



SCOUTS AUSTRALIA NSW
Health & Safety Committee(HSC) Meeting
4 July 2019

MINUTES OF THE MEETING

Elected members:

Grant Whitehorn (Leaders whose primary appointment is not to a youth section)

Anthony Pritchard (Activity Centres & Campsites)

Harry Lantry (Rover Scouts)

Management Representatives:

Tracey Perrin, Head of Risk

Rob Rodgers, acting as State Commissioner – Risk Management

Observers in attendance:

Nil

Guest:

Nil

Apologies:

Tracey Hansford (State and region office employees)

Absent:

Jay Mendoza, Commercial Manager

Suzanne Day (Joey, Cub, Scout & Venturer Scouts)

Gus Lloyd (Supporters)

Chair:

Grant Whitehorn

Minute Taker:

Tracey Perrin

1 OPEN MEETING

1.1 Present, apologies

See the attendance list.

1.2 Review and approval of previous minutes

Moved: Anthony	Seconded: Harry	Motion carried unanimously
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1.3 Review of Action Log

See the attached action log.

1.4 Reports to the Audit & Risk Committee (ARC)

February, March, April, June 2019 minutes being provided to ARC in their August meeting (the ARC did not meet in July)

2 WHS update

2.1 Tracey P provided an update on Incident Reporting system project; specifically the intended work flow and ability for users with login authority to view incidents for their own region (a concept which was welcomed by the committee).

2.2 Head of Risk briefed the HSC on the results of the investigation and short term corrective actions in response to the serious incident that was notified to SafeWork NSW in May. No changes to procedures are required – the incident showed a shortfall in *implementation* of the risk assessment and existing Scouts procedures, as well as a lack of clarity regarding accountability for Gang Show.

2.3 Rob Rodgers described the actions taking place at a senior level, to have a consistent governance structure for Gang Show in each region. This will also facilitate the development of consistent risk assessments and SWMS equivalents.

2.4 Winter Hazards pamphlets have been distributed. General agreement that they look great but ideally would have been distributed earlier in the season! (NB: Development commenced in March).

3 BASE RISK ASSESSMENTS

3.1 see Action Log

4 NEW BUSINESS TOPICS submitted by committee members

4.1 Access to Activity Centres - Property team provided feedback to Tracey P and Anthony regarding checklists for Disability aspects for groups and halls. Anthony is refining this checklist and considering options for application through the Scouts NSW system.

4.3 SWMS & SOP's for Group Halls, Properties, Camps and Activity Centres - Anthony contacted Site Manager at Alpine, who is a contractor, and found that they appear to be using their employer's WHS system and not Scouts.

4.4 Ropes – see Action log

4.5 CPR for Venturers – Anthony is seeking clarification regarding requirements. Rob Rodgers advised this is a matter for Youth Program and suggested Anthony contact Randall Jones to discuss.

5 GENERAL BUSINESS

Discussion regarding document sharing. Short term, documents will be included in the meeting invitations. However, we need to be aware of what technological changes are in the pipe line to assist in document sharing.

Office 365 will assist in document sharing in future however must have Scouts email address eg *John.Smith@nsw.scouts.com.au*. A Group email list will not be an effective communication tool for the HSC until all members are using their Scouts email address. This has benefits in terms of data privacy and controlling the reducing the risk of data breaches.

6 NEXT MEETING & CLOSURE

The next meeting is scheduled for Thursday 1 August 6;30pm.



Action Items Log - Health & Safety Committee

Item Ref #	Responsible	Action Required	Status
1 6/12/18	Chairperson	Revise the HSC Charter	COMPLETE
1 7/3/19	Grant Whitehorn	Update the HSC Charter to include the operating principles.	COMPLETE
1 4/7/19	Grant Whitehorn	Reformat with new logo etc and circulate the above draft revised HSC Charter to HSC for comment	
4 7/3/19	Tracey Perrin	Plan future HSC Induction topics: 1. Incident Root Cause Analysis and 2. Region Major Events.	
1 4/4/19	Tracey Perrin	Send a communication for Regions to request sharing of sample risk assessments	Awaiting more risk assessments
2 4/4/19	Tracey Hansford & Grant Whitehorn	Work together to generate sample Canoeing Risk Assessments	
4 4/4/19	Sue Day	Draft a sample risk assessment for Sleepovers at Scout Halls	COMPLETE – posted on WHS website
5 4/4/19	Grant Whitehorn	Send info to the committee about how to do effective risk assessments	
6 4/4/19	Tracey Hansford	Arrange email addresses with IT	COMPLETE
2 4/7/19	Grant Whitehorn	Assist Gus to switch to Scouts email address	
8 4/4/19	Tracey Perrin	Draft a letter from HSC to State Contingent re. lessons learnt. <ul style="list-style-type: none"> • risk assessment for major events • HSC objective is to consult, share learning 	COMPLETE
3 4/7/19	Grant Whitehorn	Edit and circulate the letter from HSC to State Contingent re. lessons learnt (was drafted by Head of Risk). Note: Grant is actually the WHS contact for Cuboree. <ul style="list-style-type: none"> • risk assessment for major events • HSC objective is to consult, share learning 	
1 6/6/19	Tracey Perrin	Consider ways to encourage adding safety as an agenda item to all meetings. July CCC	In progress
2 6/6/19	Tracey Perrin & Rob Rodgers	Consider developing a single coherent message on safety and child safety with the CPO	
3 6/6/19	Tracey Perrin	Provide statistics reports to HSC (monthly)	

4 6/6/19	Anthony Pritchard	Provide information regarding Disability aspects for groups and halls for head of Risk to pass on to Property team.	COMPLETE – Property team has provided feedback to TP and AP
5 6/6/19	Anthony Pritchard	Provide some Ropes references for Head of Risk to include in the Adventurous Activities procedures.	
4 4/7/19	Tracey Perrin	Make contact with Randal Jones (acting SC – Creative Arts) to initiate a base risk assessment for Gang Shows	
5 4/7/19	Tracey Perrin	Make contact with Kirrily (Site Manager Alpine) to understand status of WHS implementation	
6 4/7/19	Tracey Perrin	Make enquiries regarding pipeline for technology roll out at Scout that will assist in document sharing for HSC	