



Government of  
Western  
Australia

## Office and Administration Area Inspection Checklist



DEPARTMENT OF  
**Conservation**  
AND LAND MANAGEMENT  
*Conserving the nature of WA*

<b>Location:</b>		<b>Task Inspected</b>				<b>Date Inspected:</b>		
<b>Those Inspecting:</b>					<b>Those Involved:</b>			
	<b>Consideration</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>By Who</b>	<b>By When</b>	<b>Completed</b>	
	<b>Training Requirements:</b>							
	Legislative and Departmental training requirements known and met							
	OSH Induction completed							
	Dealing with the public							
	Dealing with aggressive people							
	Working alone							
	Handling money							
	Driver training requirements addressed							
	First aid							
	Communications systems and requirements understood: <ul style="list-style-type: none"> <li>• Interpersonal</li> <li>• Telephones</li> <li>• Radio's</li> <li>• Mailing</li> <li>• Phones</li> <li>• Faxes et</li> </ul>							
	Maintaining search and rescue and initiating response							
	Equipment specific training completed and current							
	New employees competencies determined and known							

Ergonomic awareness						
Fire extinguishers						
Emergency evacuation procedures						

<b>First Aid Requirements:</b>						
Adequate First Aid coverage provided for						
Requirement for higher level/specialist first aid training						
First aid kit checked and current						
Allergies list current and complete with action plans						

<b>Communications Requirements:</b>						
Disposition board/sheet maintained and current						
Changes in location reported and recorded						
Communications requirements identified, known and tested: <ul style="list-style-type: none"> <li>• Landline telephones</li> <li>• Facsimiles</li> <li>• Email</li> <li>• VHF</li> <li>• HF</li> <li>• Etc...</li> </ul>						
Alternative/backup communications nominated and tested						
Communications competencies assessed and known						
Frequency of scheduled calls determined and responsibilities communicated						
Emergency search and rescue procedures determined and						

responsibilities communicated						
SAR procedures tested and audited						
Team rules determined, discussed and maintained						
After hours contact protocols and procedures established						

<b>Safe Work Procedures:</b>						
Safe work procedures: <ul style="list-style-type: none"> <li>• Appropriate</li> <li>• Adequate</li> <li>• Developed in a consultative manner</li> <li>• Incentives and awards</li> <li>• Post job review and action plan</li> </ul>						
Safe work procedures address the following hazards: <ul style="list-style-type: none"> <li>• Physical</li> <li>• Plant and equipment</li> <li>• Biological</li> <li>• Chemical</li> <li>• Radiation</li> <li>• Psychological</li> <li>• Ergonomic</li> <li>• Electrical</li> </ul>						
Job induction and pre start briefings conducted, adequate and designed to capture all personnel						
Appropriate personal protective equipment specified and used						
Appropriate equipment employed for the given task						
Equipment serviced and maintained in accordance with manufacturers recommendations						
Post job review scheduled						

	<b>HAZARD GROUPS</b>						
	<b>Ergonomic</b>						
	Office layout: <ul style="list-style-type: none"> <li>• Space</li> <li>• Access</li> <li>• Egress</li> <li>• Location of often used equipment</li> <li>• Noise exposures</li> <li>• lighting</li> </ul>						
	Workstation layout						
	Appropriateness of equipment						
	Job rotation for repetitive tasks						
	Adequate breaks						
	<b>Psychological</b>						
	Communication choke points: <ul style="list-style-type: none"> <li>• internal</li> <li>• Radio</li> <li>• Customer service</li> <li>• SAR</li> <li>• External demands -customers</li> </ul>						
	Pressure points: <ul style="list-style-type: none"> <li>• Faxes</li> <li>• Photocopiers</li> <li>• New equipment/technology</li> </ul>						
	Critical incidents and disturbing discoveries: <ul style="list-style-type: none"> <li>• Communication procedures and protocols</li> <li>• Follow up briefing/debriefing</li> </ul>						
	Competing priorities: <ul style="list-style-type: none"> <li>• Telephones</li> <li>• Customers</li> <li>• Data entry</li> </ul>						

	<ul style="list-style-type: none"> <li>• Fires</li> <li>• Emergencies</li> <li>• SAR</li> </ul>						
	<b>Radiation</b>						
	Sun protection as required for outside tasks						
	<b>Chemical</b>						
	Photocopier toners						
	Cleaning products						
	<b>Biological</b>						
	HIV Aids and Hepatitis						
	Zoonoses – i.e. exposure to animals/birds brought in by members of the public						
	<b>Physical</b>						
	Slips, trips and falls						
	<b>Electrical</b>						
	Inspections and tagging						
	Cords						
	Power boards						
	<b>Plant and equipment</b>						





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## Office and Administration Area Inspection Results Action Plan Summary



DEPARTMENT OF  
**Conservation**  
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<b>Location:</b>		<b>Task Inspected</b>			<b>Date Inspected:</b>	
<b>Those Inspecting:</b>			<b>Those Involved:</b>			
<b>Issue</b>	<b>Action to be Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>	<b>Review Date</b>	<b>Actions Completed</b>	



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## Working Remote Pre-departure Checklist



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	Consideration	Yes	No	Action Required	By Who	By When	Completed
	<b>Training Requirements:</b>						
☒	Remote safety and survival training completed						
*	Training completed for those responsible for monitoring of scheduled calls and activation of search and rescue						
*	Vehicle recovery training completed, including changing of tyres on split rims						
☒	Driver training completed to required standard, 4 x 2 or 4 x 4						
	First aid training completed and current						
*	Basic vehicle maintenance training completed and current						
	First aid training completed to appropriate level						
	<b>Communications Requirements:</b>						
☒	Communications requirements identified and tested: <ul style="list-style-type: none"> <li>• VHF</li> <li>• HF</li> <li>• Satellite telephone</li> <li>• Mobile phone – CDMA or digital</li> </ul>						
*	Alternative/backup communications nominated						
*	Communications competencies and capabilities assessed						



*	Frequency of scheduled calls determined and responsibilities communicated and understood						
*	Emergency search and rescue procedures determined and responsibilities communicated and understood						
*	Search and rescue procedures tested and audited						
*	Team rules determined, discussed and maintained						
*	Personal verbal contact made with local staff on day prior to departure to discuss: <ul style="list-style-type: none"> <li>• Schedule calls</li> <li>• Search and Rescue</li> <li>• Local conditions and requirements</li> <li>• Etc...</li> </ul>						
*	Role and responsibilities of "home" partners discussed and agreed upon						
*	After hours contact protocols and procedures established and agreed upon						
*	EPIRB: <ul style="list-style-type: none"> <li>• Requirements</li> <li>• Deployment conditions</li> </ul>						
*	Administration Field Trip Advice completed and faxed to destination and requirements discussed						

	<b>First Aid Requirements:</b>						
*	Adequate level of First Aid coverage provided						
⊕	Requirement for higher level/specialist first aid training						
*	First aid kit checked and current						
⊕	Communications protocols with Royal Flying Doctor established and understood						

	<b>Vehicle Requirements:</b>						
*	Pre-departure vehicle check completed, including: <ul style="list-style-type: none"> <li>• Tool kit</li> <li>• Spares (filters, hoses, belts etc...)</li> <li>• Driving lights</li> <li>• Tire and rim suitability choice to be considered,</li> </ul>						
⊛	Vehicle recovery equipment included: <ul style="list-style-type: none"> <li>• Winch</li> <li>• Shovel</li> <li>• Torch</li> <li>• Compressor</li> <li>• Pickets</li> <li>• Chain/Rope</li> </ul>						
*	Vehicle recovery training completed						
⊛	Driver competence to be specified – remote, 4x4 etc						

