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Statement of Transmittal

Hon John Kobelke MLA
Minister for Consumer and Employment Protection

Dear Minister

In accordance with section 16 of the *Occupational Safety and Health Act 1984*, I submit for your information and presentation to Parliament the Annual Report of WorkSafe Western Australia Commission for the 12 months ending 30 June 2003.

This Annual Report will be published on the web site of the Parliament of Western Australia and the Department's *SafetyLine* web site.

Tony Cooke
Chair
WorkSafe Western Australia Commission

15 October 2003

Foreword

The past year has been both challenging and satisfying for the WorkSafe Western Australia Commission.

A critically important part of the Commission's work was our response to the reviews of safety and health laws undertaken by Mr Robert Laing. I believe the legislative reforms that will follow are certain to save lives and reduce injuries in Western Australian workplaces.

This past year, there has been a major focus on the construction industry, where far too many deaths and serious injuries have been occurring. Deaths as a result of the 'tilt up' practice and the use of cranes have been of particular concern.

Fresh attention was also focused on the agricultural, aged care and call centre industries with the formation of working parties to examine ways to improve safety and health. The latter two industries have grown dramatically in recent years and specific attention to safety needs has been overdue.

The Commission could not function as efficiently as it does or achieve so much, without the outstanding professional contributions from many individuals from organisations representing our tri-partite composition of government, employers and unions. I thank all members of advisory and reference groups and working parties for their contributions; and my thanks go also to staff of the WorkSafe Division of the Department of Consumer and Employment Protection for their dedication and commitment.

In the middle of the year, Maureen Strauss, Executive Officer for the Commission passed away, which greatly saddened everyone who knew and worked with her. WorkSafe and the Commission lost a valuable staff member who had a wealth of knowledge and experience in occupational safety and health.

However, the Commission now looks forward to the next year, confident that our work will save lives and prevent injuries in Western Australian workplaces.



Tony Cooke
Chair
WorkSafe Western Australia Commission

Responsible Minister

The Minister for Consumer and Employment Protection, the Hon John Kobelke, MLA, is responsible for administration of the *Occupational Safety and Health Act 1984* (the Act).

Section 16 of the Act requires the WorkSafe Western Australia Commission to submit a report to the Minister on its operations and the operation of the Act and any law prescribed for purposes of the Commission's functions for each year ending 30 June.

Enabling Legislation

The WorkSafe Western Australia Commission was established in April 1985 (as the Occupational Health, Safety and Welfare Commission) under section 6 of the Act. The name of the Commission changed in October 1995 following an amendment to the Act.

Composition of the Commission

In 2002-03, in accordance with the Act, the WorkSafe Western Australia Commission comprised:

- an independent Chair;
- the WorkSafe Western Australia Commissioner;
- two officers of the Public Service nominated by the Minister;
- three members nominated by the Chamber of Commerce and Industry of Western Australia (CCI);
- three members nominated by UnionsWA (the Trades and Labor Council of Western Australia); and
- three members nominated by the Minister, having knowledge of or experience in occupational safety and health.

The following members were appointed to the Commission that was reconstituted in April 2003 to hold office until April 2006.

- Independent Chair: Tony Cooke.
- WorkSafe Western Australia Commissioner: Brian Bradley.
- Two officers of the Public Service nominated by the Minister: Nina Lyhne, Executive Director, WorkSafe; and Malcolm Russell, Director, Safety Health and Environment Division, Department of Industry and Resources.
- Three members nominated by the CCI: Anne Bellamy, Stephen Day and Linda Thompson.
- Three members nominated by UnionsWA: Stephanie Mayman, Robert (Bob) Bryant and Joy Barrett.
- Three members with knowledge of or experience in occupational safety and health, nominated by the Minister: Patrick Gilroy (until October 2004), Michael Phillips and Dr John Suthers.

Commission members who retired in April 2003 were Albert Koenig and Simon Thompson (officers of the Public Service) and John Tootell (CCI).

Functions of the Commission

The WorkSafe Western Australia Commission is funded through the WorkSafe Division of the Department of Consumer and Employment Protection.

