

ARFF Workplace HSC

Meeting Minutes

Date: Tuesday 14th May 2024

Location: MS Teams (Online) / Melbourne (Building 330: Wilson Room)

Meeting Commences: 09:10am

Attendees:

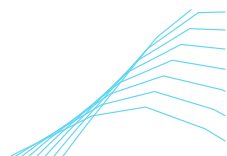
Members:

- Head of Aerodromes Services (Adrian Turner) (AT)
- DAO Central (Paul Tringali) (PT)
- DAO East (Niomi Arthur) (NA)
- DAO North (Andrew Firman) (AF)
- DAO South (Matt Crowley) (MC)
- DAO West (Mat Morrissey) (MM)
- Chief Fire Officer, ARFF Standards (Rodney Evans) (RE)
- Operational Risk Assurance Specialist, ARFF Standards (Sam Woodman) (SW)
- Daniel Thompson (DT)
- Jo Gardiner (JG)
- Rory McCabe (RM)
- Justin Carroll (JC)
- Jay Aspros (JA)
- Alison Walters (AW)
- Patrick Shanahan (PS)
- Zack Von Loenhout (ZV)

Non-Members:

- WHS Team Lead (Jessica Nichols) (JN)
- Senior WHS Specialist (ARFF) (Matthew Daniels) (MD)
- Director of SSEA (Mark Scanlan) (MS)
- UFU-A Branch Secretary (Wes Garrett) (WG)
- Secretary (ARFF) (Danielle Cooper) (DC)

Guest:



- Worker Proxy (Jason Adams) (JAD)

Apologies: Nil

1. Welcome to Country or Acknowledgement of Country

– Adrian Turner (*Acting Chair*)

2. Governance

Committee Specific

2.1. Election of Chair and Deputy Chair

- Adrian put forward role of chair to sit with Head of Aerodrome Services (HAS). Agreed by Dan superiority of chair position shows importance of role and commitment from Airservices. Chair responsible for assuring attendance of SME's etc when discussing relevant topics.

Motion – Head of Aerodrome Services Chair – All in Favour

- Dan Thompson put himself forward as Deputy Chair, worker representative to work alongside Chair, showing collaborative relationship.

Motion – Dan Thompson (Deputy Dan) as Deputy Chair – All in Favour

2.2. Names of ASA management members and proxies

- Agreed that the 8 Management Representative positions are allocated from position title. Proxy will fall to person acting in position.

2.3. Lock in tentative dates for 6 monthly in-person HSC meetings and meetings for the next 12 months

- Next meeting to be full day, face to face in Melbourne. Thursday June 27th.
- Ongoing structure is 3 monthly as minimum - face to face twice a year (June & Dec), and online (Teams) for all other organised meetings.

2.4. HSC Constitution and meeting minutes to be made readily available on Horizons via the ARFF WHS tab.

- Meeting agenda/minutes to be available online after every meeting, chair will be responsible for redacting sensitive information.

2.5. Revised HSC Constitution to be ratified.

- ARFFS Workplace HSC Constitution April 2024 – All in Favour – Accepted

3. Workshopping WHS Specific items for Face-to-Face meeting in June.

WHS Specific

Chair – Due to large number of topics that require attention, it is best to prioritise order. SME's will be required to attend meetings to address many of the subjects. Agreed to focus on possible quick wins today with the time constraints?

3.1. ARFF Helmets

- General discussion – new helmets part of the current PPE review MM carrying out •

some people currently using new helmets have had thorough medical assessment to make sure appropriate action is taken to prevent further identified injuries • training school currently using new helmets due to high frequency of use • can process of alerting to neck/head injury be streamlined to make process more accessible • RE previous body of work carried out a year or so back was not fully completed, requires additional research, heat stress management, vehicle space allocation • CIRRS of neck/head injuries, all been resolved as satisfactory, after assessment. Issues have been resolved with many different solutions not just new helmets • Can training school be used as heat stress management research aspects • What review process do other fire services have, can we access these? RE – yes we have been working towards getting that information but often closed due to commercial confidentiality