	<b>Equipment Requirements:</b>						
*	Maps						
*	Food						
*	Water						
*	Camping equipment checked and packed						

	<b>Other Requirements:</b>						
*	Post field trip procedural review scheduled						
*	Post field trip equipment maintenance scheduled						
*							

**Key:**

- \* Overnight Trips
- ⊛ Extended Trips



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## Field Inspection Checklist



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<b>Field Location:</b>		<b>Task Inspected</b>				<b>Date Inspected:</b>		
<b>Those Inspecting:</b>				<b>Those Involved:</b>				
	<b>Consideration</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>By Who</b>	<b>By When</b>	<b>Completed</b>	
	<b>Training Requirements:</b>							
	Training completed for those responsible for monitoring of scheduled calls and activation of search and rescue							
	Vehicle recovery training completed							
	Driver training completed: <ul style="list-style-type: none"> <li>• 4 x 2</li> <li>• 4 x 4</li> </ul>							
	First aid training completed and current							
	Basic vehicle maintenance training completed and current							
	Equipment specific training completed and current							
	New employees competencies determined and known							
	Legislative and Departmental training requirements known and met							
	<b>Safe Work Procedures:</b>							
	Safe work procedures: <ul style="list-style-type: none"> <li>• Appropriate</li> <li>• Adequate</li> </ul>							

	<ul style="list-style-type: none"> <li>• Developed in a consultative manner</li> <li>• Post job review and action plan included</li> </ul>						
	<p>Safe work procedures address the following hazards:</p> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Plant and equipment</li> <li>• Biological</li> <li>• Chemical</li> <li>• Radiation</li> <li>• Psychological</li> <li>• Ergonomic</li> <li>• Electrical</li> <li>• Other</li> </ul>						
	<p>Safe work procedures identify and address other issues as required, including:</p> <ul style="list-style-type: none"> <li>• Interaction with public</li> <li>• Signage</li> <li>• Weather conditions</li> <li>• Terrain</li> </ul>						
	<p>Job induction and pre start briefings conducted, adequate and designed to capture all personnel</p>						

	<b>Communications Requirements:</b>						
	Disposition board/sheet maintained and current						
	Changes in location reported and recorded						
	<p>Communications requirements identified, known and tested:</p> <ul style="list-style-type: none"> <li>• VHF</li> <li>• HF</li> </ul>						

	<ul style="list-style-type: none"> <li>Satellite telephone</li> <li>Mobile phone – CDMA or digital</li> </ul>						
	Alternative/backup communications nominated and tested						
	Communications competencies assessed and known						
	Frequency of scheduled calls determined and responsibilities communicated						
	Emergency search and rescue procedures determined and responsibilities communicated and understood						
	Search and rescue procedures tested and audited						
	Team rules determined, discussed and maintained						
	After hours contact protocols and procedures established						

	<b>First Aid Requirements:</b>						
	Adequate first aid coverage provided for						
	Requirement for higher level/specialist first aid training considered and addressed						
	First aid kit checked and current						
	Allergies list current and complete with action plans and known						

	<b>Vehicle Requirements:</b>						
	Vehicle suitable for task						
	Pre-departure vehicle check completed						
	Vehicle recovery equipment included:						

<ul style="list-style-type: none"> <li>• Winch</li> <li>• Shovel</li> <li>• Torch</li> <li>• Compressor</li> <li>• Pickets</li> <li>• Chain/Rope</li> </ul>						
Vehicle maintenance completed in accordance with manufacturers recommendations						
Driver training requirements to be specified – remote, 4x4 etc						

<b>Equipment Requirements:</b>						
Appropriate personal protective equipment specified and used						
Appropriate equipment employed for the given task						
Equipment serviced and maintained in accordance with manufacturers recommendations						

<b>Other Requirements:</b>						
Post job review scheduled, including: <ul style="list-style-type: none"> <li>• Safe work procedures</li> <li>• Tools and equipment</li> <li>• Training requirements</li> <li>• Etc.</li> </ul>						
Post job equipment maintenance scheduled						





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## Field Inspection Results Action Plan Summary



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DRAFT - 16/12/2004





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## Occupational Safety and Health Team Leaders Summer Calendar

Planner



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December	January	February	Comments
Conduct air conditioner checks and schedule maintenance		Identify OSH training requirements from IDAPES and initiate applications	
Conduct boiler and pressure vessel checks and schedule and maintenance		Confirm attendance at OSH Team Leaders seminar/meeting	
Communicate safe drinking, driving messages prior to Christmas and New Year			



## Occupational Safety and Health Team Leaders Autumn Calendar



March	April	May	Comments
Conduct chemical user training prior to spraying season	Attend OSH team Leaders Meeting– either March or April	Conduct pre – season check of chemical requirements and maintenance of chemical application equipment	
Attend OSH team Leaders Meeting – either March or April	Check and arrange servicing of smoke alarms prior to winter	Schedule First Aid training for completion during winter quarter or as appropriate	
Encourage personnel to have post summer skin cancer check	Warn work centre employees of winter hazards: <ul style="list-style-type: none"> <li>• Wet roads</li> <li>• Slippery conditions</li> <li>• Etc...</li> </ul>	Review management practices prior to commencement of winter works programme.	
		Conduct fatigue management education and awareness sessions as required prior to commencement of winter works programme	
		Conduct Manutention of manual handling training	

		prior to commencement of winter works programme	
		Liaise with work centre firearms officer tin relation to firearms management and maintenance	

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**Occupational Safety and Health Team  
Leaders  
Winter Calendar**



June	July	August	Comments
Confirm requirements and arrangements for first aid training		Conduct audit of personal protective equipment and order replacement stocks as required.	
Conduct Motor Drivers Licence checks on all employees		Identify sun protection requirements and order: <ul style="list-style-type: none"> <li>• Hats</li> <li>• Sunscreen</li> <li>• etc</li> </ul>	
		Programme awareness sessions addressing issues such as: <ul style="list-style-type: none"> <li>• Heat illness</li> <li>• Skin cancer awareness</li> <li>• Snake bite</li> <li>• Etc...</li> </ul>	
		Identify OSH implications following Visitor Risk Management inspections	
		Confirm attendance at OSH Team Leaders meeting	

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## Occupational Safety and Health Team Leaders

### Spring Calendar

Planner



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September	October	November	Comments
Identify requirements for and programme OSH training for volunteers	Review job prescriptions and safe work procedures as appropriate	Conduct ergonomic assessments of administration areas and offices	
Identify pre-fire season training requirements	Assist with pre-fire season assessment of equipment	Arrange ergonomic information and education sessions as required	
Audit snake handler kits and ensure available for use as required	Update personnel allergy list and list in working plan	Participate in the Fire Fighter Fitness Programme	
Issue memo or conduct education/awareness sessions addressing: <ul style="list-style-type: none"> <li>• Skin cancer</li> <li>• Heat illness</li> <li>• Snake bite</li> <li>• Etc...</li> </ul>	Check requirement for servicing of fire extinguishers	Encourage personnel to have pre summer skin cancer check	
Check all first aid kits and restock/renew as required	Check requirement for training of personnel in the use fire extinguishers	Update allergies register to include seasonals	
Prepare session for	Review emergency	Conduct Motor Drivers	

presentation at OSH Team Leaders Meeting as required	evacuation procedures for the workplace	Licence checks for seasonal employees	
	Review SAR procedures and conduct training for field and air operations	Conduct review of office evacuation and emergency procedures	
	Check on availability and issue of sunscreen, hats etc...	Arrange Bush Fire Awareness training for employees not covered in normal fire fighter training programmes	
	Attend OSH Team Leaders meeting	Conduct review of Risk Control Measures within the work centre.	
	Ensure all personnel in work centre are aware of District burning programme	Conduct fatigue management education and awareness sessions as required prior to commencement of summer works programme and fire season	
	Commit to attend next OSH Team Leaders Meeting		



