

MINUTES – Work Health and Safety Committee Meeting
Monday, 16th November 2020
GovTeams

Meeting Opened: 9.30 am
 Meeting Closed: 10.50 am
 Meeting Facilitator: Nikki Baccon - Ministerial and Parliamentary Services
 Department of Finance (Finance)

Present:

Name	Representative
Kate Sutherland Office of Ms Lisa Chesters MP	Australian Labor Party
Stella Weston-Smith Office of Mr Andrew Wilkie MP	Independents
Loretta Sist Office of Senator the Hon Simon Birmingham	Liberal Party of Australia
Simon Kelly Office of Mr Llew O'Brien MP	The Nationals
Georgia Webster (Deputy HSR) Office of Senator Lidia Thorpe	Australian Greens
Nathan Winn Office of Mr Bert van Manen MP	Liberal Party of Australia
Bryden Toner Office of Dr Mike Freeland MP	Australian Labor Party
Helen Lewis Office of the Hon Stuart Robert MP	Liberal Party of Australia
Rosemary Little Office of the Hon Peter Dutton MP	Liberal Party of Australia
David Mejia-Canales Office of Senator Lidia Thorpe	Australian Greens
Steven Mammarella Minister for Finance	Management Representation
Eleanor Kennedy	Community and Public Sector Union
Suzanne Hopkins	Jardine Lloyd Thompson (JLT)
Corey Burford	Skytrust
David De Silva (Finance)	Management Representation
Dana Sutton (Finance)	Management Representation

Sharon Forester (Finance)	Management Representation
Nikki Baccon (Finance)	Management Representation
Donna Fiveash (Finance)	Finance Observer
Cade Williamson (Finance)	Finance Observer
Ellen Laenen (Finance)	Committee Secretariat

Apologies: Leonie Lloyd-Smith, (Liberal Party representative, Office of Rowan Ramsey MP); Gai Coghlan (Australian Labor Party representative, Office of Mr Chris Hayes MP)

Agenda Item 1 – Welcome and apologies

- Ms Baccon welcomed the members of the committee and thanked everyone for their attendance.
- Apologies were noted.
- First Assistant Secretary for MaPS, David De Silva, was introduced.

Agenda Item 2 – WHSC Membership

- Ms Baccon welcomed the new representative for the Australian Greens, David Mejia-Canales.

Agenda Item 3 – Actions arising from previous meeting

- Action items of the previous meeting held on 7 August 2020 were considered:
 - Action 1: MaPS to consider sending a reminder about reporting incidents and hazards while WFH - complete.

This was included in the July Safeguard newsletter and appears twice on the MaPS COVID webpage in the FAQ's and WHS/Wellbeing sections
- Ms Baccon advised that the remaining action items would be addressed at agenda item 5
 - Action 2: MaPS to distribute a template for SAOs to use as an anonymous contact register.
 - Action 3: MaPS to consider sending an email/survey to SAOs regarding training requirements.

Agenda Item 4 – WHS Report

- The committee was provided with the quarterly WHS report for the period 1 July to 30 September 2020. Ms Hopkins highlighted the key statistics for the quarterly report and welcomed any queries related to the data provided.
- No further comments or questions were raised by the committee.

Agenda Item 5 – SAO Roles

- Ms Baccon advised that as discussed in earlier meetings, MaPS had developed a simple de-identified contact form for SAOs to use so the committee could gain an understanding of key

topics raised, and use this information to provide tailored support and resources to MOP(S) Act staff and SAOs.

Action 1: MaPS to distribute draft SAO contact form for consideration.

- MaPS was engaging an Organisational Psychologist to facilitate and support tailored training to SAOs in relation to the Workplace Bullying and Harassment Policy, as well as support services available.
- Ms Baccon invited the committee to provide feedback and suggestions for suitable timing. The committee advised that separate sessions outside of the scheduled WHS Committee meeting is the preferred option. Ms Baccon advised an email would be sent out to the committee to confirm a suitable time.

Action 2: MaPS to send an email to SAOs to seek a suitable time for training.

- Ms Forester commented the session was designed to allow for SAOs to raise questions, and gain the tools and supports to respond appropriately. Ms Baccon added that a SAO resource pack would also be sent again to HSRs and SAOs shortly.

Action 3: MaPS to send HSRs and SAOs a resource pack.

Agenda Item 6 – MOPS Update

- Ms Forester advised that in relation to the COVID-19 situation MaPS has continued to assist offices updating their CovidSafe plans. Each office should have a plan which should be reviewed regularly to capture changing circumstances. Information is continually being updated on the dedicated Covid page of the MaPS website.
- It was noted that face masks have now been added on COS as a WHS item. The intention is that they are used by staff in the office, and/or by visitors, if required.
- The MaPS WHS team has continued to provide support to MOP(S) Act employees including mental health support in offices. Ms Forester advised an increase in access of the EAP and the NewAccess Workplaces program was encouraging. There has also been an increase in the training offered under the PDP with a focus on mental health support.
- In relation to training, it was noted there was upcoming training (Leadership online workshop (14&17/Dec), Effective constituent management online workshop (18 Nov) and Ergonomics and Mental Health and Wellbeing webinar (11 December).
- Ms Forester reminded members that resources are also available on the Health and Wellbeing page and WHS Library on the MaPS website.
- Ms Forester noted an increase in attendees of the online Bullying and Harassment training this year. (566 completed training in 19/20 and 425 so far in 20/21). A Skytrust app is also available to download to assist with reporting incidents and will be demonstrated later in the meeting.
- No further comments or queries were raised by the committee.

