

Minutes
9am – 12.50pm – 16 February 2012
Parkes Room, MLC Centre, Level 47, 19 Martin Place, Sydney

No.	Item	Attachment	Action
1.	<p>Welcome and apologies</p> <p>Present: Members: John Hannaford (Chairman), Barbara McPhee (Independent), Graeme Peel (Independent), Jason Ingham (Alternative for Tony McPaul, NSWMC), Ian Cribb (NSWMC), Richard Bolton (Alternative for Scott Lewis, CCAA), Andy Honeysett (CFMEU), Peter Jordan (CFMEU), Mark Duffy (DTIRIS).</p> <p> Observers: Andrew McMahon (NSWMC), Rob Regan (DTIRIS), Heather Jackson (DTIRIS).</p> <p> Secretariat: Jenny Nash, John Flint, Bruce Jones.</p> <p> Guest: Peter Wilkinson</p> <p>Apologies: Glenn Seton (AWU), Scott Lewis (CCAA). Tony McPaul (NSWMC).</p> <p>The Chairman welcomed members and informed them briefly on his background and work prior to being appointed as the new Chairman. The Chairman asked that as this was the first meeting of MSAC since the death of the former Chairman, Mr. Norman Jennings, he wished to acknowledge the commitment and lasting legacy of Mr. Jennings and that it was appropriate that a formal letter of condolence from him on behalf of all MSAC members be sent to Mrs. Jennings. Members agreed.</p> <p>The Chairman also welcomed Peter Wilkinson who was attending to discuss safety management with members, and also the observers to the meeting, recalling that they were in a position to observe but not speak unless invited to do so.</p>		<p>Chairman to write letter of condolence to Mrs Jennings on behalf of MSAC.</p>
2.	<p>Declaration of conflict of interest</p> <p>The Chairman asked if any member had a declaration to make. There were no conflicts of interest to declare.</p>		

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3.	<p>Business arising from the minutes</p> <p><u>Adoption of Minutes</u></p> <p>The Chairman invited members to adopt the Minutes of the previous meeting. Members agreed to adopt the minutes.</p> <p>There was no business arising from the Minutes, however, the Chairman indicated that in future matters for noting on the agenda will be dealt with first and if a member wishes to make a comment they should do so when asked. If there are no comments the item will be automatically noted in the meeting minutes.</p> <p><u>Ministerial correspondence</u></p> <p>The chairman brought members attention to Attachment 2 of the meeting papers, the correspondence received from the Minister shortly after the meeting held in September 2011. CFMEU members remarked that at the coalface not much is known about MSAC initiatives and agree with the Minister that direct communication with workers would be helpful, and that it is incumbent on all stakeholders to ensure that happens. Members noted the Minister's letter.</p>	<p>1</p> <p>2</p>	<p>Minutes of previous meeting adopted.</p> <p>Ministerial correspondence noted.</p>
4	<p>Discussion with Peter Wilkinson – Noetic Risk Solutions</p> <p>The Chairman invited Peter Wilkinson, Managing Director of Noetic Risk Solutions, to brief members on his views on safety management. Mr Wilkinson gave an overview of his involvement in strategic advice on safety and risk management in the off-shore oil and gas sectors in Australia and overseas, most recently in the Deepwater Horizon disaster in the Gulf of Mexico, and his advice to senior management and company boards concerning safety culture and due diligence.</p> <p>His view is that if executives cannot articulate an understanding of the major accident risks involved in their operations then this is a major problem, and that safety systems must distinguish between operating, monitoring and auditing. He also noted that in terms of OHS culture, people should be rewarded for bringing bad news. (A copy of Mr Wilkinson's presentation is attached.)</p> <p>Members discussed the issues raised by Mr Wilkinson and the Chairman thanked him for discussing his insights to the Council.</p>		<p>Noted.</p>

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5	<p>Musculoskeletal disorders (MSD) participatory ergonomics (PE) project</p> <p>The Chairman brought members' attention to Attachment 3 of the meeting papers, concerning the MSD PE project and invited Heather Jackson, Manager of the Industry Assistance Unit (IAU) to brief members on the project undertaken by the MSD Project Steering Group (PSG).</p> <p>Ms Jackson thanked Newcrest Mining's Cadia Valley Operations for participating in the MSD PE pilot and said the pilot had received a good response at the worker level. A clear point from the workshops is that there is a difference in the way safety is talked about above ground to underground and between white and blue collar workers, and consideration is being given to developing messages and tools to those different levels in the industry.</p> <p>Ms Jackson tabled an extract from the Cat.Dog report (conducted at Cadia East and Angus Place, Centennial Coal underground mines) which identified a number of problems to achieving changes to safety culture, including not using language workers can identify with and a plethora of messages for workers that are not noticed due to competing messages. Cat.Dog had concluded there was an <i>Insightful Truth</i> – that the most powerful motivation for underground mine workers is the fear of letting others down. Cat.Dog are now working on an <i>Inspirational Truth</i> about safety messages.</p> <p>Members discussed the findings of the Cat.Dog study and CFMEU members remarked that the Cat.Dog study is commendable for focusing on how to get messages across to workers at the face.</p> <p>Members continue to support the strategic direction of the MSD PSG.</p>	3	<p>Members noted and discussed the report.</p> <p>Extracts from Cat.Dog MSD communications pilot study tabled.</p> <p>Members continue to support the strategic direction of the MSD PSG.</p>
6	<p>Health Management Advisory Committee (HMAC) update</p> <p>The Chairman invited Executive Officer John Flint to update members on the work of the HMAC. Mr Flint advised there had been an out of session submission sent to members about the tele-survey conducted by Micromex Research and that a preface is still being finalised. There will be more to report on this following the next meeting of HMAC.</p>		Noted.