## Occupational Safety and Health Team Leaders

### Calendar



Weekly/Monthly	Quarterly	Annually	As Required
Review status of injured employees receiving workers compensation	Test emergency evacuation procedures	Conduct emergency evacuation procedure training	Facilitate OSH inductions for new and transferred employees, volunteers and contractors
	Conduct Occupational Safety and Health Committee Meetings at least quarterly	Conduct SAR training for field and aerial operations	Assist in the completion of incident and near hit analyses.  Ensure action items completed by nominated persons by due date.  Arrange follow up and review
	Check in with Peer Support Programme and identify information/education requirements	Conduct communication checks to ensure adequacy and appropriateness	Facilitate the completion of workers compensation claims and participate in the injury management process
	Complete Workers Compensation file reviews	Consider requirements of successional planning for Occupational Safety and	

		Health Team Leaders role	
	Check currency of Electrical tagging and residual current devices	Review make up of OSH committee and conduct elections, or select representatives as required.	
	Complete checks of first aid kits and replenish	Identify training requirements and opportunities for OSH committee members	
	Conduct hazard inspections of offices, administration areas, buildings and compounds etc...	Arrange for annual health and fitness assessments with Risk Management Section	
	Visit Risk Management Section Web Page to keep up to date and direct other personnel to changes and new information as required	Directors to make contact with Team Leaders and provide additional direction etc...	
	Conduct presentation of relevant OSH topics in a range of forums, including: <ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Managers meetings</li> <li>• Toolbox meetings</li> <li>• Etc.....</li> </ul>	Identify requirements for specialist training, especially: <ul style="list-style-type: none"> <li>• Outback survival</li> <li>• Remote are first aid</li> <li>• Basic vehicle maintenance</li> <li>• All terrain vehicles</li> <li>• Etc...</li> </ul>	
	Contact Risk Management Section on discuss requirements for visits,	Plan and conduct safety audit	



	presentations and training etc...		
	Invite another OSH Team Leader to attend OSH Committee and/or visit	Plan to visit a neighboring district and attend OSH Committee meeting, discuss new OSH initiatives and assist with worksite hazard inspections.	
	Review work place safety statistics to identify trends, new issues, effectiveness of controls		

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## Occupational Safety and Health Team Leaders Roles and Responsibilities

### Core Business:

To ensure the provision of a safe and healthy work environment

### Major Aims:

- To develop sound conduits for communication
- To provide a support mechanism for peers and colleagues
- To represent and support employees in all areas of occupational safety and health
- To be prepared to listen and to seek advice on behalf of others

### Individual Responsibilities:

- To look after number one and to lead by example
- To facilitate the involvement of all
- To assist in meeting duty of care requirements for both the employer and the employee
- To “walk the talk” by being engaged in continuous occupational safety and health training and awareness
- To stimulate “situational awareness” of occupational safety and health issues
- To act as an occupational safety and health champion
- To promote the development of a strong safety culture within the workplace

### Occupational Safety and Health Promotion:

- Encourage and facilitate the involvement of others
- Promote safety in all areas of the workplace
- To raise occupational safety and health issues at appropriate forums i.e. staff meetings, district and regional meetings etc
- To identify opportunities to provide education and awareness sessions and to involve other sections as appropriate
- To coordinate occupational safety and health training and initiatives

### Review and Audit:

- Review occupational safety and health compliance against:
  - Appropriate legislation
  - Policies

- Standards
  - Codes of practice, and
  - Departmental guidelines and procedures
- Assist with the development and implementation of occupational safety and health checklists for the work area
- Review completion and effectiveness of action items and control measures identified through:
  - Hazard reports
  - Tool box meetings
  - Worksite inspections
  - Safety meetings, and
  - Incident analyses
- Conduct regular reviews of incidents, near hits, hazard reports, incidents and statistics to identify trends, high “risk’ activities and areas
- Review appropriateness and effectiveness of training sessions

**Research, Training and Development:**

- Update training programmes and awareness sessions
- Identify new information, technology and improved work practices
- Analyse the effectiveness of the local occupational safety and health programme
- Research work procedures to ensure safe
- Keep abreast of legal and compliance issues and provide information and advice as appropriate
- Maintain and analyse statistics to identify trends and effectiveness of training and education programmes
- Conduct training needs analysis and audit of competencies

**Communication:**

- Communicate objectives and strategies associated with work centre safety programme and health and fitness campaigns
- Communicate requirements for medical and fitness assessments to all
- Ensure understanding of the roles and responsibilities of those involved in the workers compensation and rehabilitation process, including:
  - Injured party
  - Employer
  - Doctor
  - Riskcover
  - Workcover
  - Rehabilitation providers
- Facilitate regular OSH meetings and communication of outcomes
- Promote OSH awareness and knowledge of rights and responsibilities to all employees, contractors and volunteers
- Promote the risk management process and the identification of control measures

- Provide up to date and accurate information to all personnel on changes to the workplace, technology, legislation, standards and processes

DRAFT - 16 - 12 - 2004

# Occupational Safety and Health Team Leaders Spring/ Pre-Fire Season Meeting

26-28 October, 2004

Perup Wilderness Lodge and Field Ecology Centre

## Wash Up Report Compiled by Tammie Reid

The purpose of this report is

- To review the feedback and participant evaluations from the event.
- To reflect on the impact and effectiveness of the meeting as a major OSH Team Leader communications strategy.
- To make recommendations based on the insights of the OSH team that will add value to further OSH events and communications.

### Overview

All OSH Team Leaders from CALM and FPC were invited to attend the Spring Meeting with two thirds indicating they were keen to attend and eventually 21 arriving on site. This represented an attendance of 50% of the OSH team leader network.

This was the first time an OSHTLM was held outside of the metro area and in a CALM venue- The Perup Wilderness Lodge . Many commented on the effectiveness of this live in setting, enabling a good interchange of work related information at many opportunities.

The planning/delivery team comprised Richard McAlinden, Shaun Atwood, Jordan Harvey, Kevin Vear, Tammie Reid, Bruce Richardson, and Steve Thomas. There were snapshot segments and information sessions from team leaders throughout the agenda. These were well received by peers.

The purpose of the meeting included

- Personal and professional development for OSHTL
- Increasing the leadership, influence and communication network of the OSH program
- Developing 6 new tools for the OSHTL toolkit.  
Pre- departure checklist, field inspection checklist, office safety audit checklist, risk analysis and treatment register, OSH yearly task calendar, generic roles and responsibility statement for an OSHTL

Staff feedback was recorded each day using the “what worked well” and “what could be improved” sticky label technique. Other feedback evaluation techniques included workshop focus topics, open ended questions, sliding scales and voting. Verbal feedback, emails and subsequent conversations with the planning team members and participants have also informed this report.

These feedback mechanisms indicated an overwhelming positive response to the event and structure. Overall, the participant experience was extremely motivating and inclusive for all staff, fostering high levels of interaction and exchange and engendering a sense of pride in achievement and progress in the OSH portfolio.

### High Points:

- The presence of a Director, Ron Kawalilak who stayed for an extended period
- The evening history session based on artefacts , recollections and living fossils

- The “Snapshot presentations” by Team Leaders were very interesting and well presented and often had power point presentations that could be used in other workcentres
- The catering by Steve Thomas was outstanding, with people pitching in- talking work- and all helping with the logistics of feeding 30+ people.
- The overall set up at Perup was ideal for the numbers, purpose and program
- Shaun’s activity sessions and short stretch breaks were much appreciated and contributed to keeping the energy levels and pace on track.

