



# ATTACHMENT ITEM 11.1.2

Under Separate Cover

Audit, Risk and Compliance Committee  
Meeting

Wednesday, 1 December 2021



# 3 Steps to Safety

Step One – Assessment Report

Town of Port Hedland

July 2021

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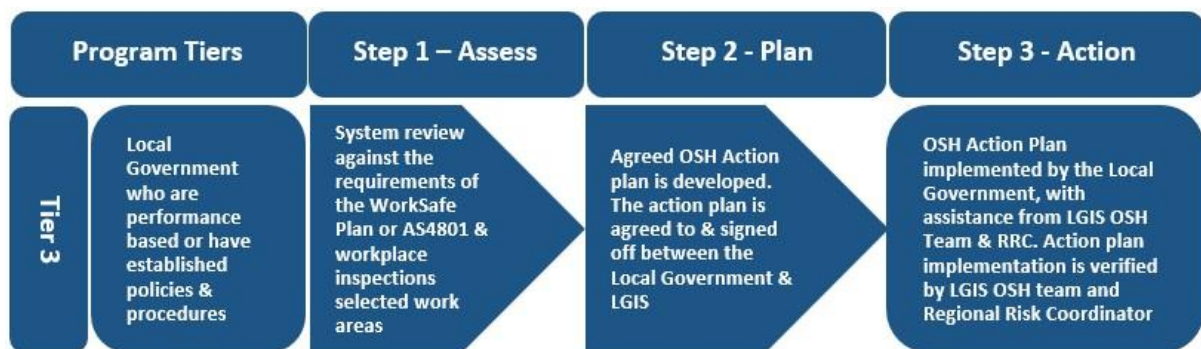
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# INTRODUCTION

The 3 Steps to Safety program was established to recognise and meet the needs of Local Government with the aim of driving safety performance and minimising claim exposure. This report is the outcome of Step 1 of that program. The next steps are included at the end of this report.

## Program Summary



## Verification Report

The purpose of this report is to provide the Town of Port Hedland with a summary of the assessment findings.

## Verification Details

The verification activity was undertaken by Katherine Kempin (Senior OSH Consultant). The Town of Port Hedland was represented by Sandra Brockwell (Senior WHS Advisor) and Adekunle Okeowo (WHS Coordinator) for the duration of the verification activity. This report has been peer reviewed by Emma Horsefield (Safety Program Manager) at LGIS.

The assessment was undertaken from 31 May to 2 June 2021. The sites visited as part of the activity were JD Hardie Youth Zone, South Hedland Landfill, South Hedland Aquatic Centre and South Hedland Library.

## Assessment Methodology

All evidence for this assessment was examined and verified on site through examination of documents, workplace inspections and interviews with representatives from the Town of Port Hedland. The assessment was undertaken against the WorkSafe Plan using the LGIS scoring methodology.

Finding	Score	Definition
<b>Satisfactory</b>	3	The Town satisfies the requirements of the criterion and has not gone significantly beyond it
<b>Insufficient</b>	2	Documentation exists however there are gaps in the OHS Management System documentation, their implementation and/or the evidence that shows the criteria hasn't quite been met
<b>Ad Hoc</b>	1	The Town has not met the criteria due to evidence being sporadic and ad hoc
<b>Unsatisfactory</b>	0	The Town cannot provide any evidence to support compliance with the criteria

## Limitations

This assessment was undertaken as part of the LGIS *3 Steps to Safety* program. It should not be relied upon for any assurance of legislative compliance. This assessment does not protect against enforcement action against the Town of Port Hedland by any regulatory authority including WorkSafe and, was not undertaken as per the requirements of WorkSafe for the purposes of a WorkSafe Plan certificate. Reliance on this assessment should not be used to determine Town of Port Hedland meets WorkSafe requirements.

## Disclaimer

This verification report was produced in good faith by LGIS to assist Local Governments and reflects information that was considered accurate and reliable at the time of its publication. The employees of LGIS shall accept no liability or responsibility for any statutory enforcement or legal action against any Local Governments for reliance or use of the information contained herein.

