

MINUTES – Work Health and Safety Committee Meeting

Friday, 15 February 2019
Parliament House, Room 1S6

Present:

Josh Manuatu	Liberal Party of Australia
Helen Lewis	Liberal Party of Australia
Nathan Winn	Liberal Party of Australia
Melanie Beaumont	Liberal Party of Australia
Debra Biggs	Australian Labor Party
Emma Harding *	Australian Labor Party
Stephanie Naunton *	Australian Labor Party
Simon Kelly *	The Nationals
Kim York	Independents
Lisa Downs	Office of the Special Minister of State
Amy Knox	Community and Public Sector Union
Poni Ravula	Australian Services Union
Michael Jones	Australian Services Union
Eva Sarah *	Jardine Lloyd Thompson (JLT)
Ben Crowther *	JLT
Sharon Forester	Ministerial and Parliamentary Services Department of Finance
Bek Bjarnadottir	Ministerial and Parliamentary Services Department of Finance

* via teleconference

Meeting Opened: 10:05 am

Meeting Chair: Bek Bjarnadottir

Meeting Closed: 10.40 am

Agenda Item 1 – Welcome and apologies

- Ms Bjarnadottir welcomed the members of the committee and thanked them for their attendance.

Agenda Item 2 – Actions arising from the previous meeting

- Finance to include the Skytrust login user guide and links to Skytrust on the pages of the M&PS website that relate to the use of Skytrust.
 - Completed.
- Finance to liaise with chamber departments regarding existing arrangements for external providers delivering services throughout the building.
 - In progress.
- Finance to ascertain which training provider made comments regarding the Workplace Bullying and Harassment Policy and Procedure and discuss the comments with those concerned.
 - Completed.
- M&PS to contact DPS to encourage them to provide communication to staff regarding the building work and expected timeframe for completion.
 - Completed.

Agenda Item 3 – WHS Report

The WHS report for the period 1 October to 31 December 2018 was provided to the committee members and Ms Bjarnadottir called for any comments.

- Mr Manuatu asked if it would be possible to include details of the number of staff per state at the time of the report, to better dissect the 'hazards by state' graph. Ms Bjarnadottir advised M&PS can look at the reporting capabilities to see if this is possible.
 - Action: M&PS to investigate reporting capabilities to include number of staff per state each reporting cycle.
- Mr Manuatu noted eight high risk fire and emergency hazards in the report. Ms Sarah advised that previously, the number of hazards per category were reported and based on feedback they have broken the numbers down further by categorising extreme, high, medium and low risk. A high risk rating will be applied to any issue regarding fire equipment or escapes, for example a faulty fire door or an untested fire extinguisher.
- Mr Manuatu asked what would constitute a medium hazard for first aid? Ms Sarah advised this could be first aid contents being out of date or an office with no nominated first aid officer.
- Mr Manuatu asked if any category had five or more hazards listed, if the report can give examples of those hazards. He also asked if there is any way of showing hazards that are raised and closed off prior to the report being generated? Ms Sarah advised they can look at the data and discuss the options with M&PS.
 - Action: JLT to discuss reporting capabilities with M&PS.
- Mr Winn asked if there are extreme hazards in any category, can the report detail what those hazards are.
 - Action: M&PS to detail extreme hazards in future reports.

- Mr Manuatu asked if there is a hazard that appears over 2 consecutive reports, can that hazard be detailed. Mrs Forester advised M&PS would discuss reporting offline with JLT.
 - Action: M&PS to discuss reoccurring hazard reporting with JLT.
- Ms Downs noted concern regarding the low numbers of Parliamentarians that had completed bullying and harassment training. She asked what steps could be taken to ensure Parliamentarians are aware of their responsibilities and the availability of training. Mrs Forester advised that while M&PS is not able to compel Parliamentarians to undertake any training, it is discussed as part of a one on one induction between a M&PS representative and incoming Parliamentarians. There was discussion regarding how best to promote bullying and harassment training and a suggestion to approach the Presiding Officers to include the training in the inductions that are managed by the chamber departments at the beginning of new a parliamentary term.
 - Action: M&PS to discuss with Presiding Officers the option of including bullying and harassment training as part of new Parliamentarians' inductions.

Agenda Item 4 – Emergency Management Services

- Ms Bjarnadottir advised that JLT has commenced as the contracted service provider for Emergency Management Services (EMS). The committee agreed it was a sensible decision to have both EMS and WHS services delivered by the same contracted service provider.
- Ms Sarah advised JLT were pleased to be providing EMS to Parliamentarians offices and they are in the process of contacting offices to commence compliance inspections.

Agenda Item 5 – Other Business

- Ms Biggs asked what the process is if someone is injured at Parliament House, as the nurse's station is not staffed during non-sitting weeks. Ms Beaumont advised that all security offices are also trained first aid officers. Mrs Forester advised she would discuss with DPS the need to advertise that security officers can provide first aid.
 - Action: M&PS to discuss with DPS the need to advertise that security officers in Parliament House can provide first aid.

Agenda Item 6 – Next meeting

- The committee agreed there was no need to schedule the next meeting of the committee as it is likely the election will have been called by the time the next meeting is due in May, and the committee would need to be reconstituted following that.
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Action Items

M&PS to look at reporting capabilities to include number of staff per state each reporting cycle.
JLT to discuss with M&PS hazard reporting capabilities.
M&PS to detail extreme hazards in future reports.
M&PS to discuss with Presiding Officers the option of including bullying and harassment training as part of new Parliamentarians' inductions.
M&PS to discuss with DPS the need to advertise that security officers in Parliament House can provide first aid.