#### **Low Points:**

- The technology and computer incompatibility threatened to disrupt a lot of presentations, presentation and structure.
- The condition (cleanliness) of the Perup accommodation was poor
- Shared accommodation with participants who snored was uncomfortable for some. The bunk bed arrangements were not comfortable for all.
- Changing numbers and cancellations made some of the logistics frustrating
- The incoming Perup booking overlap was unforeseen

#### **Most Valuable:**

- The session of prostate cancer made a big impact.
- All the workshops where OSH tools were developed were voted as key
- ATV session, highlighting an emerging risk
- The ability to network and exchange information

#### **Most Interesting**

- Firearms session
- Trends and Challenges/ artefacts evening session
- Syd’s homemade wine
- Statistical breakdown

#### **Most useful sessions**

- The OSH yearly task calendar
- The presentations to do with the impending fire season, Roger Armstrong and Alan Jones
- Risk Assessment tools session
- Fatigue friendly presentation

#### **Black Spots**

- Not everyone joined in the activity sessions
- The first evening session was at the end of a long day
- The technology powerpoint a worry
- Not much fauna activity around the Perup

#### **Observations on the Impact and Effectiveness of This Event: What New Vantage Point Does the OSH Program have for theTLM ?**

- Enhanced peer communication and work based connections.
- A thoughtful and insightful list of recommendations on 6 tools designed expressly for team leaders actions that will improve the functioning of a Team Leader
- Setting a new model for the OSHTLM where peer based presentations feature, promoting peer learning. Four presentations were from people who had not presented before. TL keen to have copies of these presentations for use back in their work centre.
- October is a key month for OSH TL in preparation for fire seasons in all but the Kimberly areas. Content relating to this function eagerly received, commitment by Alan Jones to stay overnight to further interaction and information exchange

- A very cost effective event using CALM catering and venue, where the participant costs averaged \$150 pp for the 3 days
- Important to have a good balance with the agenda, incorporating professional and personal development, workshop interaction and group tasks, specific issues, Q&A's, new information, guest speakers and statistics, new procedures and guidelines etc. The content format and outcomes for this event was rated as "Just About Right " across the board
- The sign up sheet for OSH presentations worked well to connect interest with corporate commitment and advance programming

### **Recommendations**

Copies of the snapshot presentations and the OSH tools forwarded to all Team Leaders via CD. Copies of a final report on the outcomes of the OSHTLM to be circulated post event.

#### **Action: RMS (Risk Management Section) and facilitators report and followups**

Schedule a regular annual live in event based along the lines of this meeting in terms of agenda, content, timing, format and location. Keep the spring timeslot.

#### **Action: RMS/ Tammie to scope Muresk Ag College**

Offset the annual 3 day event with seminar series related to current issues, demand, focus etc eg ATV's, workers comp procedures, new OSH workshop/training products.

#### **Action: RMS**

1. Incorporate potted versions of OSH workshops into the annual event, so participants experience first hand some of the products available eg manutension

#### **Action: RMS**

2. Continue to seek facilitator support to deliver this meeting, it frees up Richard to become more involved with the content and not the process.

#### **Action: Tammie and Kevin to keep involved via RMS requests**

3. Target Directors and involve them individually at the events. Match Directors with current issues, challenges or successes. **Action: RMS to be as proactive as possible getting dates into diaries.**

4. Counter misinformation on proban. **Action:RMS to seek written advice from FMS. TL to report back to workcentres based on Roger Armstrong's October presentation advice**

5. Continue to use Steve Thomas as a live in catering logistics and incorporate a fire training catering practical for nominated people requiring hands on experience.

#### **Action: RMS to liaise with D/M Hills District and FMS T&D unit.**

6. Publish a Conservation News article on the event and outcomes of this OSHTLM

#### **Action: Tammie to draft, Ron Kawalilak to submit**

7. Followup on requests for workshops and OSH sessions over the next 12 months. **Action RMS, a special focus recommended for the prostrate cancer presentation**

**Final Workshop**  
**Focusing on the questions of...**

- **How to make the most of these Team Leader Meetings**
- **What is the role and importance of the Occupational Safety and Health Team Leaders Meeting**

<b>Tony's Team</b>	<b>Jordan's Juggernauts</b>	<b>Bretts Blokes</b>	<b>Mitch's Mob</b>
To show trends, improvements and technology within the OSH portfolio	Develops and standardises OSH problem solving systems and protocols	Good Information exchange: suggest handouts from each presentation	Acts as a reward for leaders and osh reps
Demonstrates corporate support	Formulates expectations for OSH leaders	Provides structure and guidance for team leaders	Able to develop and interest proxy leaders and reps
Demonstrates the commitment to safety	Enables networking with other OSH leaders	Good forum for networking ideas as a team and supporting each other	Keeps safety #1, gives it a profile
Brings safety to the forefront	A chance to hear the voice of CALM workmates	A strategic forum for the attendance of directors	A forum for information sharing
A good communication forum	A good forum for sharing experiences and gaining ideas		Great networking
Assists succession training in osh			Contained location helps for the exchanges and interaction... 24/7

**Overall Recommendations**

- Extend the invitation to include OSH team members for part of the annual event.
- Seek ways to enlist more of the FPC TL's.
- Ensure take home information for OSHTL to use immediately to reinforce the value of the gathering for workcentres.
- Invite Directors
- Keep it a live in venue outside of metro area.



# All Terrain Vehicles



Alf Lorkiewicz

# All Terrain Vehicles

Popularity is increasing:

- Recreation
- Work



# Variations:



Huge number of configurations:

- 2, 3, 4, 5 and 6 wheelers
- Handlebars, steering wheels and skid steer varieties
- Driver/rider only to multi passengers

# Increasing use

- GPS plots
- Access to planting areas
- Delivery of plants during planting season
- Bibbulmun Track maintenance
- Spraying of herbicides
- Flora surveys
- Remote area access
- Recce of walk trails prior and post to burning

# Increasing use – Increasing crashes

## CALM/FPC incidents:

- Riding up steep slope – 4 wheeler flipped and landed on chest
- 4 wheeler being ridden onto utility – straight over edge – missing onlooker – but broken wrist for driver
- Rewiring for spray unit – bike caught alight
- Uni work experience student



# Death puts vehicles in spotlight

JODIE THOMSON

Warnings on the hazards of all-terrain vehicles were renewed yesterday after a 42-year-old father of five was killed in Baldivis.

The Forrestfield landscape gardener had been mowing lawns at a relative's property and was driving a five-wheel all-terrain vehicle down a steep driveway when the vehicle flipped.

A workmate heard the crash about 8am and found the man pinned under the vehicle.

Sen. Const. Michael Couch said the man was towing a small trailer down the steep bitumen driveway.

"It has come down a hill, gone around a bend and unfortunately somehow the vehicle has overturned," he said. "The gentleman has been pinned underneath."

"He was an employee of the owner of the property. He worked three days a week here carrying out lawn-mowing, gardening, all the general maintenance that goes on at the property."

The man died at the scene. WorkSafe is investigating.

Royal Perth Hospital head of trauma services Sudhakar Rao said he saw an average of two serious cases — mainly crushed internal organs or chest injuries — involving



**Wheeled worry:** The all-terrain vehicle is removed after the fatality. Picture: Greg Burke

all-terrain vehicle injuries each year. Dr Rao said nearly all cases involved people driving along an incline. Most were also accidents on small farms, where the all-terrain vehicles were used as a cheaper and more accessible alternative to heavier farming machinery.

WorkSafe acting executive director Nina Lyhne said statistics indi-

cated the majority of accidents occurred when they were being used for recreational transport on the farm.