## Overall Scores

Category	Member Score	Available Score	Section Achievement
Management Commitment	22	24	<b>92%</b>
Planning	24	27	<b>89%</b>
Consultation and Reporting	20	21	<b>95%</b>
Hazard Management	19	21	<b>90%</b>
Training and Supervision	17	21	<b>81%</b>
<b>Overall Score</b>	<b>102</b>	<b>114</b>	<b>89%</b>

# ASSESSMENT FINDINGS

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## 1.0 Management Commitment

**Element 1.1**                    **There is a documented safety and health policy that is reviewed on a regular basis**

**Findings:**                    Insufficient

**Observation:**

- The Town has a Workplace Health and Safety Policy within the Council Policies Manual as well as a WHS Statement that is reviewed every 3 years or more often as required.
- The WHS Statement outlines the Town's commitment to a high standard of safety and health in accordance with safety and health legislative requirements.
- The WHS Statement has been endorsed with the CEO's signature and clearly states the documents date of issue and re-endorsement.

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**Recommendations:**

- Ensure the WHS Policy and WHS Statement is reviewed at least annually in accordance with the WorkSafe Plan criteria.

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**Element 1.2**                    **The safety and health policy is available to workers, suppliers, contractors, customers and visitors to the workplace**

**Findings:**                    Satisfactory

**Observation:**

- The WHS Statement is the primary document that the Town communicates to workers and others.
- The WHS Statement is displayed throughout the Town's workplaces, available on the intranet, contained within OSH management plans, worker and contractor inductions.
- Drafts are communicated to the workers through the safety and health committee, team and toolbox meetings where minutes are maintained.

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**Element 1.3**                    **The Town identifies and monitors safety and health legislation, codes of practice, guidance notes, agreements and guidelines relevant to its operations**

**Findings:**                    Satisfactory

**Observation:**

- The organisation monitors safety and health legislation and industry standards in a variety of ways such as, but not limited to, WorkSafe WA, Australian Standards, Safe Work Australia, LGIS and Comcare.

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#### Element 1.4

#### There is a process that makes all parties aware of and accountable for their safety and health responsibilities

**Findings:** Insufficient

- Observation:**
- WHS Obligations and Responsibilities document identifies the applicable safety and health responsibilities for each level in the organisation. Worker sign off is obtained to demonstrate their understanding of safety and health responsibility in accordance with their role however this document is not currently reflected within position descriptions.
  - The induction process provides an overview of worker and contractor safety and health roles and responsibilities.
  - Senior management and supervisors are provided with and attend safety and health roles and responsibilities training.
  - Senior management regularly attend the safety and health committee and Executive Leadership Team (ELT) meetings where safety and health performance is discussed.
  - The Town has a Reward and Recognition program which includes safety and health criteria achievements.

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- Recommendations:**
- Include or reference WHS Obligations and Responsibilities within position descriptions to ensure safety and health responsibilities are easily referred to when reviewing worker performance.
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#### Element 1.5

#### The Town coordinates safety management activities

**Findings:** Satisfactory

- Observation:**
- The Town has a Senior WHS Advisor and WHS Coordinator who coordinate the safety and health activities on behalf of the organisation.
  - The Senior WHS Advisor and WHS Coordinator have position descriptions with documented accountability, measureable performance objectives and lines of reporting to senior management.
  - Position development planning occurs annually via the Town's performance review process as well as when identified throughout the year.

#### Element 1.6

#### Financial and physical resources are provided for all aspects of safety management

**Findings:** Satisfactory

- Observation:**
- The Town provides a financial budget that is reviewed annually for safety and health. This budget includes, but is not limited to, safety and health projects, personal protective equipment (PPE), training including safety and health representatives, Australian Standards and safety and health specialist consultants.
-

Element 1.7

**All workers have sufficient time to complete safety and health related tasks**

**Findings:** Satisfactory

**Observation:**

- Discussion had with senior management, workers and safety and health representatives identified that workers are provided with sufficient time to carry out safety and health related tasks.
- Cited evidence confirmed that sufficient time is allocated to safety and health related tasks including, but not limited to, ELT, safety and health committee, team and toolbox meetings minutes, workplace inspections, review of Safe Work Method Statement (SWMS), risk assessment, hazard and incident reports, safety and health training records and onsite pre-start meetings for both workers and contractors.