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7	<p>Follow-up actions promoting the monitoring of fatigue and safety incentive schemes (SIS)</p> <p>The Chairman brought members' attention to Attachment 4 of the meeting papers, regarding the survey and findings into the monitoring of hours of work and safety incentive schemes. He asked the Executive Officer to brief members on the findings.</p> <p>The Executive Officer reported that despite the survey being short, non invasive, and circulated through industry and worker representatives for a response from each site, the response rate had been low with a skew to most managers responding coming from the extractives sector, and most workers responding coming from the coal sector. While this was less than perfect the results were still analysed, and some of the respondent comments are interesting. In regards to SIS there still appears to be an emphasis on monetary rewards when targets are reached or maintained.</p> <p>Members discussed the report and findings and both the CFMEU and CCAA members remarked how they had promoted the survey to their respective membership, and details regarding what steps were taken to ensure responses from 36 members in the CFMEU's Northern district, and it was suggested more could have been done to ensure a better response from other areas. Members also discussed whether the report had any value, but agreed that it did set a benchmark if any report / survey were conducted in the future.</p> <p>Members noted the report and agreed that the monitoring the hours of work and safety incentive schemes is still a worthwhile exercise and asked the Secretariat to clarify in the report what was done to collect the information and to assist the NSWMC and AWU to collect more responses from their members, to enable a better analysis and benchmarking of these issues once a better sample is collected.</p> <p>Further discussion was adjourned to a future meeting.</p>	4	<p>Report noted.</p> <p>The Secretariat to assist the NSWMC and AWU to seek further responses from coal managers and metalliferous / quarry workers to incorporate into survey findings for discussion at a future meeting.</p>
8	<p>OHS Culture Working Party</p> <p><u>Young Drivers Program</u></p> <p>The Chairman asked the Executive Officer to brief members on what has been happening in regard to the Young Drivers Program, with the details to date contained in Attachment 5 of the meeting papers. The Executive Officer advised members that the feedback from the last program conducted in Parkes on 7 December 2011 was not all positive (75% indicated 'good' and 25% 'below average'), but the attendees were not all apprentices and represented an older age cohort than the program conducted at Cobar. While the next program is not confirmed, it is expected to be confirmed shortly and is planned to be held in Boggabri.</p> <p>Members discussed the worth of continuing this program and whether it represented a core MSAC strategy, as the aim to generate news interest in mining areas has not been successful. The Chairman asked if members thought the proper agency to run this program was MSAC or the Motor Traffic Authority (MTA), or at least to get the MTA more involved.</p> <p>Members agreed this area should be an item for discussion at the planning day and that while the proposed program in Boggabri should go ahead, the positive feedback from this program should be conveyed to the Motor Accident Authority.</p>	5	<p>Noted.</p> <p>Members agreed planned Boggabri course should go ahead.</p> <p>Issue to be discussed at planning day.</p>

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	<p><u>MSAC 2012 Health and Safety Community Grants</u></p> <p>Members' attention was brought to Attachment 6 of the meeting papers, regarding the proposal for MSAC community health and safety grants.</p> <p>The Chairman asked the Executive Officer to outline the proposal. The Executive Officer went through the proposal and tabled a copy of the three stage program for the grants that is going before a Peer Review, as required under government guidelines – that, following member feedback, the program now has a higher public relations focus; areas are in line with coverage areas of regional television stations; criteria is to be strengthened and tied into MSAC priority areas – but the program itself is like the Mudgee Pilot, in that it is about conveying good industry health and safety principles to mining communities. The proposal would deliver the grants program to Central Western NSW (Lithgow, Orange and Parkes), the Upper Hunter and Gunnedah Basin (Muswellbrook, Upper Hunter (Scone), Gunnedah and Narrabri), and to the Lower Hunter (Lake Macquarie, Newcastle, Port Stephens, Maitland; Cessnock and Singleton) and Illawarra (Wollongong, Shellharbour and Wingecarribee) mining areas, costing \$254,500 (including grants and advertising).</p> <p>Members discussed the program and agreed that a higher focus of the program should be to get the industry and workers involved. The Department and industry stakeholders indicated a willingness to assist in this as the focus should be about the transferability of good industry principles between the mine gate and the community.</p> <p>Members agreed that MSAC supports the strategic direction and budget of the MSAC regional health and safety mining community grant program. The Department should ensure there is a focus on getting the industry messages of the program directly to communities and workers.</p> <p><u>OHS Culture Project</u></p> <p>The Chairman brought members' attention to Attachment 7 of the meeting papers, an update on the Culture Working Party (CWP) OHS Culture Project, and invited Heather Jackson to brief members, adding that he thought the report (Appendix A) by Shaw Idea appeared to be a significant report and consideration should be given to publishing it. Once a preface acknowledging the endorsement of MSAC and an explanation of context is incorporated it is endorsed to be placed on the web site.</p> <p>Members agreed that report by Shaw Idea "Baseline assessment of the industry's performance against the CEO Summit Vision" (Appendix A) can be part of the tool kit.</p>	<p>6</p> <p>7</p>	<p>Noted.</p> <p>Members support the strategic direction of and budget for the grants program and seek more focus on getting industry and workers involved.</p> <p>Baseline report (Appendix A) to be included in toolkit and once a preface acknowledging MSAC and context explanation is added it is to be published on the web site.</p>