The Commission's functions include:

- advising and cooperating with government departments, public authorities, unions, employer organisations and other interested parties;
- developing and reviewing occupational safety and health legislation and associated standards and making recommendations to the Minister;
- devising, accrediting and promoting training and educational courses;
- publishing occupational safety and health information, standards, specifications and guidance material; and
- reviewing registration and licensing schemes.



WorkSafe Western Australia Commission

Strategic Plan 2001-03

In the period covered by this report, the Commission continued to work under the guidance of the strategic plan *2001-2003 Working Together*. This plan sets goals and future directions with flexibility for the Commission to respond to immediate and emerging issues likely to affect workplace safety and health.

Advisory groups drive the implementation of this plan. These groups are comprised mainly of Commission members.

Industry and task specific advisory committees and working parties provide for broader representation.

The Commission's Goal

The Commission's goal is to reduce the risk of work-related injury and disease in Western Australian workplaces through improved prevention practices. Actions directed towards this objective include developing preventative measures for high-risk activities in certain industries and delivering a range of publications and promotional activities.

2002-03 – Achievements and Review

Fatigue Management

The Commission endorsed the release of the Draft Code of Practice: Fatigue Management for Commercial Vehicle Drivers, for a three-month public comment period to expire in September 2003. The Commission also revoked the Code of Practice for Fatigue Management in the Commercial Vehicle Industry (1998) following the introduction of new regulations to come into effect from 1 July 2003.



Induction Training for the Construction Industry

The Commission resolved to support in principle a generic safety induction programme for the construction industry based on units of competency in the Australian Quality Training Framework (AQTF). The Commission resolved to make such induction training compulsory, starting two years from the date the regulations are gazetted.

Laing Report Recommendations

Following reviews of the *Occupational Safety and Health Act* and the *Mines Safety and Inspection Act* undertaken by former Industrial Relations Commissioner Mr Robert Laing, the Hon Minister attended the Commission's January 2003 meeting and indicated his position concerning Mr Laing's recommendations.

The Commission responded to the Minister's invitation to comment on the recommendations.

It is anticipated that during 2003-04 Parliament will consider a package of reforms and legislative changes based on Mr Laing's and the Commission's recommendations.

Prohibition of asbestos

The Commission recommended to the Minister that the *Occupational Safety and Health Regulations 1996* be amended to prohibit the use of chrysotile and other forms of asbestos from 31 December 2003.

Tilt-Up Construction

Following deaths in the construction industry, reference and working groups were established to address safety standards for tilt-up and precast concrete construction. A draft code of practice, Tilt-up and Precast Concrete Construction for Buildings, was released and a tilt-up industry forum held in February before the close of the public comment period. Forum participants considered the practicability of proposed regulations and discussed other means of improving safety in the industry.

The proposed regulations and code of practice were reviewed in light of comments at the forum and submissions received, and Parliamentary Counsel commenced drafting the regulations.

Work Safe 2003

In May 2003, the WorkSafe Division of the Department of Consumer and Employment Protection held three one-day work safety forums in Kalgoorlie, Bunbury and Perth in partnership with the WorkSafe Western Australia Commission, the Worker's Compensation and Rehabilitation Commission, and the Department of Industry and Resources. These forums were well attended and stimulated considerable debate.

New Working Parties

During 2002-03, the Commission established the following working parties to assist in determining policies and strategies for improving occupational safety and health.

- Aged Care Industry Safety Working Party, to focus on residential care, community care and carers (carer respite centres).
- Agricultural Industry Safety Advisory Committee.
- Call Centres Reference Group to consider the risks for call centre employees from extended exposure to screen-based work, keyboard operation and acoustic shock, and the need for fatigue management.
- Tilt-Up Construction reference and working groups to address the safety standards for tilt-up and precast concrete construction.



Invited Responses

During 2002-03, the Commission responded to invitations to comment on the following matters:

- A proposal to amend the *Electricity Regulations 1947* and issue guidelines to control electrical work on or close to live electrical plant.
- A Discussion Paper: *Smoking in Enclosed Public Places* in relation to the *Health (Smoking in Enclosed Public Places) Regulations 1999*.
- The Dangerous Goods Safety Bill 2002.
- The Prostitution Control Bill 2002.
- The Productivity Commission's inquiry into Workers' Compensation and Occupational Health and Safety Frameworks.
- The recording and reporting of traumatic work related fatalities.
- The report of the Review of the *Building and Construction Industry Training Fund and Levy Collection Act 1990*.
- The Fixed Wing Aerial Stock Mustering Code of Practice prepared by the Pastoralist and Graziers' Association.