She said there was a duty of care for the owner to provide a helmet and ensure the driver was experienced. Suppliers had a duty to provide a safe product, with some considering operator training with a purchase.

# Tragic accident a reminder

I WAS unable to write this column last week or run the clinics at Meadow Springs due to a tragic accident that resulted in the death of my brother-in-law, Geoff.

He somehow managed to flip an all terrain vehicle – the type used on all golf courses – on to himself and was crushed to death.

The resulting week has been traumatic, to say the least.

However, his death did make me realise just how dangerous these vehicles and indeed golf carts can be.

I implore you all to take care when driving the golf carts around.

I often see drivers take the carts out of gear and freewheel down hills then shove on the brakes hard and skid the tyres. It doesn't take much for a cart to turn over, so please drive them with care. I also have seen them disappear down pot bunkers, especially at courses like Kennedy Bay.

The driver of the cart drives



ahead to check the pin position on the green and then drives the wrong way down the fairway and suddenly disappears into the bunker which he hasn't been able to see.

Now that the safety lecture is over, let's talk golf.

All clinics will recommence this week.

Professional golfer David Watson, from Channel Nine's *Golfing WA* television show, will be co-hosting the clinic and practice session with me on Wednesday night at 6pm at Meadow Springs.

The session lasts two hours, includes all golf balls and costs \$20.

■ It was great to see VJ Singh become the world's number one

player. It goes to show what hard work can do – VJ is the hardest working professional on tour.

He is the first on the range and last off the range each day – his work ethic is amazing. He doesn't have the best swing in the world by any means but his swing is so well grooved he has full confidence in it – and confidence in golf is vital.

Don't forget that practice doesn't make perfect – it makes permanent.

It is good practice that makes permanent and perfect.

■ I was at the range the other day when I saw three of the older members about to tee off so I stopped practising and listened.

First member said: "Windy, isn't it?"

Second one said: "No, it's Thursday!"

Third one said: "So am I – let's go get a beer."

Swing well.

# Training addresses:

- Protective equipment
- Risk riding
- Decision making
- Rules of thumb – for decision making
- Pre start check and maintenance





# So – who should be trained?

- All users of ATV's



# Benefits

Assists the organisation to meet both legal and moral duty of care:

- Legal – to provide employees with a safe system of work
- Moral – to allow employees to return home at the end of the day in at least as good a condition as they started.

# CCA Pine in the Workplace

## Moora District Case Study

# What is it?

- Copper chromium arsenate is a wood preservative used to extend the life of timber by controlling pests such as termites. CCA-treated timber can be found in telephone poles, picnic tables, fences, decking, etc.

# Recommended PPE

- Industrial gloves
- Long sleeve shirts and trousers
- Steel capped boots
- Safety glasses/face shield
- P1 or P2 respirator
- Hearing Protection



# Background Information

- Sign Construction
- Needs basis



# Nature Reserve Signs

- Conservation Employees started Feb 04
- Increased production
- Health issues
  - Headaches
  - Sinus irritations



# Past Working Environment

- Large shed
- Dust masks
- Vacuum cleaner/router





# Recommendations

- Dust Collector
- Appropriate PPE
- Workshop Design



# Other Discussed Options

- Enclosed area
- Installing Window
- Extractor fans (whirly birds)
- Lean-to outside

# Summary

- Did it work
- Are there still health issues?



# Where to Get More Information

- Risk Management Section Information Sheet

# FATIGUE FRIENDLY WORK PRACTICES

Occupational Safety and Health Team  
Leaders Meeting  
October 2004

# Introduction

Evidence suggests that fatigue is a factor in 35% of all fatal vehicle crashes

Males in general are more likely to be involved in fatigue related accidents

55% of accidents believed to be caused by fatigue were involving people under 25 year of age

# Causes of Fatigue

Working when you would normally be asleep

Sleeping at unusual hours

Getting less than your normal amount of sleep

Working long hours

Suffering medical sleep condition

General health and lifestyle

# Fatigue Danger Signs

Your mind starts to wander

You can't remember driving the last few  
kilometres

You find you have slowed unintentionally

You begin to blink

You can't stop yawning

Your eyes close for a moment

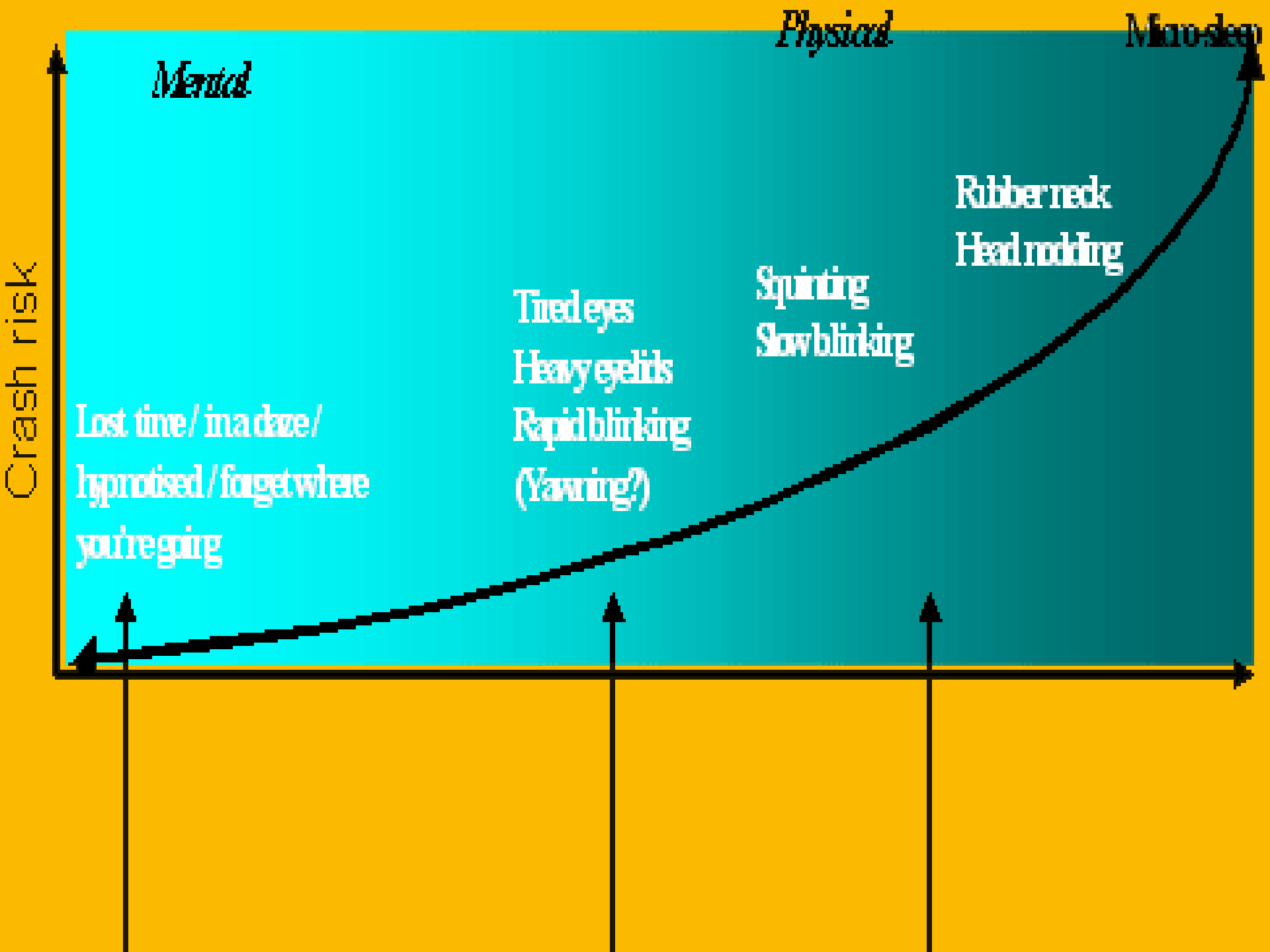
You drift over the centre line



# Danger Periods for Fatigue

Between 1 and 5am

Between 1 and 4pm



# Classic Case of Fatigue

18 year old male driver

Monday 3pm

Driving back to office after day in field

Overheated vehicle cab

Had 9 hours sleep over a 48 hour period  
during weekend

Had 9 hours sleep on the Sunday night









# Result of Accident

Neck and lower back muscle strain

3 days absent from work

\$21 000 vehicle written off

\$11 000 motorbike written off

\$1 100 trailer written off



# Avoiding Fatigue

Encourage staff to have a healthy lifestyle that includes adequate sleep

Make staff aware of FPI 12 “Guidelines for fatigue Management in Emergency Situations” and encourage staff to follow guidelines in all work and leisure activities