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Element 1.8

**Recommendations to improve safety and health management are acted upon.**

**Findings:** Satisfactory

**Observation:**

- Safety and health recommendations are identified through a range of sources such as risk management processes (SWMS and onsite risk assessments), reported hazard and incident investigations and workplace inspections.
- Team and toolbox meetings minutes identify where safety and health issues are raised, addressed and acted upon.
- Actions arising from the safety and health committee, team and toolbox meetings are communicated to the safety and health team where prioritise are assigned within a hazard register for monitoring and review.

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## 2.0 Planning

### Element 2.1

#### **The Town's approach to safety and health management is planned and reviewed**

**Findings:** Insufficient

**Observation:**

- A WHS Plan has been implemented and is regularly reviewed on a quarterly basis to ensure it is suitable.
- The Town is in the early stages of collecting safety and health performance information and has not started comparing performance data.
- The Town does not currently conduct internal audits or safety assessments on the safety and health management system and only rely on LGIS to complete an assessment every three years.

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**Recommendations:**

- Develop a process for internal safety audits/assessments to occur at least annually to ensure that the safety and health management system is effective and improvements are identified.
- Develop a process for the annual comparison of safety and health performance data to ascertain where improvements can be made.

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### Element 2.2

#### **Specific safety and health objectives and measurable targets have been established for relevant functions**

**Findings:** Insufficient

**Observation:**

- The Town currently collects data on lead and lag indicators such as LTI, hazard and incident reporting, workers compensation and workplace inspections.
- Although senior management have key performance indicators (KPI) regarding safety and health for their departments, written performance indicators are currently in draft for the organisation and each business unit.

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**Recommendations:**

- Finalise the organisations and individual business unit's performance indicators and ensure targets can be measured. Consideration should be given to not focus on injury statistics (lag indicators) and promote lead indicators such as timely hazard, incident and investigation reporting, and effectiveness of controls.

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### Element 2.3

#### Arrangements are in place for people with special needs

**Findings:** Satisfactory

**Observation:**

- The Town has a Disability Access and Inclusion Program where workers are trained in disability awareness and where support can be provided.
- New starters are prompted to inform the Town if they have any special needs.
- The Town has a Non-Work Related Injury and Illness Procedure in place.
- The Town has also implemented the following processes to support their workers including, but not limited to, general workstation ergonomic set up for inside workers, ergonomic assessment for outside workers involving plant and equipment, health and wellbeing training and personal emergency evacuation plan (PEEP) development.

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### Element 2.4

#### Arrangements for visitors to the workplace are in place

**Findings:** Satisfactory

**Observation:**

- The Town has a Visitor Procedure and accompanying Induction Form for all visitors.
- Visitors are required to sign on to site, provided with a site induction where key hazards are identified and emergency requirements are explained.
- PPE was available where required.

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### Element 2.5

#### Policies and procedures for engaging and managing contractors are in place

**Findings:** Insufficient

**Observation:**

- The Town is in the final stages of the contractor management review process which includes clear direction on engaging and managing contractors performing work tasks on behalf of the organisation.
- Although much of the material is still in draft some parts of the process is currently utilised, such as, risk assessment of the scope of works to be completed, collection of contractor insurances and license requirements, contractor suitability, provision of Contractor OSH Compliance Guideline, Contractor Questionnaire, contractor inductions, observations and site inspections, regular meetings and minutes maintained.

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**Recommendations:**

- Finalise the contractor management review and ensure all workers are trained in contractor engagement requirements.