- Cole Royal Commission The Commission responded to a Discussion Paper on the Cole Royal Commission into the Building and Construction Industry by providing advice of Commission action to date on occupational safety and health in the construction industry. At 30 June 2003, the State Government had not finalised its position on the findings of the Cole Royal Commission.

The outcomes of the Royal Commission and the current deliberations of the Productivity Commission relating to frameworks for occupational safety and health and workers' compensation, are likely to increase pressure among jurisdictions for greater consistency.

Publications

During 2002-03, the Commission published or initiated publication of the following:

Codes of Practice

- *Call Centres* (under preparation)
- *Concrete and Masonry Cutting and Drilling*
- *Excavation* (under preparation)
- *Prevention of Falls at Workplaces 2001* (being revised)
- *Fatigue Management for Commercial Vehicle Drivers* (Draft)
- *First Aid Facilities and Services, Workplace Amenities and Facilities and Personal Protective Clothing and Equipment* (revised)
- *Occupational Safety and Health in the Fishing Industry* (initiated)
- *Tilt-up and Precast Concrete Construction for Buildings* (under preparation).

Guidance Notes

- *Dealing with Bullying – a Guide to Employers*
- *Dealing with Bullying – a Guide for Employees*
- *Contaminated Sites* (under preparation)
- *Crane Operators' Guide of Safety and Health Obligations* (under preparation)
- *Emergency Evacuation* (under preparation)
- *Reducing the Risk of Infectious Diseases in Child Care*
- *Provision of Information on Hazardous Substances Used at Workplaces – Material Safety Data Sheets* (under preparation)
- *Isolation of Plant*
- *Powered Mobile Plant*
- *Safe Operation of Industrial Lift Trucks* (under preparation).



Information

- *Safe Work with Electricity* (poster series).

Training Courses in Occupational Safety and Health Accredited by the Commission

Under section 14(1)(h) of the Act, the Commission may accredit training courses in occupational safety and health.

The following organisations conducted Commission-accredited introductory training courses for safety and health representatives in 2002-03:

Alcoa of Australia Limited
Australian Centre for Work Safety
Catholic Education Office of WA
The Chamber of Commerce and Industry
Construction Skills Training Centre
Edith Cowan University
Great Southern TAFE
Industrial Foundation for Accident Prevention
Safety & Health Representatives (WA) Training
SGIO – Risk Management Division
Unity Training Services.

In 2002-03, 195 courses were conducted, 119 in the metropolitan area and 76 in country locations. A total of 2,347* safety and health representatives participated in introductory training courses.

* Numbers do not include employees of the Shop Distributive & Allied Employees Association of Western Australia trained through Unity Training.