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	<p>Ms Jackson advised members that the comments made at the CWP meeting on 1 December 2011 are being acted upon to have the tools made easier to use as a benchmarking kit, aiming to foster a continuous improvement process. She advised members that the IAU is developing a training package to facilitate the WHS culture benchmarking process which can be used to contribute to a due diligence review (Appendix B).</p> <p>Members agreed that the document on due diligence (Appendix B) could be used as part of the due diligence process and should be attached as a resource to the benchmarking toolkit.</p> <p>The CWP is also considering a communications strategy (Appendix C) which the CWP is still considering and will be able to advise about later. The CWP hopes that work being done on the strategy identifies key WHS actions required of different groups and duty holders that will contribute to a “beyond compliance” WHS culture, and that this could possibly be a focus for the summit later in the year. Members noted the report and will wait for further advice from the CWP.</p> <p>Ms Jackson advised that production values are being added to the ANTS Action Learning Program (Appendix D). Members agreed to seek two weeks to comment. Production values are to continue being added. Members agree that it should be included in the toolkit when complete.</p> <p>Members continue to support the strategic direction of the CWP and the development of the toolkit, and await further information regarding the communications strategy.</p>		<p>Due diligence (Appendix B) resource to be included in benchmarking toolkit.</p> <p>Communications strategy (Appendix C) noted – waiting further advice.</p> <p>Members have 2 weeks to comment on the ANTS (Appendix D) Action Learning Program.</p> <p>Members support the strategic direction of the CWP.</p>
9	<p>MSAC planning day</p> <p>The Executive Officer briefed members on some issues concerning the planning day, including the need for a facilitator. Members noted that the planning day was a chance to step back and consider MSAC priorities – where we are at and what are we doing / what the Council should be focused on or intending to do, and whether this should be more of a “high level” nature.</p> <p>Members said they were keen for a planning day to be held as soon as possible, and as the 3rd May 2012 is the scheduled MSAC meeting day, other dates from mid-April should be considered.</p> <p>The Chairman asked the Secretariat for a summary of dates to be circulated for consideration by members. A draft agenda should be circulated by mid-March so that planning can begin when feedback on the agenda has been received and a date agreed. The Secretariat to arrange for a facilitator and venue for the planning day.</p>	8	<p>Planning day to be held as soon as possible.</p> <p>Secretariat to circulate dates for member feedback.</p>
10	<p>General Business</p> <p><u>Macken Schedule</u></p> <p>Members noted the Attachment.</p>	9	Noted.

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	<p><u>Summary matrix MSAC programmed work</u> Members noted the Attachment.</p> <p><u>Legislation update</u> Jenny Nash, Director Mine Safety Performance advised members there had been no meeting of the NMSF since the WHS Act enacted, but that work on mining specific legislation is proceeding and likely to be enacted 1 January 2013 with a consultation process commencing by 1 July 2012.</p> <p><u>Mine Safety Budget update</u> Jenny Nash, Director Mine Safety Performance advised members on the current status of the budget.</p> <p><u>MSAC Budget update</u> Members noted the Attachment.</p> <p><u>2012 Meeting calendar</u> Meeting dates for MSAC in 2012 were discussed and members agreed on the proposed meeting dates, with the inclusion of a planning day as previously discussed.</p>	<p>10</p> <p>11</p> <p>12</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Meeting dates for 2012 agreed with possible realignment depending on when planning day held.</p>
11	<p>Other Business</p> <p>Andrew McMahon advised the 2012 NSWMC OHS conference will be held 29 April – 2 May and as part of the conference he has arranged for Newcastle University to survey people about mental health in the industry, which is a component of the conference theme – “What is health and safety to me?”</p> <p>The Chairman advised his intention to contact all members to discuss issues with them and increase his knowledge base about the industry (apart from getting to know members better) and from that he will develop a picture of where he considers MSAC should be heading.</p>		
12	<p>Close</p> <p>Meeting closed 12.50pm Next Meeting: Planning session to be confirmed by Secretariat</p>		