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Element 2.6

**Potential emergency situations have been identified and relevant emergency procedures are in place**

**Findings:** Satisfactory

- Observation:**
- Emergency response plans and evacuation diagrams are in place for all building facilities, including short term amendments for those workplaces currently under construction.
  - Emergency response procedure clipboards are in place for emergency wardens to easily access emergency information quickly and effectively.
  - Drills are regularly conducted at least twice a year and this is documented.
  - Training records are maintained for all workers who have completed emergency warden and first aid. Emergency wardens and first aiders are identified and displayed on staff noticeboards throughout the workplace.
  - Dangerous Goods Registers are in place at the SHAC and GAFC.
- 

Element 2.7

**The Town's procedures, work instructions and work practices reflect current safety and health legislation, standards, codes of practice, guidance notes, agreements and guidelines**

**Findings:** Satisfactory

- Observation:**
- OSH documentation have references to legislation, standards, codes of practice, guidelines and any other applicable documentation.
  - Discussions had with workers confirmed that they were aware of the legislative requirements for their work tasks and where they could obtain further information.
- 

Element 2.8

**All workers have access to current legislation, standards, codes of practice, guidance notes, agreements and guidelines that impact on their activities**

**Findings:** Satisfactory

- Observation:**
- Workers have access to the town's intranet where legislation, standards, and guidelines can be obtained.
  - Workers have access to MSDS through ChemAlert.
  - OSH committee and toolbox meetings minutes demonstrate the communication of legislation updates and requirements.
  - Discussion had with OSH representatives and workers confirmed that they are aware of various options for accessing safety information.
-

Element 2.9

**The Town and individuals satisfy legal requirements to undertake specific activities, perform work or operate equipment**

**Findings:**

Satisfactory

**Observation:**

- Workers position descriptions identify legislative requirements that need to be obtained for workers to perform their work tasks, such as but not limited to, driver's license, HR, forklift, breathing apparatus, confined space, white cards.
  - Equipment and plant registration is identified and recorded within synergy.
  - License requirements for workers, plant and equipment are monitored by the relevant manager however training and license records are maintained within the workers personal file within human resources.
-

## 3.0 Consultation and Reporting

### Element 3.1

#### **There are agreed procedures for involvement and consultation with workers on safety and health issues**

**Findings:** Satisfactory

**Observation:**

- The Town has various consultation and communication methods which have been identified within the WHS Consultation Procedure, WHS Committee Constitution and the Issue Resolution Process. However the Issue Resolution Process does not currently include a step for when WorkSafe can be contacted.
- The Town has embedded safety and health as an agenda item within all main meeting agendas.
- The development and review of safety and health documentation includes consultation with the OSH Committee which is reflected in OSH Committee minutes.
- Pre-start meetings are regularly taking place and minutes or notes are maintained.

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### Element 3.2

#### **Consultative arrangements are communicated to workers and are well understood**

**Findings:** Satisfactory

**Observation:**

- WHS Provision of Information and Toolbox Procedure has been implemented to communicate the structure of how safety and health information is delivered to workers.
- Safety and Health Representatives complete a checklist regarding their duties which includes consultative and communication requirements.
- Consultative arrangements are communicated within the OSH Induction process which workers are required to complete prior to the completion of their probationary period.
- Consultative arrangements are reinforced within Roles and Responsibilities training for senior leaders, managers and supervisors.
- Safety and health information is communicated via staff noticeboards, the intranet, and Friday Facts (weekly newsletter).
- Discussions had with workers confirmed that communication and consultation methods were used and understood.

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### Element 3.3

#### **Workers or their representatives are involved in planning processes for the management of safety and health at the workplace**

**Findings:** Satisfactory

- Observation:**
- Discussions had with workers and the Safety and Health Representatives confirmed that they are involved in the planning, development and implementation of safety processes and systems within their work areas.
  - Steering Committees are formed following OSH Committee meetings regarding issues raised to be effectively controlled.
  - Workers and contractors actively participate in the hazard management resolution process.
  - When required, workers are involved in the selection of specialist consultants.
- 

### Element 3.4

#### **Workers or their representatives are consulted regarding proposed changes to the work environment, processes or procedures and purchasing decisions that could affect their safety and health**

**Findings:** Satisfactory

- Observation:**
- OSH Committee meeting minutes as well as various email correspondence were viewed regarding changes in the workplace, processes and procedures regarding safety and health procedures, processes and several construction projects occurring within the workplace.
  - Friday Facts, safety alerts as well as various operating instructions are communicated to workers on a regular basis.
  - Discussions had with workers confirmed that they are consulted with regarding changes in their work environment.
- 