Take regular breaks. 10 minutes every 2 hours is recommended

Avoid driving during danger times

# Avoiding Fatigue cont.

Look at staying over an extra night

If camping stay in more comfortable accommodation the last night

Double up on drivers

# Mechanical Aids for Manual Handling Issues

John Kruger

OS & H Team Leaders Meeting

Perup

26-28 October 2004

# MANUAL HANDLING TASK FORCE

In the early nineties, Risk Management Section and the Central Forest Regional Manager set up a Manual Handling Task Force to:

- Deliberately target manual handling associated problems.
- Minimise injury and stress from manual handling in the work environment.



# Out-turn

- Reappraisal of JSAs and work systems,
- Increased use of aids and tools,
- Lots of analysis, investigation and instruction on how to do what without injury to self or colleagues

# INDUSTRY TRENDS

The trend in industry over the last twenty and more years is for increased use of mechanical aids for shifting, loading and unloading of products, either:

- Bulk, with pumps, augers and elevators,
- Containerised, with cranes
- Pallet loaded, with forklifts.



# The Need For Mechanical Aids

- Decreasing workforce
- Premature physical degeneration of participants in our workforce.
- Worn out backs, knees, hips, elbows, wrists and hands.
- Impact of age, injury and disease (arthritis, osteoporosis etc).

# Why Forklifts and Pallet Stackers (1)

- The most common presentation of transported packaged goods today is pallet loaded and shrink wrapped drums, boxes, bags and pieces of product or equipment.
- This presentation is deliberately designed for forklift (fitted with optional kleenheat gas operation for in-store safety) and pallet stacker (electric, battery operated) handling and storage.
- Pollution free operation allows for in-store continuous use with no Carbon Monoxide poison risk to the operator or others working in the building.





# Why Forklifts and Pallet Stackers (2)

- These machines are able to handle up to two tonne for small forklifts and up to one tonne for pallet stackers.
- They are very useful in storeroom situations; being able to stack with appropriate racking, up to 3.6 metres high.
- They are very manoeuvrable, reliable and cheap to operate.



# WORK SITUATION

Some work centres (with good surfaced hardstand areas and concrete work floors) present themselves as ideal locations for forklifts and pallet stackers to be utilised to load and unload vehicles and for in-store handling and racking of goods and materials.



# HOWEVER

- These options are not suited to infield use as their site requirement is fairly exacting.
- Many work centres have hardstands just sufficient to handle dozers and all trucks need to be equipped with four wheel drive.
- Forklifts require a level uniform hardstand area for loading and offloading.
- Pallet stackers are even further restricted to level, continuous, smooth concrete floors, but they still prove quite useful in workshop and store situations.

# SOUTH WEST REGION WORK CENTRES' APPLICATION

- In South West Region, forklifts and pallet stackers have been introduced at Bunbury, Collie, Harvey and Margaret River work centres.
- They have resulted in considerable saving on time for shifting loads.
- More importantly, these machines have helped to separate people from the risk of injury in performing a large component of heavy manual handling tasks.



# Training requirements (1)

- For using forklifts, operators need to be trained and need to be able to demonstrate a sufficient level of competence in maintaining and operating the machine.
- This ability to operate a forklift needs to be assessed by a nationally recognised trainer who is confident in issuing a BCC30198 Certificate III in Civil Construction (Plant) to the operator.
- The operator of a forklift must be able to present this certificate on demand.

# Training requirements (2)

- Pallet stackers have a similar requirement for operators to be trained and to demonstrate proficiency, but without the same requirement for a Certificate of Proficiency. With duty of care as it is, the most defensible course of action is for training to the forklift certification level, which then covers both classes of machines.
- The course is an eight hour training and testing period on practical handling of the machines, after learning the Operators Training Manual.
- Final component of the course is completion and passing of a closed book exam on contents of the Operators Training Manual.
- Cost of this at Bunbury has been negotiated as a package course at \$150 per head, for eight or more participants per course.

# MEN'S HEALTH WEEK



PROSTATE CANCER

PROSTATE CANCER  
FOUNDATION OF AUSTRALIA

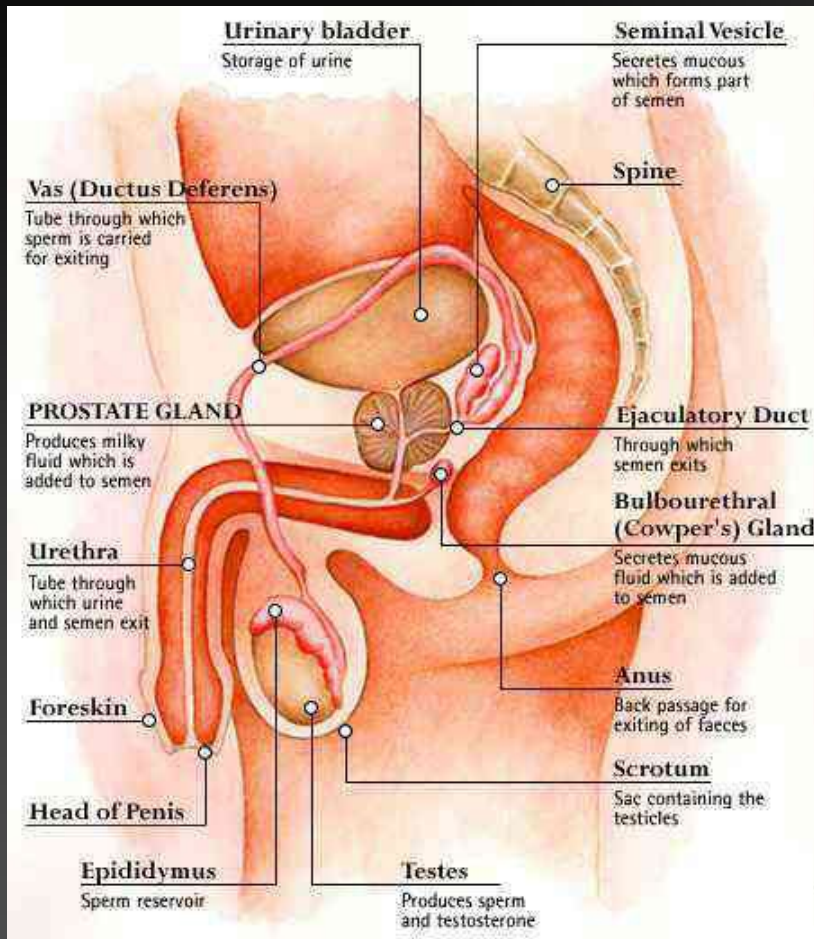
# PROSTATE CANCER FACTS

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- In relation to cancer in Australia, Prostate Cancer is second only to Lung Cancer as a cause of male fatality.
  - 1 In 11 Australians will have Prostate Cancer at some point in their lives.
-



# PROSTATE GLAND



- INFLAMMATION OF PROSTATE GLAND.
- RESTRICTS URETHRA.
- ENLARGENS, CLOSER TO BOWEL.

