



final report

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Development of a Workplace Health & Safety manual for meat industry supervisors

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Abstract

The final product from this project is ready for release. A website specifically designed for meat processing supervisors has been developed and will be live on Friday 21 December. The website will be promoted through the established MINTRAC networks and links hosted on the MINTRAC, AMPC and MLA website.

Project Objectives

This project seeks to

- provide useful, current, accessible and understandable tools to assist with addressing industry WHS issues and requirements
- promote good practice and understanding of WHS to the meat processing industry.

Progress against milestone requirements

Milestone requirement 1 – Proof reading, editing and printing completed

The content of the website was reviewed and approved by the Steering Committee during the teleconference on 28 November 2012. The draft website has been proof read by the project officer and all final changes are currently being implemented. The website will be completed and live by Friday 21 December and can be viewed at <http://mintrac-whs.com.au/>.

The website is also compatible with mobile devices. This has been tested and reviewed and can be accessed from the date the website goes live.

The website has a link to the MINTRAC administration email to enable long term management of the site, so users can report any issues that need to be edited.

Milestone requirement 2 – Plan for promotion and advertising prepared

The website will be promoted through a number of means, including:

- email notification through the MINTRAC contacts database
- MINTRAC networks -promoted and demonstrated at the network meetings, scheduled to commence in February
- the February edition of MINTRACKer
- Aalink to the website will be housed on the MINTRAC website and it is intended that MLA and AMPC will also host links on their websites.

Milestone requirement 3 – Review of project process and outcomes

The project was broken down into three defined activities.

Firstly, the National Steering Committee was set up to oversee the project. The Committee was made up of:

- one AMPC nominee
- one MLA nominee
- one AMIC nominee
- two meat processing OH&S Managers
- one WorkCover nominee

The Steering Committee worked well to ensure the project produced a high quality product that met the needs of industry. The committee met four times (via teleconference) during the project and each meeting was well attended and the committee provided appropriate and constructive feedback on the development and management of the project and final product.

Secondly, industry consultation was undertaken to obtain feedback on current requirements and areas of critical interest. The consultation process took place through an online

questionnaire (using survey monkey) and face-to-face consultation at MINTRAC Training Network meetings. The responses from the consultation exceeded the intended minimum of 20 WH&S Managers and 20 current supervisors. This provided sufficient guidance to address the priority areas for WHS Managers and supervisors, types of materials required in a WHS kit and industry's preferred format for the kit.

Thirdly, the appearance of the WHS manual was determined. During the consultation phase, industry was asked what their preference was and 52% of respondents selected a website. From discussions with the Steering Committee it was decided that a WHS website specifically designed for meat processing supervisors would be developed. The content was prepared utilising resources already available including the AMIC OH&S database and the OH&S Reference guide. MINTRAC contracted Management For Technology Pty Ltd for the development.

Milestone requirement 4 – Recommendations for further industry projects arising from the project (if applicable)

Within the current project there was only scope for the development of 5 factsheets. During the consultation phase the top 10 critical risks were clearly identified.

Recommendation 1

It is recommended that further fact sheets be developed for upload to the WHS website. The factsheets provide an accessible 'ready reckoner' resource for meat industry supervisors. They highlight the risks that are faced by industry and promotes good practice and understanding of WHS.

Milestone requirement 5 – Final report for MLA completed

The MLA final report is completed and will be submitted along with this milestone.

Other matters or issues relating to this project

A final National Steering Committee meeting teleconference was held on Wednesday 28 November 2012. The minutes from this meeting can be seen in Attachment 1.

Recommendations

Nil.

List of attachments

1. Minutes from the National Steering Committee meeting held on Wednesday 28 November 2012

Kate Christensen
18 December 2012

Attachment 1. Minutes from the National Steering Committee meeting held on Wednesday 28 November 2012

Workplace Health and Safety – National Steering Committee

Minutes of the final meeting of the Workplace Health and Safety Project National Steering Committee held by teleconference on Wednesday 28 November 2012 at 10.00am Easter Summer Time.

1. Attendance and apologies

Attendance

Danielle Bragg	MLA
Kate Christensen	MINTRAC
Fahri Fahri	AMPC
Toni McKay	WorkCover NSW
Ken McKell	AMIC
Jenny Kroonstuiver	MINTRAC
Geoff Yarham	Kilcoy Pastoral Company Pty Ltd
Amanda Carter	Gundagai Meat Processors (joined at 10.30am)

Apologies

Nil

2. Minutes of the previous meeting

The minutes of the 12 October 2012 National Steering Committee were presented for approval.

Motion that the minutes of the meeting held on 12 October 2012 be accepted.

Moved: Fahri Fahri

Seconded: Geoff Yarham

Motion: Carried

3. Matters arising from the minutes

Search facility has been added to the WHS website.

Induction template has been added to the WHS website.

Kate has contacted WorkCover to obtain copyright permission for linking to their website.

Other matters addressed during the following agenda items.

4. Website development

Draft content was included as an attachment to the meeting papers.

Discussion arising:

MINTRAC will have the function to maintain and update the website; changes will be communicated through MINTRACker.

Contact information will be added to the website for industry to report any issues with the website.

Referencing of material will be corrected on the website.

Include the date the new legislation was released to ensure people are aware of its relevance.

Supervisors do not come under officers or PCBUs and are therefore not liable under the new WHS legislation.

Only 5 critical risk factsheets will be initially linked to the website; this is as per the contractual requirements.

The PPE section of the website will be linked to a video section from the MINTRAC core CDs.

Rework 'Current industry research page' to just include links to the AMPC and Red Meat Innovation website rather than listing the projects.

The Training options tab will need to include the WHS qualifications and the mandatory work health and safety rep courses

The committee requested that the 'Further information in your state' be represented in a map of Australia; Kate will request this with the website developer.

5. Factsheet review

Draft factsheets were included in the meeting papers.

WHS management factsheets

- Complete

Critical risk factsheets

- Only the top 5 risks will be published and uploaded to the website. These include knife handling; Plant - Bandsaws, mincers and other equipment; Slips, trips and falls; Manual Tasks – involving repetitive tasks; Manual tasks – involving heavy loads.
- Knife handling – include 'ensure PPE is used and maintained correctly' under supervisor requirements.

- Plant – Bandsaws, mincers and other equipment – remove ‘do not wear mesh gloves’; include robot technology to the hierarchy of control; include ‘do not operate machinery while under the influence’.
- Slips, trips and falls – approved.
- Remove ‘Implementing a workplace policy’ on all factsheets.
- Kate to send through the final two factsheets.

6. Project Officer’s activity report

A written report was included in the meeting papers. Kate Christensen spoke to this report.

Website under development through Management For Technology Pty Ltd.

WHS Management Factsheets complete.

Critical risk Factsheets in draft form.

Milestone 3 complete.

Milestone 4 on-track.

7. Monitoring of contractual obligations

This item had been covered in the project officer’s activity report.

8. Plan for activity for next period

The tabled plan was noted by the Committee.

9. Issues and concerns raised by Steering Committee members

Nil.

The final sign off was conducted by Ken McKell.

The meeting closed at 11.10am.