### Element 3.5

#### **Workers or their representatives are consulted regarding management of hazards in the workplace**

**Findings:** Satisfactory

- Observation:**
- Discussions had with workers and their representatives confirmed that they are consulted with regarding the management of hazards within their workplace.
  - Workers are provided with hazard and risk management training within the OSH Induction, roles and responsibilities as well as other safety and health role specific training.
  - Hazard management is further reinforced through toolbox talks and related quiz, site management meeting minutes, OSH Committee meeting minutes and Job Safety Analysis (JSA).
  - Workers and their representatives are involved in the incident investigation process and provide input into potential controls.
-

### Element 3.6

#### There are arrangements in place for the acquisition, provision and exchange of safety and health information with external parties, including customers, suppliers, contractors and relevant public authorities

**Findings:** Insufficient

**Observation:**

- The procurement process identifies the requirement for safety and health information to be obtained and risk assessments to be completed before purchase.
- A safety and health complaints procedure has been developed for external parties which is maintained within Synergy.
- Safety and health information is distributed through various electronic social media platforms, newspapers as well as hard copy mail to communicate with members of the public.
- Snap, Solve, Send has been developed for members of the public to instantly report any safety and health issues within the community.
- Although safety and health information is sought from contractors, this process is not fully implemented as the Town is currently finalising their contractor management process.

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**Recommendations:**

- Finalise the contractor management procedure and processes to ensure contractors are managed in a safe and consistent manner across the Town, which includes obtaining and communicating safety and health information.

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### Element 3.7

#### Consultative and reporting arrangements are regularly evaluated and modified where required

**Findings:** Satisfactory

**Observation:**

- The Consultation and Communication procedure was implemented in 2020 and is scheduled for review in 2022 in accordance with the Town's two yearly review of safety and health procedures.
- Meeting minutes have been maintained of construction projects for amendments to the safety management plan where workers and contractors feedback is obtained and considered.
- Discussions had with workers confirmed that they are able to give feedback as part of the Town's consultation process.

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**Recommendations:**

- When reviewing the Consultation and Communication Procedure in 2022, develop a survey for workers, contractors and others to determine if current methods for consulting and reporting safety and health matters is effective.

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## 4.0 Hazard Management

Element 4.1 **Requirements for reducing risks are understood by management and workers**

**Findings:** Satisfactory

**Observation:**

- All workers and contractors are required to take part in an OSH Induction which outlines the Town's risk management process and requirements.
- Managers and supervisors are required to complete roles and responsibility training that includes the requirement for reducing risk.
- The Town has a range of safety procedures which make up the safety and health management system, inclusive of IOP Risk Management and IOP Hazard Management, which workers are required to follow for the organisation to effectively reduce risk.
- Specific training packages have been provided to workers to safeguard themselves and others against various hazards applicable to their role, such as, but not limited to, chainsaw operations, forklift licences, manual handling, fire equipment and emergency warden, first aid, etc.
- Discussions had with workers confirmed that they have been provided with information, instruction and resources to identify and reduce risks within their workplace.

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Element 4.2 **Work environments are regularly inspected and hazards identified**

**Findings:** Satisfactory

**Observation:**

- Workplace inspections are completed on a regular basis by the safety and health representatives who are more recently accompanied by senior management.
- Workplace inspections, incident reports, injury and illness data is reviewed by the OSH Committee and ELT on a monthly basis to identify any trends and make recommendations for control.
- Onsite risk assessments are completed through SWMS, JSA and standalone risk assessments.
- Actions raised by the inspections process are managed through the hazard register.
- Workers confirmed that workplace inspections and hazard identification occurred on a regular basis.

---



#### Element 4.3

#### Work activities are analysed and hazards identified

**Findings:** Insufficient

**Observation:**

- Procedures for tasks that have been considered as high risk have been developed.
- The hazard and incident management process analyses hazard and incident trends where this data is presented to senior management and the OSH Committee.
- SWMS, JSA and Internal Operating Procedures (IOP) have been implemented and also reference appropriate resources such as, legislation, codes of practice, standards and guidelines appropriate to the work task. These documents are regularly reviewed.
- Even though workers were able to confirm that work activities are analysed and hazards identified, job observations are not yet recorded.

