



3 Steps to Safety Program
Step 1 Assessment Report
13th April 2017

Bunbury-Harvey Regional Council

Table of Contents

Introduction	2
Program Summary	2
Verification Report.....	2
Verification Details.....	2
Assessment Methodology	2
Limitations	2
1.0 Management Commitment.....	3
2.0 Consultation & Communication.....	4
3.0 Managing Hazards	5
4.0 Training & Supervision	6
5.0 Reporting & Monitoring	7
Scores	8
Next Step	8
Acknowledgements.....	8

Introduction

The 3 Steps to Safety program was established to recognise and meet the needs of Local Government with the aim of driving safety performance and minimising claim exposure. This report is the outcome of Step 1 of that program. The next steps are included at the end of this report.

Program Summary



Verification Report

This purpose of this report is to provide the Bunbury-Harvey Regional Council with a summary of the assessment findings.

Verification Details

The verification activity was undertaken by Emma Horsefield (Senior OSH Consultant). Bunbury-Harvey Regional Council was represented by Michelle Lloyd – Workplace Safety Advisor for the duration of the verification activity.

The assessment was undertaken on 20th March 2017. The site assessed as part of the activity was the Stanley Road waste facility.

Assessment Methodology

All evidence for this assessment was examined and verified on site through examination of documents, workplace inspections and interviews with workers from the Bunbury-Harvey Regional Council. The assessment was undertaken against the Tier 1 OSH Checklist using the LGIS scoring methodology.

Finding	Score	Definition
Satisfactory	2	Where the organisation has fulfilled the requirement
Insufficient	1	Where the organisation has fulfilled some of the requirements but not all of it
Unsatisfactory	0	Where the organisation has not fulfilled the requirement

Limitations

This assessment was undertaken as part of LGIS’ 3 Steps to Safety program. It should not be relied upon for any assurance of legislative compliance. This assessment does not protect against enforcement action against the Bunbury-Harvey Regional Council by any regulatory authority including WorkSafe.

1.0 Management Commitment

Requirement		Comments	Score
1.1	There is an OSH policy that demonstrates their commitment to safety	The council has an OSH Policy in place that states their commitment to safety.	2
1.2	The OSH Policy is endorsed and communicated to all parties	The OSH Policy has been endorsed by the CEO and is on display on the safety board at the waste facility.	2
1.3	OSH responsibilities are documented at all levels	The Council have included OSH responsibilities within position descriptions, and these differ depending on the role being performed.	2
1.4	Managers and Supervisors are held accountable for OSH	Managers are currently not held accountable for OSH. Although the council has a performance management process in place, this does not include OSH. Recommendation – look to include OSH as part of the performance review process.	0
1.5	Resources are allocated to meet OSH responsibilities	The council has both physical and financial resources in place to manage safety.	2

Management Commitment Score: 8 /10

2.0 Consultation & Communication

Requirement		Comments	Score
2.1	Consultation arrangements are in place and are well known to workers	<p>Whilst the council has a consultation procedure in place, it has not been effectively implemented with staff unaware of consultation arrangements.</p> <p>Recommendation – Review the procedure to ensure that it meets the requirements of the council, and communicate to workers.</p>	1
2.2	Workers are provided training on the consultation arrangements, including legislative training where required (HSR's)	<p>HSR's are provided with training; however other workers appear to be lacking training on consultation. The Council does not have an induction process for workers at this time.</p> <p>Recommendation – The council should look to develop an induction process, which includes consultation. The council should also look to educate existing staff on consultation methods.</p>	1
2.3	Records show that workers are consulted when safety is discussed	The council hold bi-monthly OSH Committees. These are recorded and include worker participation.	2
2.4	When used, contractors are consulted about OSH issues	Consultation is included within the contractor OSH Policy. This is carried out using contractor OSH Induction checklist.	2
2.5	Records are kept of consultation	<p>The council were able to demonstrate that records of consultation are kept when it relates to the OSH Committee. However, no other forms of consultation are recorded.</p> <p>Recommendation – The Council should look to record more forms of consultation – e.g. Toolbox meetings/pre-start meetings</p>	1