Looking Forward

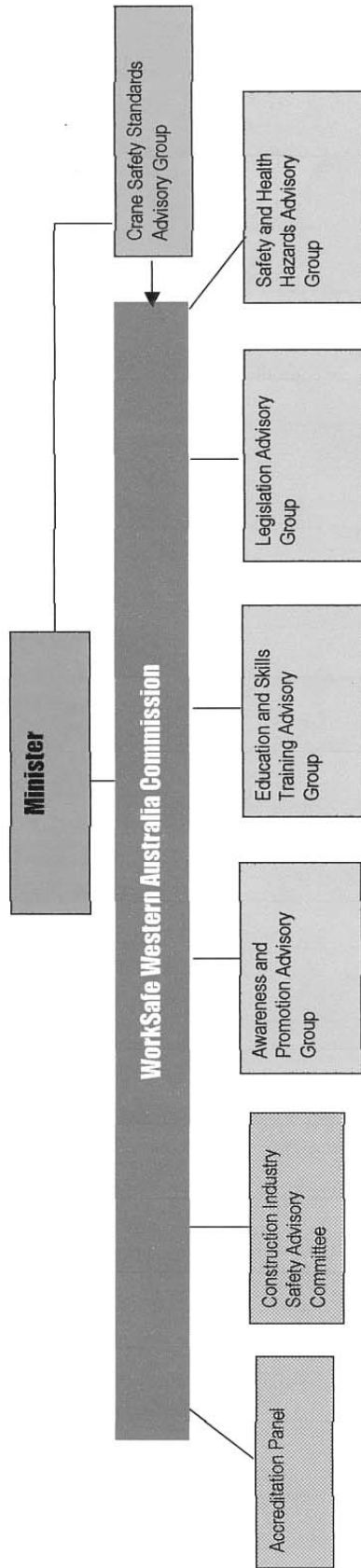
Strategic Plan 2003-07

The terms of office for members of the Commission expired in April 2003. Once the Commission was reconstituted, the strategic planning process commenced with a strategic planning day in June 2003.

The planning process incorporated existing strategic plans for 2003-04 from the Commission's advisory committees and working parties. These are to be incorporated into the Strategic Plan for 2003-2007.

Details of plans for 2003-04 are provided in the following sections of this Annual Report as part of the reports on the relevant Commission's advisory committees and working parties.

WorkSafe Western Australia Commission
Working Parties, Advisory Groups and Committees



Industry Consultative Groups

- Aged Care Industry Safety Working Party
- Agricultural Industry Safety Advisory Committee
- Call Centres Reference Group
- Commercial Fishing Industry Working Party (from 2003-2004)
- Excavation Expert Working Party
- Tilt-up Reference Group
- Tilt-up Training Working Group

Legend:

- Working Groups instigated by the WorkSafe Western Australia Commission
- Working Groups instigated by the Minister
- Working Groups developed as part of the 2000-03 Strategic Plan

Advisory Committees and Working Parties

Under section 15 of the Act, the Commission may appoint advisory committees made up of employer and employee representatives and persons with specialist knowledge or experience in occupational safety and health to assist in the performance of its functions and duties.

Advisory committees and working groups consider matters referred to them by the Commission and make recommendations on aspects of occupational safety and health specific to their area of expertise.

Membership of the Commission's advisory committees and working parties reflects the tripartite (Government; Union; Employer) composition of the Commission.

The Commission monitors the performance of its advisory committees and working parties and periodically reviews the need for their continuance.

Committee Structure

In 2002-03, the committee structure included five strategic advisory groups:

- Awareness and Promotion;
- Construction Industry Safety;
- Education and Skills Development;
- Legislation; and
- Safety and Health Hazards.

The Accreditation Panel working party also provided advice to the Commission on the accreditation of training courses for safety and health representatives. The Crane Safety Standards Working Group, initiated by the Minister, also provided input to the Commission.

Six Industry Consultative Groups also operated during 2002-03:

- Aged Care Industry Working Party;
- Agricultural Industry Safety Advisory Committee;
- Call Centres Reference Group;
- Excavation Expert Working Party;
- Tilt-up Reference Group; and
- Tilt-up Training Working Group.

The Commercial Fishing Industry Working Party, a seventh Industry Consultative Group, is to be formed in 2003-2004.

Awareness and Promotion Advisory Group

The key objectives of the Awareness and Promotion Advisory Group are to:

- foster cooperation and consultation between relevant parties in relation to occupational safety and health;
- increase community awareness and expectations of occupational safety and health standards; and
- promote safety and health as integral to the conduct of all Western Australian workplaces.

Achievements 2002-03

- Conducted research into the Cleaning and Manufacturing industries.
- Developed a checklist for determining Commission outputs.
- Facilitated establishment of the Aged Care Industry Working Party and Agricultural Industry Safety Advisory Committee.

Plans for 2003-04

- Consider the development of awareness and promotion material for the manufacturing industry.
- Develop a checklist to guide the preparation and planning of Commission public forums.

In 2002-03, members of the Awareness and Promotion Advisory Committee were Patrick Gilroy (Chair), Anne Bellamy, Stephanie Mayman, Gail McGowan and John Tootell (replaced by Stephen Day).

The Advisory Group met on six occasions.