Agenda Item 7 – WHS Policy/procedure updates - consultation

- Ms Forester noted the Rehabilitation Management System policy had been distributed to the committee and invited feedback to be emailed to Ms Baccon by 7 December 2020.
- The Workplace Bullying and Harassment Policy, Infection Control policy, Early Intervention and Domestic Violence policies were also being routinely reviewed or developed and would be provided to the committee for consultation as they became available.

Agenda Item 8 – WHS Feedback from MOPS Survey

- Ms Forester advised that a survey of MOP(S) Act employees was undertaken in August 2020 and shared the relevant WHS findings with the committee.

- MaPS survey MOP(S) Act employees annually to measure their satisfaction with the services provided including Help Desk, Professional Development Program (PDP), COMCAR, property, payroll and workplace health and safety.

WHS Feedback from MOPS Survey August 2020 (155 respondents):

- 89% of staff were aware of their WHS obligations
- 90% knew how to report workplace incidents
- 88% knew how to report bullying and harassment
- 40% had never used WHS providers (some had no need to, 12% didn't know how)
- Over half were either very satisfied or satisfied with the service, 34% neither satisfied or dissatisfied
- Some respondents expressed confusion with multiple providers
- Skytrust system was a bit clunky/outdated/tricky to use unless in there regularly
- Ms Forester advised Finance will work with our WHS Provider to continue to make improvements in the WHS services offered to MOP(S) Act employees.
- Ms Kennedy requested details of the survey.

Action 4: MaPS to provide information in relation to the recent MOPS survey.

Agenda Item 9 – Skytrust App – demonstration of the Workplace Inspection Checklist

- Mr Burford provided a demonstration of the Skytrust Plus App advising it is available for download. The app streamlines the process of reporting and includes training resources and videos.
- Mr Burford shared a video demonstrating how to report incidents and hazards via the app, as well as how to access and complete the Workplace Inspection Checklist for WHS Site officers. It is expected the app will alleviate some of the issues raised in completing the quarterly report.
- The app is available for all staff to use with their desktop Skytrust log in. Information and support in relation to the app will be provided to staff soon.

Agenda Item 10 – Workplace Bullying and Harassment Policy

- Extensive discussion occurred in relation to the Workplace Bullying and Harassment Policy regarding its operation, the need for greater clarity on dispute resolution, and enhanced training to increase awareness.
- Ms Kennedy advised the CPSU had written to the Secretary of Finance, requesting a formal review of the Policy and concerns regarding the reporting of WHS incidents. Ms Sutton confirmed that a response would be provided to the CPSU shortly.
- Some members raised concerns relating to potential under reporting of WHS incidents and the need to identify and better understand barriers to reporting.
- Several committee members noted an increase in queries to them relating to the bullying and harassment policy and available support options. Ms Sutton committed to providing HSRs and SAO's with additional information regarding reporting processes and assistance to help members respond to queries. Refer Action 3. Ms Sutton also suggested the first additional SAO training would focus on this.
- Ms Kennedy requested further clarification regarding Finance's next steps in response to calls to undertake a review of the processes and indicated that the CPSU would support scheduling an out of session meeting to focus on this policy.

Action 5: Finance to consider CPSU's request to schedule an out of session meeting to discuss the operation of the Workplace Bullying and Harassment Policy.

Agenda Item 11 – Other Business

- Ms Webster noted that many Victorian staff members were still working from home, and were experiencing ongoing issues with remote work, particularly in relation to air conditioning in their homes.
- Ms Sutton advised the same arrangements as for heating and cooling a home would apply and could be claimed through ATO.
- Ms Forester advised that the upcoming WHS webinar discussed ergonomic considerations when working remotely and encouraged everyone to attend. The date of the webinar will be sent to the committee shortly.

Action 6: MaPS to provide date of upcoming WHS webinar to committee.

Agenda Item 12 – Next meeting

- The next WHS committee meeting will be determined following the publication of the sitting calendar – likely to be early February 2021.

16 November 2020 WHS Committee Action Items

Action 1: MaPS to distribute draft SAO contact form for consideration.

Action 2: MaPS to send an email to SAOs to seek a suitable time for training.

Action 3: MaPS to send HSRs and SAOs a resource pack.

Action 4: MaPS to provide information in relation to the recent MOPS survey.

Action 5: Finance to consider CPSU's request to schedule an out of session meeting to discuss the operation of the Workplace Bullying and Harassment Policy.

Action 6: MaPS to provide date of upcoming WHS webinar to committee.