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**Recommendations:**

- Develop a process for job observations to be recorded to further strengthen the hazard identification and analysis process to ensure it is effective.

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#### Element 4.4

#### Risk assessments are undertaken on identified hazards

**Findings:** Satisfactory

**Observation:**

- Hazards are identified and risk assessed using tools such as SWMS, JSA or standalone risk assessment.
- Risk assessments form part of the feasibility study for proposed changes to the workplace.
- Discussions had with workers confirmed that they are familiar with the risk assessment process and the tools to use to assess risk.

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#### Element 4.5

#### Hazards are prioritised and controlled using the hierarchy of controls and having regard to the identified level of risk.

**Findings:** Satisfactory

**Observation:**

- Workers and contractors are provided with training on the hierarchy of control methodology and practices through OSH induction.
- The hierarchy of control is referenced within the Hazard and Incident Report Form, risk calculation card, SWMS, JSA and hazard, incident and investigation reporting procedures.
- Priorities are assigned to hazards within the hazard register in accordance with the level of risk.
- Discussions had with workers confirmed that they understood the hierarchy of control and its importance to effectively control hazards within the workplace.

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#### Element 4.6

### The effectiveness of the hazard identification, risk assessment and risk control process is periodically reviewed and documented

**Findings:** Satisfactory

**Observation:**

- Hazards and risk controls are regularly reviewed through the OSH Committee or safety team to ensure controls have been effectively implemented. Any gaps are addressed at the time and then further reviewed to ensure that the hazard or risk has been effectively controlled.
- Reviews are documented and maintained within the hazard register, document track changes and meeting minutes.
- Although discussions had with workers confirmed that they frequently take part in hazard and risk review processes where applicable, an overall review of the whole hazard identification, assessment and control process is due to occur in 2022.

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**Recommendations:**

- Continue with the plan to review the overall hazard, risk assessment and control process to ensure it is effective and consider using evaluation tools such as job observations and workplace surveys as part of the review process.

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#### Element 4.7

### Incidents, injuries and diseases are reported and investigated

**Findings:** Satisfactory

**Observation:**

- The Town's Incident Investigation Procedure defines the requirements for incidents, injuries and disease to be reported and investigated.
- Incident reporting and investigation requirements are included within the safety and health induction process.
- Workers at various levels have undertaken incident reporting and investigation training.
- Safety and health representatives are involved in the incident reporting and investigation process, which is documented.
- Investigations are captured within the Hazard Register where progress records are maintained.
- Injury statistics, incidents and investigations are discussed within the OSH Committee, toolbox talks and EMT where minutes are maintained.
- Discussions had with workers confirmed that they understood the incident reporting and investigation process.

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## 5.0 Training and Supervision

Element 5.1      **An induction program is in place for all workers and contractors providing relevant OSH instruction and information**

**Findings:**                      Insufficient

**Observation:**

- An organisational safety and health induction program in place for all workers, contractors, volunteers and visitors that provides relevant instruction and information on safety and health for the Town and applicable workplace/area.
- Additional inductions are in place for individual business units such as plant and equipment, role specific and workplace.
- Safety and health training objectives are identified and included within training materials.
- Although a safety and health induction process is in place, job observations are not currently recorded to ensure information has been transferred into the workplace.
- Discussion has with workers confirmed that they took undertook safety and health induction training.

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**Recommendations:**      • Develop a process to assess whether information obtained in training has been transferred effectively into the workplace i.e. job observations.

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Element 5.2      **All management and supervisory personnel have received training in safety and health management principles and practices appropriate to their role and responsibilities**

**Findings:**                      Satisfactory

**Observation:**

- Senior personnel such as the executive, managers, supervisors and leading hands have undertaken roles and responsibilities training appropriate to their role and level.
- The performance review process includes the evaluation of safety and health knowledge appropriate to the role and documents any further action to be taken.