Construction Industry Safety Advisory Committee

The Construction Industry Safety Advisory Committee was established in 2000 to assist the Commission carry out its functions and duties in relation to the construction industry. Membership comprises three members representing employers (one being a member of the Commission); three members representing employees (one being a member of the Commission); the Chief Inspector Construction Safety; and a Chair (who is a member of the Commission). The Committee's Terms of Reference are to:

- identify the major safety and health issues in the construction industry and develop an occupational safety and health profile of the construction industry;
- identify determinants of good safety and health performance in the construction industry; and
- identify appropriate short and long-term safety and health goals for the construction industry.

Achievements 2002-03

- Commenced preparing a submission to the Commission for a 'Safety in Design Award for Architects'. This followed an approach by the WA Chapter of the Royal Institute of Architects.
- Endorsed for publication four A3-sized coloured posters highlighting common electrical hazards on construction sites. These will be free and distributed widely to construction companies, industry associations and unions.
- Endorsed for publication an information package for contractors/sub-contractors containing guidance material on how to undertake a Job Safety Analysis.
- Recommended that generic safety induction training be compulsory, starting two years from the date the regulations are gazetted.

Plans for 2003-04

- Develop a code of practice and possible legislative changes relating to safety design issues with pre-stressed concrete buildings and structures.
- Implement the 'Safety in Design Award for Architects'.
- Monitor progress of the Generic Safety Induction Program.
- Produce further posters highlighting common electrical hazards in the construction industry.
- Progress Recommendation 64 of the Review of the *Occupational Safety and Health Act 1984* and develop legislative change options to address the unique occupational safety and health requirements of the construction industry.

In 2002-03, members of the Construction Industry Safety Advisory Committee were Brian Bradley (Chair), George Allingame, Anne Bellamy, Robert (Bob) Bryant, John Dastlik, Kevin Reynolds (replaced by Darren Kavanagh), Noel Byrne and Colin Saunders.

The Advisory Committee met on 11 occasions.

Education and Skills Development Advisory Group

The key objectives of the Education and Skills Development Advisory Group are to:

- improve the interface between the vocational, education and training, and occupational safety and health sectors to ensure improved methods of occupational safety and health skills development;
- monitor and develop educational and informational materials to meet identified occupational safety and health needs;
- promote the value of education and training in occupational safety and health through information development and exchange and formation of key partnerships;
- pursue opportunities to promote integration of safety and health through partnership arrangements, including nationally and within the 'schools' sector;
- raise skill level in managing risk in the workplace; and
- research, evaluate and advise on improved methods of occupational safety and health skills development.

Achievements 2002-03

- Considered relevant aspects relating to certification (including audit tools) and training resulting from recommendations in the Crane Safety Standards Report.
- Established a working relationship with representatives from the Department of Education and Training (DET) and selected Industry Training Advisory Boards.
- Provided advice to the Construction Industry Safety Advisory Committee on achieving generic, portable and competency-based induction training for the construction industry.
- Provided input into the National Occupational Health and Safety Commission's (NOHSC) Skills Development Committee on a range of issues.
- Reviewed certification and licensing issues and commenced contributing to the national agenda.

Plans for 2003-04

- Legislative changes affecting the role of elected safety and health representatives as recommended within the Review of the *Occupational Safety and Health Act 1984 Final Report* (Laing Recommendations) and subsequently accepted by the State Government, will be an important part of the group's work.

Specific aspects to be considered include:

- competency based training;
- managers' and supervisors' competencies; and
- revamping safety and health representatives' training to accommodate legislative changes associated with the issue of Provisional Improvement Notices (PINs).

In 2002-03, members of the Education and Skills Development Advisory Group were Stephanie Mayman (Chair), Anne Bellamy, Brian Bradley, Patrick Gilroy and Gail McGowan.

The Advisory Group met on five occasions.

Legislation Advisory Group

The key objectives of the Legislation Advisory Group are to:

- consider the potential of, and possible mechanisms for, setting performance criteria for self-regulation;
- continually enhance the legislative framework through promoting legislative change to ensure traditional and new hazards are taken into account and the broadest possible coverage is achieved having regard for people at work;
- provide advice on broader legislative review processes that impact on the occupational safety and health regulatory framework; and
- review occupational safety and health compliance strategies, including incentives and penalties.