Action - JN to coordinate a general Health & Safety awareness campaign (injury identification and reporting) comms piece on station via toolbox/WHS notice/LL

- Define approval process for new helmets – clarity of when they can and cannot be issued, prior to campaign

3.2. DPM Source Capture Trial/Air Quality and surface swab monitoring/Medical Screening

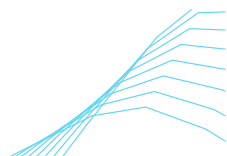
- General Discussion – MD - direct source trial, no location confirmed as yet, possible Karratha, completed within next 3 months with preferred supplier • issues with Avalon layout of station – height, asbestos mitigation for trial not feasible, will be rolled out to all stations once trial confirmed • Facilities management – important to these meetings, can they be in attendance, possible in future • How has risk been reduced in current reverse in drive in bays? Education piece of avoiding contamination around station, at each station unique process, passive monitoring in engine bays air and noise pollution • Are our station safety protocols fully compliant and are we following them? • Can the medical screening be more frequent and aimed from a specialist? Diagnosis of many cancers can be complicated, specialised areas. JN – there are blood/urine tests available but unfortunately, they just do not cover all variances of cancers • Education piece on symptoms to be observed, as test for cancers non-specific • Can there be a ARFF specific area on Health & Wellbeing Hub

Action - JN - Work with comms team on horizons, posters, education, current processes, also work with Sheree for Health & Wellbeing Hub,

- DAO's - Conversations topics in station visits, hazards, safety protocols, reporting injuries, concerns, Pan Priority assistance program
- JN - Provide functional risk assessment material to committee members – chemical exposures, reviewed by committee members
- Station what can they do right now within actions and following current protocols, local HSR education, Validate HSR register – create email distribution group

3.3. Health & Safety Representatives

- General discussion - How many HSR's should be representing our ARFF stations



around Australia?

Action - HSC to establish recommended number of HSR and deputy roles at ARFF stations

3.4. Meeting running over time – plan for next meeting

Action - Worker representatives to provide order of priority of items to Chair for the June meeting, so AT can arrange necessary SME's/Management personnel to attend.

Priority Order	Discussion Topic
	Update on appropriate additional medical testing for presumptive cancer legislation and achieving appropriate frequency and consistency of testing across Australia.
	Update on Health and Wellbeing program/Health and Wellbeing hub links to cancer screening/PFAS therapy tools
	Update on ARFF Uplift Program/Station upgrades
	Update on LMU Upgrades/Regional training hubs/PFAS Remediation work
	Update on DPM Source Capture Trial/ Air Quality and surface swab monitoring/ PPE rooms affected
	Update on West Sydney Fire Station design – Staff concerns over visiting staff, adequate dorms, FCC location
	Update on PPE Procurement Program
	Update on Vehicle Replacement Program
	Update on Station Replacement Program – Locations, timeframes, request sub-committee to ensure room data sheets comply with WHS legislative framework
	Update on ASA 'Psychosocial Risk Improvement Program' Request sub-committee to address ARFF psychosocial risk management
	Request to develop a sub-committee to address Heat Stress/Post-Incident Decontamination. National Standard
	National cleaning contract review/inconsistencies around Australia
	ARFF helmets
	DAMP policy update, recommendations for best practice.

4. Other Business and WHS Performance -

Discuss additional / suggested topics:

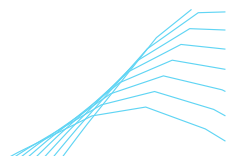
4.1. Our Behaviours / Mindset (Working Together) – carried over to future meeting

4.2. Comcare Training Session: Participating in Effective Health and Safety Committees. Proposed session for Committee

Action – Rather than Comcare taking up a large period of our next meeting, can we arrange an online training session from Comcare

4.3. Other key WHS issues not otherwise captured.

4.4. Comcare Conference – August 2024



Action – Committee/Management to nominate/decide on numbers & committee members to attend,
(discount tickets close start of June)

5. Meeting close and confirm date of next meeting

5.1. Meeting Closed – 12:10pm

5.2. Next meeting – June 27th (all day) Melbourne – Face to Face - Building 330 / Teams available