# CHANGING VIEWS

---

- Most doctors used to have the view “Most men die with, not of Prostate Cancer”.
  - No longer true.
  - Circumstances have changed for men.
-

# CHANGES FOR AUSTRALIAN MALES

---

- Increased life span and earlier onset of cancer;
  - Longer life-span results in more time for cancer to develop;
  - Early chronological onset equates to a more aggressive cancer.
-

# STRESS



- Life can be stressful.
- Some events are unexpected but avoidable.

# PROSTATE CANCER FACTS

---

- 10,000 Australian men are diagnosed every year.
  - Of these, more than 2,500 Australian men die of the disease.
  - Lack of awareness results in prostate cancer being undetected.
-

# SIGNS and SYMPTOMS



- An infected prostate presents with certain signs and symptoms.
- It is important to know where to look and what to look for.

# SIGNS and SYMPTOMS

---

- Waking frequently at night to urinate;
  - Sudden or urgent need to urinate;
  - Difficulty in starting to urinate;
  - Discomfort when urinating;
-

# SIGNS and SYMPTOMS

---

- Difficulty in stopping urination or slow flow;
  - Blood in urine or semen;
  - Reduced ability to obtain an erection;
  - Painful ejaculation;
-



# PROSTATE CANCER



- Our bodies sometimes behave in ways we would rather they didn't.
- Early treatment can save us from prolonged suffering.

# THREE TYPES OF PROSTATE PROBLEMS

---

- Prostatitis.
  - Benign Prostatic Hyperplasia (B.P.H.)
  - Prostate cancer.
-

# PROSTATITIS : COMMON INFECTION

---

- Inflammation of prostate.
  - Least common disorder.
  - Can affect younger men.
  - Result of infection, treated with antibiotics.
-

# B.P.H.

---

- Benign Prostatic Hyperplasia.
  - Enlargement of the prostate.
  - Usually from 50yrs onwards.
  - Treated with antibiotics or surgery.
-

# PROSTATE CANCER

---

- Life threatening.
  - Some cells in prostate reproduce more rapidly, causing enlargement and formation of a tumor.
  - Cancer can spread to other parts of body.
-

# CAUSES OF PROSTATE PROBLEMS



- Although our bodies are put under stresses at different times;
  - definable causes for prostate problems are elusive.

# DIAGNOSIS

---

- If any symptoms present, consult G.P.
  - Remember, symptoms may not indicate cancer.
  - Early diagnosis of prostate problems are imperative.
  - It is never too late.
-

# P.S.A. BLOOD TEST

---

- Prostate Specific Antigen blood test.
  - Measurement of prostate protein in blood.
  - 4 nanograms per millilitre is considered normal in older men ( 50 yrs on ).
  
  - However, problems may exist with normal levels of prostate protein in the blood.
  
  - Not a reliable indicator of prostate health.
-

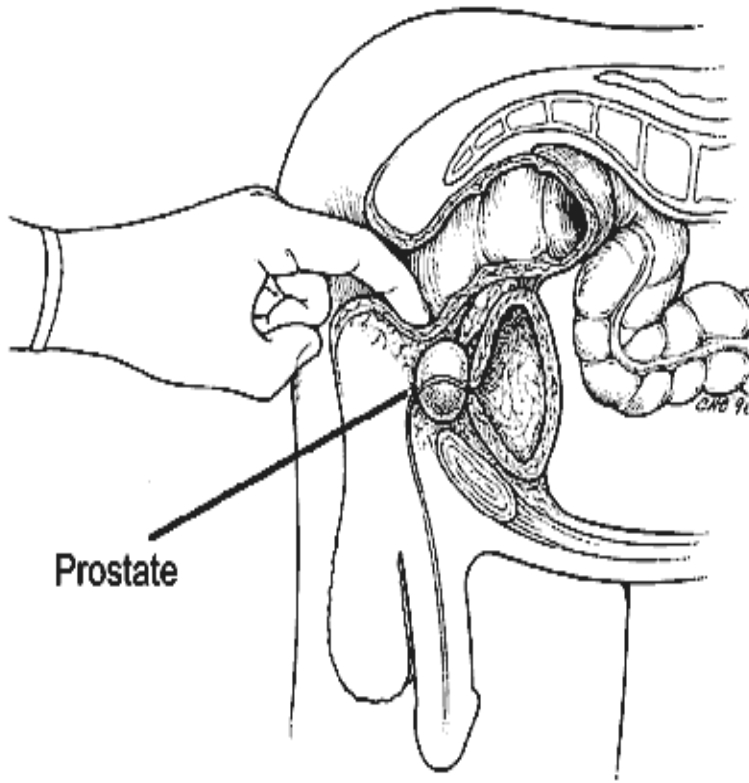


# D.R.E.

---

- Digital Rectal Examination.
  - Doctor feels prostate via anus, checking for swelling, hardening and tumour development.
  - However, once irregularities are palpable, the cancer may be advanced.
-

# DIGITAL RECTAL EXAMINATION



Digital Rectal Exam

- Moderately reliable, fast test.
- Although only one side of prostate is assessable.
- P.S.A. test is also advised.

# Biopsy

---

- Samples are taken from multiple points of prostate and is the only sure way of confirming prostate cancer.
  - Not necessary unless advised by doctor.
  - Uncomfortable, but relatively painless.
-

# REDUCING THE RISK

---

- A combination of all three tests may be required depending on the stage and type of condition.
  - Monitor for symptoms.
  - If symptoms present, discuss with your doctor.
-

# REDUCING THE RISK

---

- Regular testing, at least every 2 years once you reach 50 yrs. of age.
  - P.S.A. and D.R.E. tests are the most common tests to determine if potential for prostate cancer exists.
  - Different doctors encourage different tests.
-

# REDUCING THE RISK

TheBestHumor.Com  
My Doctor said "Only 1 glass of alcohol a day". I can live with that.



“ My doctor said only one glass of alcohol a day; - I can live with that.”

- Modifying our lifestyles can reduce the risk of disease.

# DIET

---

- Diet can cause cancer.
  - Diet can protect from cancer.
  - But diet cannot cure cancer.
-