Achievements 2002-03

- Developed amendments to the *Occupational Safety and Health Regulations 1996*.
- Oversaw the formulation and review of guidance notes and code of practice.

Plans for 2003-04

- It is anticipated that the Group will be preoccupied with reforms based on recommendations of the Laing Report.
- A Commercial Fishing Industry Working Party is to be established with the initial aim of considering and advising on a code of practice for the industry.

In 2002-03, members of the Legislation Advisory Group were Brian Bradley (Chair), Anne Bellamy, Simon Thompson (replaced by Malcolm Russell), Gail McGowan and Robert (Bob) Bryant (replaced by Stephanie Mayman during a period of leave).

The Advisory Group met on 17 occasions.

Safety and Health Hazards Advisory Group

The key objectives of the Safety and Health Hazards Advisory Group are to:

- develop appropriate guidance material for the management of specific occupational safety and health hazards;
- identify emerging occupational safety and health hazards through local, national and international research; and
- investigate, set priorities for, and monitor existing and emerging occupational safety and health hazards.

Achievements 2002-03

- Continued to collect and review information on occupational safety and health hazards, including occupational asthma, work-related stress, occupational dermatitis and emergency evacuation.
- Developed four guidance notes:
 - *Dealing with Workplace Bullying : a Guide for Employers.*
 - *Dealing with Workplace Bullying : a Guide for Employees.*
 - *Reducing the Risk of Infectious Diseases in Child Care Workplaces.*
 - *Provision of Information on Hazardous Substances Used at Workplaces – Material Safety Data Sheets (to be published in 2003-04).*
- Oversaw the establishment of the Call Centres Reference Group and the development of an industry code of practice that is to be published in 2004.

Plans for 2003-04

- Continue to collect and review information on occupational safety and health hazards, pending the development of the new 2003-07 strategic plan.

In 2002-03, members of the Safety and Health Hazards Advisory Group were Michael Phillips (Chair), Joy Barrett, Linda Thompson, Gail McGowan and Albert Koenig (replaced by Dr John Suthers).

The Advisory Group met on 10 occasions.

Accreditation Panels

Accreditation panels are convened when required, to provide peer assessment of applications for accreditation by the Commission of training courses for safety and health representatives.

Details of the accreditation process are provided in the *Guidelines and Criteria for Accreditation of Training Courses for Safety and Health Representatives*, which is available via the Internet (www.safetyline.wa.gov.au).

In 2002-03, the panel met on four occasions. Introductory training courses for safety and health representatives delivered by the following training providers were accredited or re-accredited during the year:

- Australian Centre for Work Safety
- Chamber of Commerce and Industry
- Construction Skills Training Centre
- Great Southern TAFE
- Industrial Foundation for Accident Prevention
- Unity Training Services.

During 2002-2003 the Chair of the Commission met with providers of Commission-accredited training courses for safety and health representatives to discuss a range of issues requiring action.

Crane Safety Standards Working Group

In August 2002, the Crane Safety Standards Working Group submitted its report and recommendations to the Minister. The Commission conducted a forum in September 2002 to explain the report's recommendations to industry parties and discuss the practicability of the issues. The forum was well supported with broad industry representation. The recommendations in the report were endorsed with a high level of commitment to implementation, albeit with some refinement in the overall approach.

Regulations covering the operation of cranes are being developed.

In 2002-03, members of the Crane Safety Standards Working Group were Tony Cooke, Nic Celenza, Darren Kavanagh, Allan McPherson, Jim Murphy, Kim Young, Gino DeCesare, Bjorn Gillgren, Jim Lund, Ian Lynass and Andy Watson.

The Working Group met on nine occasions.



Industry Consultative Groups

Aged Care Industry Safety Working Party

The Western Australian aged care sector was identified as a priority area based on consistently high workers' compensation premium rates and high injury incidence rates. The Commission established an industry-based working party to develop policies and strategies to improve occupational safety and health in aged care.