Element 5.3

**The Town has identified the training needs of all workers**

**Findings:** Insufficient

**Observation:**

- Position descriptions identify the training requirements for each role within the Town.
- The Town has a training matrix for the reporting and recording worker attendance to training however a training needs analysis has not yet been developed to clearly identify where any gaps in a workers training.
- The annual performance review process primarily identifies the need for a worker to undertake training as well as other times during the year when identified.
- Training records are maintained within personnel files and are available to workers and their immediate supervisors or managers upon request.
- There is an allocation for safety and health training within the budget which is reviewed at least annually.
- Discussions with workers confirmed that they have taken part in safety and health training applicable to their role and opportunities to identify and be provided with future training is available.

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**Recommendations:**

- Develop a training needs analysis to ensure the training needs for each role is suitably identified, including any legislative requirements, to ensure workers can perform their work tasks in a safe and healthy manner.

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Element 5.4

**Tasks are allocated according to capability, level of training and supervision of workers**

**Findings:** Satisfactory

**Observation:**

- Discussions had with workers confirmed that the level of training and supervision is appropriate to their role and activities and that they participate in providing further training opportunities.
- Refresher training is provided where identified and has included, but not limited to, first aid, traffic management, chainsaw operations, and safety and health induction every two years.
- Position descriptions identify the level of skills and experience required for all roles.

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Element 5.5

**Training is delivered by people with appropriate knowledge, skills and experience**

**Findings:** Satisfactory

- Observation:**
- The Town obtains training courses outlines, objectives and course materials, as well as trainer qualifications, skills and experiences before workers engage in training.
  - All trainer information obtained is maintained with the Human Resources department.
  - Internal training is conducted by workers with the necessary skills and experience and training objects and outlines are identified.
  - Discussions had with workers confirmed that the training undertaken was of a good standard and any concerns are appropriately raised for further action.
- 

Element 5.6

**The training program is evaluated and reviewed**

**Findings:** Insufficient

- Observation:**
- The annual performance review process includes the requirement to review the workers individual training program.
  - Although worker feedback and evaluations are obtained following training, a review of the training program as a whole has not yet been conducted.
  - Discussions had with workers confirmed that they contribute to their individual training program evaluation and review.
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- Recommendations:**
- Develop a process where the training program for the Town is evaluated and reviewed to ensure it is suitable. The evaluation can take into account worker evaluation feedback, reduction in injury or incident rates applicable to the training, job observations or verifications of competency.
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Element 5.7

**Supervision is undertaken by people with appropriate safety and health knowledge, skills and experience**

**Findings:** Insufficient

- Observation:**
- Safety and health roles and responsibilities training has been undertaken by senior managers and supervisors.
  - Discussions had with workers confirmed that supervision is appropriate to their work task and level of skill.
  - Although safety and health performance criteria is included within the performance review process, this has not been tailored to reflect the roles level of responsibility.
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- Recommendations:**
- Review the safety and health performance criteria to reflect the responsibility of the role.
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# ISSUES IDENTIFIED DURING THE ASSESSMENT NOT RECORDED ELSEWHERE

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## JD Hardie

- Bouncy Castle – Bouncy Castle in operation at JD Hardie for customers amusement which has not been registered or maintained in accordance with the *Occupational Safety and Health Regulations 4.2 and 4.14, AS 3533.1-1997: Amusement rides and devices* and *AS 3533.4.1: Specific requirements – Land-borne inflatable devices*.

## NEXT STEPS

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Step 2 of the *3 Steps to Safety* program involves the Town of Port Hedland developing an OSH Action Plan to address any outcomes assessed as *insufficient, ad hoc* and *unsatisfactory*.

Once the OSH Action Plan is developed, it should be provided to the Assessor to ensure that the actions proposed will address the criteria and drive continuous improvement.

LGIS, through the OSH Team, is available to provide ongoing assistance during the development of the OSH Action Plan, and thereafter to assist the Town of Port Hedland to continuously improve their OSH performance.

## ACKNOWLEDGEMENTS

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LGIS would like to thank the Town of Port Hedland for their hospitality during the assessment. This appreciation is extended to all personnel who were involved in the activity who made themselves available or prepared and presented documents.

# CONTACTS

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