topic	Who
1.	Confirm minutes and actions from previous meeting	Chair
2.	Identification of Risks	Work Group
3.	Contractor Management	Work Group
4.	Other Business?	Work Group
5.	<i>Next Meeting: Tuesday, 16 August 2011</i>	

Information Papers:

- [Terms of Reference \(amended\)](#)
- [Priority Strategies for Delivering Best Practice](#)
- [Codes of Practice identified to support Non-Core Regulations](#)
- [Safe Work Australia Model WHS Regulations and Codes Tracking Document](#)
- [Contractor Safety Checklists](#)



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File No:

Best Practice Safety Strategies Working Group MEETING MINUTES

Date:	Thursday 28 July 2011	Time:	9:00am to 11:00am
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)
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)
Mr Justin Fromm	Senior Policy Officer (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, Safety Reform, DMP
Ms Elisha La Fontaine	Project / Policy Officer, Safety Reform, DMP
APOLOGIES:	
Mr Gary Wood	Secretary, CFMEU Mining and Energy Division WA District (representing Unions WA)
Mr Mike Lauer	Project Consultancy (representing APIA)
Ms Jennifer Shelton	Project Manager, Safety Reform, DMP
Mr David Eyre	Project Manager, Safety Reform, DMP

Item	Topic	Action
1.	Confirm minutes and actions from previous meeting	
	<p>Completed actions from last meeting (12/7/2011):</p> <ul style="list-style-type: none"> Project Team to amend Terms of Reference as required. RSD Communications to amend the Baseline Perceptions Survey conclusions – RSD advised that the Department cannot amend the Baseline Perceptions Survey conclusions because it is an independent report. RSD to forward list of priority Codes currently being developed (WorkSafe) to Project Team for circulation to members. RSD to provide materials for members to review. Project Team to circulate. <p>On-going actions from last meeting (12/7/2011):</p> <ul style="list-style-type: none"> CME to send discussion paper to Project Team by 7 August 2011 – to be provided to members at the next meeting on 16 August 2011. RSD to develop guidance materials for empowering HSRs and report back to the Working Group. RSD to develop guidance materials on training and competency requirements for supervisors. RSD to evaluate national intentions in these areas to identify any gaps that may need to be addressed. <p>The minutes of the 12 July 2011 meeting were confirmed as true and accurate.</p> <p>Justin Fromm (Senior Policy Officer, AMEC) informed the Working Group that he will be the proxy for Michael Farmer.</p>	



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2.	Identification of Risks	
	<ul style="list-style-type: none"> • The Working Group discussed the ‘<i>Priority Strategies for Delivering Best Practice</i>’ paper. The purpose of the paper was to identify the main drivers of incidents and accidents that the five key best practice safety priority strategies are aiming to address. • Members agreed that the roles and responsibilities of both industry and the regulator must be clearly defined. The regulator is to <i>encourage</i> industry to adopt a positive safety culture rather than <i>enforce</i> it. The regulator can only enforce a consequence on a result. • The regulator could run training programs dedicated to empower safety and health representatives. Industry is responsible for driving cultural change. • Given the Working Group’s 3 month timeframe, it was suggested that the group should focus on the five identified priority strategies to deliver best practice safety rather than focus on identifying the main drivers that the priority strategies are aiming to address. • Members confirmed that: <ul style="list-style-type: none"> ○ <i>Communication and Information</i> – members agreed that this is to focus on national harmonisation. CME will bring information back to the Working Group for discussion at the next Best Practice Safety Strategies Working Group meeting on 16 August 2011. ○ <i>Induction and Training</i> – to be discussed by this Working Group. ○ <i>Contractor Management</i> – to be discussed at today’s meeting. ○ <i>Empowering Safety and Health Representatives</i> – Resources Safety will undertake this work and develop ideas to bring back to the Working Group. ○ <i>Leadership and Supervision</i> – Resources Safety will develop guidance materials on training and competency requirements for supervisors. Members agreed that this should be discussed at the next meeting. 	<p>CME to send discussion paper to Project Team by 7 August 2011.</p>
3.	Contractor Management	
	<ul style="list-style-type: none"> • The Mining and Quarrying Safety and Health Committee in South Australia developed a step-by-step process for operators to follow for contractor management. • Currently, Western Australia does not have this level of guidance material in place for contractor management. • Large organisations often have guidelines in place for managing contractors. Smaller organisations often do not have guidelines in place. • Guidance material needs to be in place for <u>both</u> small contractors and operators on the processes, procedures and standards required to be considered safe. Materials will need to outline: <ul style="list-style-type: none"> ○ expectations for identifying and managing risks; ○ how contractors can safely transition between different mines and/or construction sites; and ○ what contractors need to do to effectively comply with the relevant legislation and safety management systems. • Consider what the mining company required a contractor to do to get on a mine site and ‘reverse engineer’ this to develop guidance materials for the contractor. • The development of guidance materials (including templates) may take 6-months to a year. • Members agreed that a small “technical group” be established to provide more detailed guidance on the development of framework and templates for the management of contractors (develop project scope and timeline). Contractors should be part of this group. • Findings of the technical group to be presented to the Best Practice Safety 	<p>BHP Billiton to provide information on its contract management framework. Project Team to circulate.</p> <p>RSD to identify a representative(s) for technical group.</p> <p>Contractor representatives identified for technical group.</p>



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	<p>Strategies Working Group for consideration and for the Ministerial Advisory Panel (MAP) to sign off. RSD will then develop the guidance materials.</p> <ul style="list-style-type: none"> • Guidance materials to be made available on the Department of Mines and Petroleum (DMP) website. • Drilling contractors and the construction industry hold regular safety forums to support contractors. The regulator may consider holding similar safety forums. • National Harmonisation will provide further consistency on the management of contractors. • The communication of information on national harmonisation and its implications to contractors will be part of the Communication of further information on national harmonisation and its implications will be covered by the '<i>Communication and Information</i>' priority being considered by CME. 	
4.	Other Business?	
	<ul style="list-style-type: none"> • The Working Group agreed that a Strategic Plan be developed to outline the Working Group's findings and present these to the Ministerial Advisory Panel (MAP) for endorsement. The Strategic Plan will need to outline the Terms of Reference of the Working Group; the five priority strategies including the justification for these; scope (what needs to be done for each priority); timeframes and links to national harmonisation. 	Project Team to draft Strategic Plan
5.	Next Meeting: <i>Tuesday, 16 August 2011 12.30pm – 2.30pm</i>	
	<ul style="list-style-type: none"> • Discuss Strategic Plan, and Leadership and Supervision. 	