Achievements 2002-03

- Finalised an information exchange agreement with the Health Care Health and Safety Association, Ontario, Canada.
- Initiated drafting of a series of fact sheets, commencing with information on working safely with challenging behaviours.
- Prepared a detailed background paper on international developments in occupational safety and health and aged care, with a focus on non-English speaking countries and initiatives in community care.

Plans for 2003-04

- Produce a series of fact sheets, based on the Canadian Health Care Health and Safety Association fact sheets, covering aspects of occupational safety and health in residential and community aged care.
- Launch a fact sheet kit at an aged care industry forum organised by WorkSafe. This will also represent the completion of the Working Party's role.

In 2002-03, members of the Aged Care Industry Safety Working Party were Anne Bellamy (Chair), Fran Jolliffe, Dave Brindle, Stephen Boylen, Anne Riordan, Ann Hughes, Sadie Smith, Ken Jones, Vivienne Burnham and Natalia Smith (replaced by Noreen Byrne).

The Working Party met on eight occasions.

Agricultural Industry Safety Advisory Committee

The Commission established a committee to advise on policies and strategies to improve occupational safety and health in the agricultural industry. The committee's role includes working collaboratively with the industry to identify and establish priorities for short and long-term safety and health goals, and to recommend appropriate measures to meet those goals.

Achievements 2002-03

- Priority areas were identified and two working groups established:
 - 1st Working Group
 - Issues:
 - Chemical hazards and related respiratory diseases;
 - Communication and consultation (the key strategy);
 - Education and training; and
 - Statistics on farm injuries and diseases.
 - 2nd Working Group
 - Issues:
 - Aerial mustering;
 - On farm audits/inductions;
 - Hearing loss prevention;
 - Manual handling;
 - Mobile equipment; and
 - Shearing industry guidelines.
- Recruited volunteers to deliver hearing/respiratory testing in rural areas.

Plans for 2003-04

- "Child Safety on Farms" educational campaign (in progress).
- A Farm Safety Summit (in progress).

In 2002-03, members of the Agricultural Industry Safety Advisory Committee were Patrick Gilroy (Chair), Gerry Crowden, Donald Sutherland, Philip Brunner, Sally Nicholl, Tony Hiscock, Dr Ralph Chapman, Isabelle Ellis, Garry Fischer, Phil Taylor, Jenny Fry, Tim Daly, Dave Robinson, John Randall, Mike Llewellyn (replaced by Chris Falls) and Trevor Canning (replaced by Nicole Bennett, who was replaced by Chantelle Jeffrey).

The Advisory Committee met on five occasions.

Call Centres Reference Group

In 2002-03, the Commission established the Call Centres Reference Group (under the guidance of the Safety and Health Hazards Advisory Group), to develop a code of practice for the call centre industry.

Achievements 2002-03

- A draft code of practice commenced development.

Plans for 2003-04

- Finalise the draft code of practice for consideration by the Commission.

In 2002-03, members of the Call Centres Reference Group were Linda Thompson (Chair), Mary-Jo Duffy, Carol Zis, Lesley McDougall, Jenny McClelland, Glenn Johnson, David Taunt, Louise Avon-Smith, Ananda Waniganayake, Craig Spencer, Michelle Sheehy, Gary Carson, Troy Reimers and Sarah-Jane Clifford.

The Reference Group met on three occasions.

Excavation Expert Working Party

The Excavation Expert Working Party was established to update the Commission's 1996 Code of Practice on Excavation with more information and guidance on current technologies and practices. The process involves reviewing existing regulations and, if appropriate, recommending amendments.

In 2002-03, members of the Excavation Expert Working Party were Peter Rowles, Don Taylor, Charles Waterton, Peter Shaw, Glen Anderton, Bjorn Gillgren, Anne Bellamy and Gail McGowan.

The Working Party met on six occasions.

Tilt-up Construction Reference Group / Training Working Group

Following deaths in the industry, the Commission established a Tilt-Up Construction Reference Group to develop a draft code of practice and proposed regulations. The Reference Group is made up of members of the Commission's Legislation Advisory Group, Construction Industry Safety Advisory Committee and the Ministerial Crane Safety Standards Working Group.

