



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

**MINUTES OF THE MEETING**

**Elected members:**

Suzanne Day (Joey, Cub, Scout & Venturer Scouts)  
Grant Whitehorn (Leaders whose primary appointment is not to a youth section)  
Tracey Hansford (State and region office employees)  
Rob Rodgers, acting as State Commissioner – Risk Management

**Management Representatives:**

Tracey Perrin, Head of Risk

**Observers in attendance:**

Nil

**Guest:**

Nil

**Apologies:**

Gus Lloyd (Supporters)  
Jay Mendoza, Commercial Manager

**Absent:**

Anthony Pritchard (Activity Centres & Campsites)  
Harry Lantry (Rover Scouts)

**Chair:**

Grant Whitehorn

**Minute Taker:**

Tracey Perrin

## 1 INTRODUCTION

### 1.1 Present, apologies

See the attendance list.

### 1.2 Review and approval of previous minutes

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

See the attached action log.

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

The approved minutes from the December HSC meeting were uploaded into BoardTrac for viewing by the ARC in their February meeting. Tracey Perrin who attends the ARC meetings, provided a verbal summary of the HSC meeting. No specific issues were raised.

## 2 Discuss RULES of ENGAGEMENT

2.1 The document called Operating Principles - HSC 20190211 was reviewed and approved.

<b>Moved:</b> S Day	<b>Seconded:</b> T Hansford	<b>Motion carried unanimously</b>
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2.2 Grant Whitehorn to update the HSC Charter to include the operating principles. (See Action Log).

## 3 HSC INDUCTION TOPIC 2 – RISK ASSESSMENTS

3.1 Tracey Perrin showed the attendees where to find the WHS Procedure 18 Risk Management, 18.1 & 18.2 Risk Assessment Form and the sample Risk Assessment on the Scouts NSW website.

3.2 Summary of the key points: WHS Procedure 18 Risk Management:

- The Risk Management procedure applies to both recreational and workplace health and safety.
- Leaders in charge are responsible for making sure a risk assessment gets done and the controls are implemented.

Do a risk assessment when (not a complete list – see the procedure)

- Major events
- For activities not already covered by a SOP
- Prior to making changes that might impact health & safety
- When incidents occur
- Immediately prior to running the activity (eg weather, supervision etc)

The difference between formal and informal risk assessments was discussed.

A verbal overview of the Appendix 1 – WHS Risk Management Cycle as provided by Tracey and we looked at the example risk assessments on the web site.

3.3 The attendees agreed to provide Tracey with their 'good' risk assessments in order to create more examples to put on the web site. (See action log).

The team suggested that the example risk assessments should be communicated more broadly eg RC's etc via the CCC and then to their Region ARP's (See action log).

3.4 Ideas for future HSC Induction topics: 1. Incident Root Cause Analysis and 2. Region Major Events. (See Action log)

#### **4 New HSC tab on website (T Perrin)**

4.1 Tracey Perrin showed the attendees the new HSC web page on the Scouts NSW web site. One correction, to Grant Whitehorn's workgroup description is required (See action log).

#### **5 NEXT MEETING & CLOSURE**

The next meeting is scheduled for Thursday 4 April at 6;30pm.

The meeting closed at approximately 7;40pm



### Action Items Log - Health & Safety Committee

Item Ref #	Responsible	Action Required	Status
1 6/12/18	Chairperson	Revise the HSC Charter	
1 7/2/19	Tracey Perrin	Provide the HSC with incident data for 2018	COMPLETE
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	COMPLETE. Insufficient opportunity to execute at this stage.
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.	Sue and Tracey H will hand some out.
1 7/3/19	Grant Whitehorn	Update the HSC Charter to include the operating principles.	
2 7/3/19	all	Provide Tracey with 'good' risk assessments in order to create more examples to put on the web site.	
3 7/3/19	Tracey Perrin	Mention the sample risk assessment to attendees at the March CCC meeting. Attendees should further communicate them at their ARP's.	
4 7/3/19	Tracey Perrin	Plan future HSC Induction topics: 1. Incident Root Cause Analysis and 2. Region Major Events.	
5 7/3/19	Tracey Perrin	Arrange to correct Grant Whitehorn's workgroup description on the HSC page	