



**SCOUTS AUSTRALIA NSW**  
**Health & Safety Committee(HSC) Meeting**  
**7 February 2019**

**MINUTES OF THE MEETING**

**Elected members:**

Suzanne Day (Joey, Cub, Scout & Venturer Scouts)  
Anthony Pritchard (Activity Centres & Campsites)  
Grant Whitehorn (Leaders whose primary appointment is not to a youth section)  
Tracey Hansford (State and region office employees)  
Gus Lloyd (Supporters)  
Harry Lantry (Rover Scouts)

**Management Representatives:**

Jay Mendoza, Commercial Manager  
Tracey Perrin, Head of Risk

**Observers in attendance:**

Nil

**Guest:**

Nil

**Apologies:**

Rob Rodgers, acting as State Commissioner – Risk Management

**Chair:**

Grant Whitehorn

**Minute Taker:**

Tracey Perrin

## 1 INTRODUCTION

### 1.1 Confirmation of Elected Chairperson and Secretary

No other nominations for Chair were received since last meeting other than Grant's. Grant Whitehorn was declared Chairperson.

No other nominations for Secretary were received since last meeting other than Tracey's, Tracey Perrin was declared Secretary.

### 1.2 Present, apologies

See the attendance list.

### 1.3 Review and approval of previous minutes

<b>Moved:</b> S Day	<b>Seconded:</b> T Hansford	<b>Motion carried unanimously</b>
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### 1.4 Review of Action Log

See the attached action log.

### 1.5 Reports to the Audit & Risk Committee (ARC)

No reports have been sent from the HSC to ARC to date. The approved minutes from December meeting will be provided to the ARC in their February meeting.

## 2. Discuss RULES of ENGAGEMENT

The attendees reviewed the Operating Principles provided from SLT South Coast and Tablelands Region. The HSC agreed to adopt the same principles with the addition of: We agree to abide by the *Scout Promise and Law, Code of Conduct and Code of Ethics*.

See the attached document Operating Principles – HSC Draft, for approval in next meeting.

## 3. HSC INDUCTION TOPIC - ISSUE RESOLUTION

Tracey Perrin provided a verbal summary of the Flow Chart for Resolving WHS Issues, from the WHS procedure PRO27 Hazards and issue resolution.

Tracey also provided live instructions for navigating to the Scouts NSW Health and Safety web page, specifically procedures, forms and sample risk assessments.

General discussion around HSC responsibilities and knowing when and how to escalate or de-escalate issues appropriately. For WHS to work well, the accountability must remain with leaders and not HSC members.

Some examples of common hazards were given by the team: 1. youths wearing inappropriate footwear, 2. fire equipment being out of test date.

A request was made for Tracey Perrin to provide the HSC with incident data for 2018 (see action log).

Adventurous Activities SOP's have been updated and will be included as DRAFT in the next eBulletin. All members are invited to provide constructive feedback.

An observation was made, that incident reports such as bullying and mental well-being that are reported to and monitored by the Child Protection team, actually come under WHS legislation.

A brief update on OP-37, the incident reporting project, was provided by Tracey Perrin.

An observation was made, that training and awareness of the new WHS procedure is a challenge in Scouting. Grant W is attending a session on training in the Youth Programme in mid-February and offered to include WHS training and Mental health First Aid as a consideration. (see action log).

#### 4. BEACH SAFE APP / SUMMER SAFETY PAMPHLETS (T Perrin)

Tracey described the Safe Water Forum she attended and the *Beachsafe app*. by Surf Life Savers Society.

It was agreed that HSC members should request some *Summer Safety Pamphlets* from their Region Offices to provide a conversation starter about the HSC and safety matters. (See action log).

#### 5. CHALLENGE VALLEY (J Mendoza)

Jay provided a summary of the current status of Challenge Valley at Cataract Scout Park. He described the process being used currently by the team to review the designs and consider safety for the entire lifecycle of the activity structures. This safety in design process has never been used before and has led to paid staff and volunteers collaborating to identify hazards associated with the design as well as construction and site-specific hazards. The experience has been very positive and is expected to obtain a cost-effective and superior result.

Major work on Challenge Valley is expected to be completed by May.

#### 6. NEXT MEETING & CLOSURE

The next meeting is scheduled for Thursday 7 March at 6;30pm.

**Phone Number: 1800 572 143**

You will be prompted to enter the <b>Meeting Code:</b>	<b>2</b>
You will be prompted to enter the <b>4 digit Bridge Code:</b>	<b>4821</b>
You will be prompted to enter your <b>Access Code:</b>	<b>6598</b>

The meeting closed at approximately 8;00pm



### Action Items Log - Health & Safety Committee

Item Ref #	Responsible	Action Required	Status
1 6/12/18	Chairperson	Revise the HSC Charter	
2 6/12/18	all	All members to explore the Scouts NSW WHS website and get familiar with the contents	COMPLETE
3 6/12/18	Head of Risk	Circulate the OP-37 Charter to the committee.	COMPLETE
4 6/12/18	Harry Lantry, Gus Lloyd	Self-nominate for Chairperson or Secretary if they wish to do so, by sending an email to Tracey Perrin <u>before</u> next meeting.	COMPLETE
5 6/12/18	Grant Whitehorn	Circulate the rules of engagement document from SCAT to the committee	COMPLETE
1 7/2/19	Tracey Perrin	Provide the HSC with incident data for 2018	
2 7/2/19	Grant W	Include WHS training and Mental health First Aid as a consideration in the Youth Programme session in mid-February	
3 7/2/19	Sue day, Gus Lloyd, Harry Lantry, Anthony Pritchard	HSC members should request some Summer Safety Pamphlets from their Region Offices and use them as a conversation starter about the HSC and safety matters.	