A Tilt-up Training Working Group, supported by the Department of Training and the Commission, is overseeing development of a competency-based course designed to provide all persons involved in tilt-up work with a broad overview and knowledge of safe tilt-up. Again, key industry stakeholders and experts have been extensively involved in the working group.

Achievements 2002-03

- Developed a draft code of practice and proposed regulations for tilt-up and pre-cast construction. The Tilt-up and Precast Concrete Construction for Buildings Code of Practice was released for public comment and in February 2003, the Commission conducted a forum to coincide with the public comment period. The forum encouraged comment and open debate with industry on the proposed regulations and code of practice.
- Reviewed the proposed regulations in light of comments at the forum and submissions received, and requested Parliamentary Counsel to commence drafting.
- Finalised a draft training package (Training Working Group).

The regulatory framework, together with supporting training and guidance material, is likely to be picked up across Australia as representing best practice.

Plans for 2003-04

- Ensure that safe tilt-up and precast is included in management/supervisor training for the construction industry. The broader issue of management/supervisor training in the construction industry is also being examined by the Construction Industry Safety Advisory Committee.
- Finalise the tilt-up construction code of practice and training package.

In 2002-03, members of the Tilt-up Construction Reference Group were Matt Perella, Gary Wilson, Les Wanke, Peter Shaw, Robert (Bob) Bryant, Kim Young, Brian Hauser and Tony Cooke.

The Reference Group met on six occasions.

In 2002-03, members of the Tilt-up Training Working Group were Stephanie Mayman (Chair), Anna Carlino, Kim Young, Anna Blackwell, Garry Wilson, Laurie Kruize, Ray Clarke and John Reilly.

The Working Group met on six occasions.

Legislative Changes

Occupational Safety and Health Act 1984

Occupational Safety and Health Act Amendment		
Title	Gazettal Date	Page
Occupational Safety and Health Amendment Bill 2002	21 Jan 2003	134

The *Occupational Safety and Health Act 1984* was amended during 2002-03 to extend jurisdiction of the Act to provide protection for police officers. The legislation will come into effect on 3 January 2004, following a transitional period to allow for the election and training of safety and health representatives.

Occupational Safety and Health Regulations 1996

Amendments to the *Occupational Safety and Health Regulations 1996* during the year were:

Occupational Safety and Health Amendment Regulations		
Number	Gazettal Date	Pages
(No. 7) 2002	10 Jan 2003	63-75
(No. 3) 2003	8 April 2003	1108-1113
(No. 4) 2003	27 June 2003	2432-2434

The *Occupational Safety and Health Amendment Regulations (No 7) 2002* update referenced Australian Standards contained within the Regulations and listed in Schedule 1 of the *Occupational Safety and Health Regulations 1996*.

The *Occupational Safety and Health Amendment Regulations (No 3) 2003* establish an operating standard for drivers of commercial vehicles.

The *Occupational Safety and Health Amendment Regulations (No 4) 2003* increase (from 1 July 2003) the fees and charges stated in:

- Schedule 6.1 – Rate payable for assessments and tests;
- Schedule 6.1A – Fees under Part 3 Division 9;
- Schedule 6.2 – Fees under Part 4 Division 2;
- Schedule 6.2A – Fees under Part 5 Division 4; and
- Schedule 6.3 – Fees under Part 6.

Electoral Act 1907

Under section 175ZE of the *Electoral Act 1907*, the Commission is required to report annually on certain types of expenditure incurred by or on behalf of the Commission. This information is published in the report of the Department of Consumer and Employment Protection for 2002-03.

Small Business Impact Statement

Regulatory, legislative or policy initiatives with potential to impact significantly on small business are supported with a statement which:

- identifies small businesses or groups of small businesses affected by the proposal and the likely impacts, both positive and negative;
- direct and indirect costs of compliance;
- extent of consultation with small business representatives/associations; and
- implementation measures that would assist small business in adapting to the proposed change.

Contact details

WorkSafe Western Australia Commission
WESTCENTRE
1260 Hay Street West Perth
PO Box 294 West Perth 6872
Phone: (08) 9327-8777
Fax: (08) 9321-2148
E-mail: safety@worksafe.wa.gov.au
Internet: safetyline.wa.gov.au