# REDUCING THE RISK

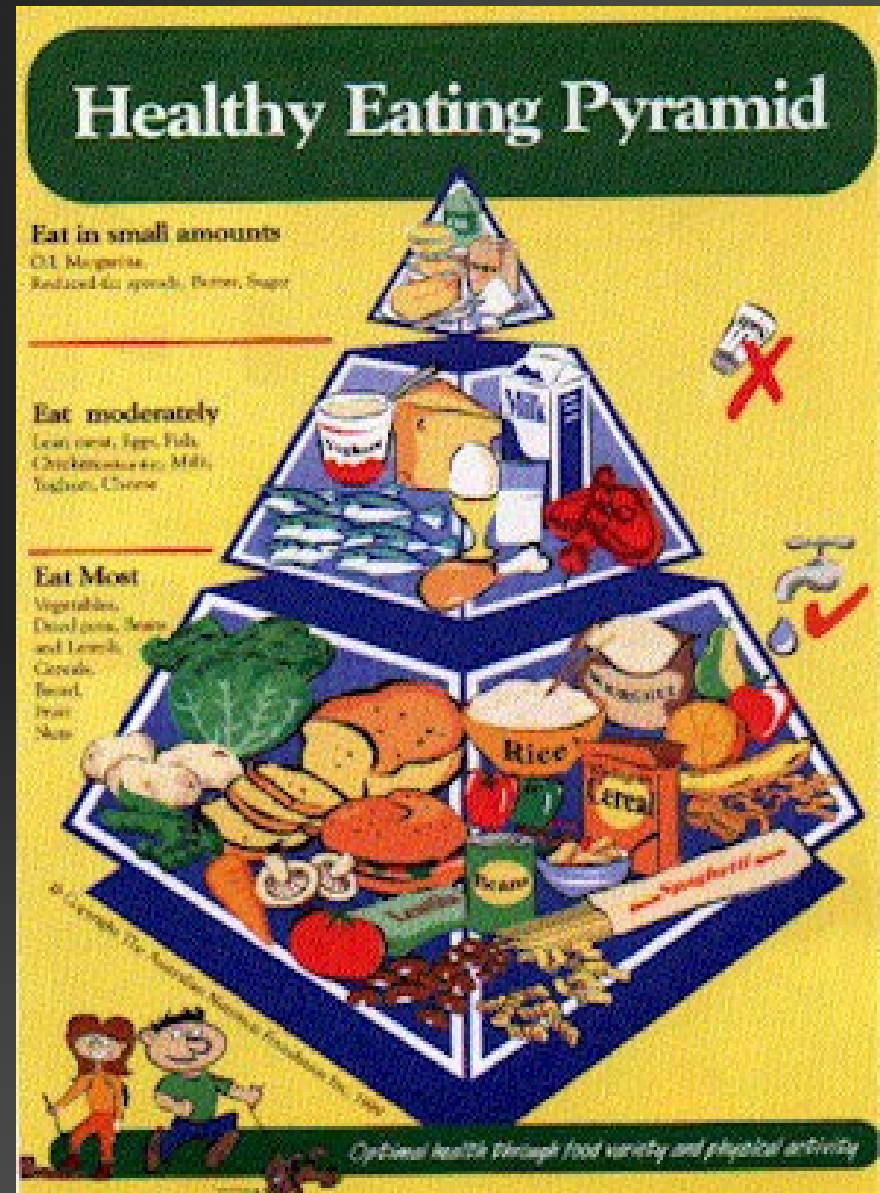
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- Making changes to our lifestyle can reduce the risk of prostate cancer.
  - Monitoring diet;
  - Monitoring activity levels;
  - Monitoring symptoms.
-



# DIET

- Variety of nutritious foods;
- Breads and Cereals;
- Low salt intake;
- Low saturated fat intake;
- Moderate sugar intake.



# ACTIVITY and EXERCISE



- Doesn't need to be extreme.
- Little and often.
- Walking, cycling, running, swimming, skiing.

# ACTIVITY and EXERCISE



- The little things count as healthy exercise.
- Accumulative over the day.
- Park further away from work, shops, and walk.
- Take stairs instead of lifts.

# ENJOY LIFE



- Find something you like to do and make time to do it.
- Share with others; family and friends.
- Push your limits.

# SUCCESSFUL RELOCATION OF A FAMILY



HOW C.A.L.M. CAN HELP

# Relocation of a family

## Key Issues

- Departure
- Removal
- Accommodation
- Arrival, Wives/Husbands/Children
- Schooling
- Area/Town Information

# Departure

- Farewell BBQ/ Dinner.
- Recognition of input into region/ district.
- Good for morale.

# Removal

- **Moving house is widely recognized as an experience that rivals divorce, death and losing your job on the stress scale.**
- Don't make it harder than it already is.
- Keep removal boxes in region/district, usually good for a few moves and allows for more time to pack.
- Get feedback on removal companies.



# Accommodation

- The family has to be happy with the accommodation.
- The family has to feel safe in the home.

## **HOW C.A.L.M CAN HELP**

- Arrange for inspection of housing upon appointment to position.
- Allow time to choose a suitable house
- Rent privately if G.E.H.A housing not suitable.

# Arrival

- Greet at airport, house etc.
- Quick orientation of town.
- Introduction to other staff members.
- Welcoming BBQ with all staff families invited.
- Induction to the region/district.
- Literature package on town, and region.

# Schooling

- Provide information regarding best schools.
- Where do other staff members children go to school.
- Is proposed accommodation situated close to school.

# Area / Town Information

- District / Region could supply information pack.
- Schooling
- Play groups
- Shops
- Sporting facilities
- Transportation Facilities.

**Thank You**



# Questions



# Verbal Judo



Excellence in Tactical Communication

Cathy Birch – SDCA

# Background

- Verbal Judo Australia
- Presenter - Will King





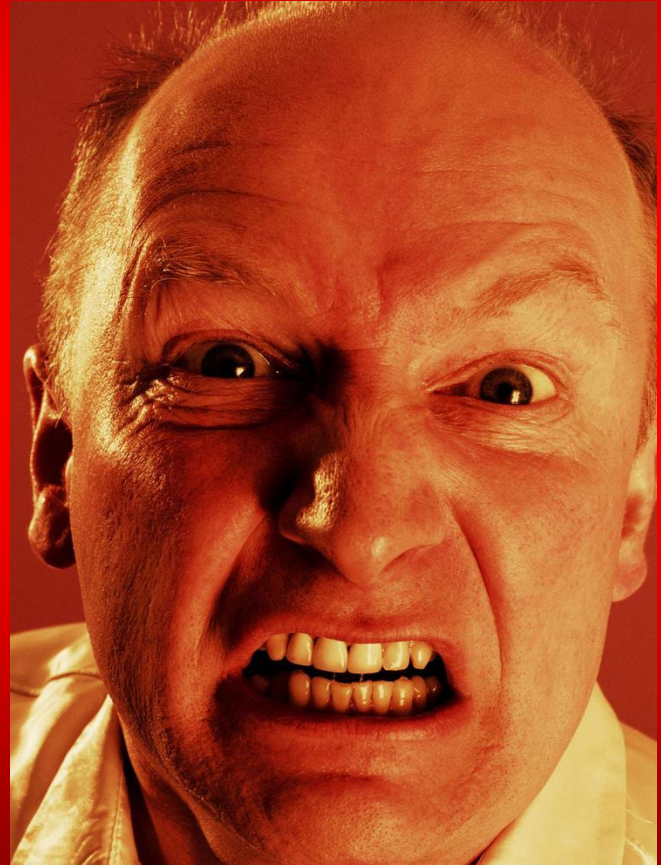
# What is Verbal Judo?

- Verbal Judo is founded on the same basic principle as the ancient art of Judo
- Namely the ability to utilize the strength of an opponent in order to take control of a situation



# Verbal Judo Teaches...

- Strategies for resolution of verbal conflict
- Techniques to improve personal and professional interaction skills



# Why is it needed?



Recent threatening experiences in Kensington:

- Family dispute – threats and demands
- Dissatisfied ugly customer – verbal abuse
- Aggressive telephone contacts

# Why is it needed continued?

Other examples:

- Wildlife enforcement
  - Illegal firewood operations
  - Illegal flora pickers
- National Park Rangers
- Etc....

# Who should attend?

Hurry up  
you #@\*  
mongrel

Anyone who may be required to deal with the public, including:

- Administration
- Field personnel
- Managers



# Cost



- 1 day course – \$2,500.00 plus GST
  - Unlimited number of participants
  - 25 people - \$100 per person
  - Scheduled session has approximately 50 participants

# Individual Benefits



- Be prepared for every verbal encounter
- Avoid common conversational disasters
- Maintain Personal safety
- Listen and speak more effectively
- Professionally handle verbal abuse

# Corporate Benefits



- Enhanced Professionalism
- Safer work environment
- Reduction in employee stress
- Improved public relations
- Reduction in complaints