Consultation and Communication Score: 7 /10

3.0 Managing Hazards

Requirement		Comments	Score
3.1	There is a process for identifying, assessing and controlling hazards	<p>The council has a hazard & risk management procedure (QMS004), however it is not being consistently applied.</p> <p>Recommendation – Review the procedure to ensure that it meets the requirements of the council, and then communicate to all workers.</p>	1
3.2	Controls have been implemented for identified hazards.	<p>The council were able to demonstrate with completed hazard and incident forms that controls have been identified for hazards.</p>	2
3.3	SWP / SWMS / JSA's are developed for tasks with significant safety risks	<p>The council have commenced the development of JHA's; but not yet implemented.</p> <p>Recommendation – Complete the JHA development, ensuring that workers are consulted</p>	0
3.4	Emergency situations have been identified and diagrams and procedures are in place	<p>The Council have in draft format emergency procedures for Banksia site, but no procedures in place for the Stanley Rd waste facility.</p> <p>Recommendation – the council should look to develop emergency management procedures for both locations.</p>	1
3.5	There is a process for managing contractors	<p>The council does not have a contractor management procedure in place, however they do have in place</p> <ul style="list-style-type: none"> • Contractor Induction • Contractor OSH Policy. <p>Recommendation – The Council should look to develop a contractor management procedure to ensure a consistent approach to managing contractors.</p>	1

Managing Hazards Score: 5 /10

4.0 Training & Supervision

Requirement		Comments	Score
4.1	The training requirements of all workers has been identified	The council has a training calendar, this has been derived from skills outlined within position descriptions, as well as capturing data from performance reviews where training has been identified.	2
4.2	Workers are provided training in their roles and activities	Workers are provided with training specific to their role. However, it has been identified that managers and supervisors are lacking an understanding of their OSH Roles and responsibilities. Recommendation – The council should look to provide managers and supervisors with education and awareness around their OSH responsibilities.	1
4.3	Supervision is undertaken by people with suitable knowledge, skills and experience	Supervision is carried out by individuals who have significant experience.	2
4.4	Information is provided to workers to ensure they perform their work safely (E.g. SDS, plant and equipment manuals)	The council were able to demonstrate that equipment manuals and MSDS's were up to date and available for all workers.	2
4.5	Training records are kept	Training records for staff are maintained and held on individual's personnel files.	2

Training & Supervision Score: 9 /10

5.0 Reporting & Monitoring

Requirement		Comments	Score
5.1	Procedures for reporting hazards and incidents are in place and have been communicated to workers	<p>The council has a documented procedure in place; this is communicated at all meetings. Despite this, there are still issues with them not being followed consistently.</p> <p>Recommendation – Review the procedure to ensure it meets the requirements of the council; engage with workers to understand why they are not following. Update if needed, and recommunicate.</p>	1
5.2	When reported, hazards and incidents are acted upon in a timely fashion	The council were able to demonstrate that when hazards and incidents are reported these are closed out within a timely period.	2
5.3	The organisation is aware of WorkSafe incident notification requirements	<p>The councils OSH resource is aware of the reporting requirements, however managers and supervisors were unclear.</p> <p>Recommendation – Provide education and awareness to managers and supervisors, as part of the OSH roles and responsibilities training.</p>	1
5.4	Incident and hazard reports are kept on file	The council were able to demonstrate that incident and accident forms are kept on file.	2
5.5	Hazards and incidents are monitored by Management	All hazards and incidents are monitored on an ongoing basis by the OSH Resource, managers and supervisors. As well as at the OSH Committee.	2

Reporting & Monitoring Score: 8/10

Scores

Category	Score
Management Responsibility	8/10
Consultation	7/10
Hazard Identification & Safe Work Procedures	5/10
Training & Supervision	9/10
Reporting Safety	8/10
Total	37/50
Overall Score	74%

Next Step

Step 2 of the 3 *Steps to Safety* program involves the development of an OSH Action Plan between Bunbury-Harvey Regional Council and LGIS. This action plan sets the actions to be taken to address the areas requiring improvement.

Step 3 involves Bunbury-Harvey Regional Council implementing the agreed actions with the assistance of LGIS through mentoring, assisting and providing templates as required.

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