



Department of Justice and Attorney-General
Office of the Director-General

In reply please quote: 521574/2, 2917959

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Dear Ms Farmer

I refer to your letter dated 11 June 2015 regarding the Finance and Administration Committee's inquiry into the Work Health and Safety and Other Legislation Amendment Bill 2015 (the Bill), in which you invited the Department of Justice and Attorney-General (DJAG) to provide a further briefing on the Bill.

During the public departmental briefing on 22 June 2015, officers from DJAG took a number of questions on notice. A briefing with responses to these questions is enclosed for your consideration.

Should research staff of the Committee require any further assistance on this matter, please contact [REDACTED]

I trust this information is of assistance.

[REDACTED]
David Mackie
Director-General

Enc.

Responses to questions raised by the Finance and Administration Committee Inquiry into the Work Health and Safety and Other Legislation Amendment Bill 2015 at the departmental briefing held on 22 June 2015

Queensland Treasury

Issues

- The Finance and Administration Committee (Committee) conducted a second public departmental briefing of the Work Health and Safety and Other Legislation Amendment Bill 2015 on 22 June 2015.
- During the hearing it was agreed that departmental officers would provide further information to the Committee in relation to a number of matters. Those matters and DJAG's response to those matters are set out below.
- **Query 1 – What is the average length of time for an application to revoke a WHS entry permit to be considered by the QIRC and a decision reached as to whether or not to revoke the permit?**

Response – As none of the six applications made to revoke a WHS entry permit have been finalised yet we are unable at this time to provide information regarding this query. Of the six applications three were lodged on 17 July 2014, one on 1 August 2014, one on 14 August 2014 and one on 23 September 2014.

- **Query 2 – Provide data on the annual number of serious injury and disease claims in Queensland.**

Response – Serious injury and disease claims are those that result in a total absence from work of one working week or more. Data on serious injury and disease claims is sourced from Safe Work Australia's Comparative Performance Monitoring (CPM) Reports at <http://www.safeworkaustralia.gov.au/sites/swa/statistics/pages/comparativeperformancemonitoring>.

Queensland Serious injury claims CPM 16

Industry (ANZSIC 2006)	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13p.
Agriculture, forestry and fishing	1,009	1,096	972	937	952	898
Construction	3,913	3,895	3,111	2,812	2,991	2,849
Manufacturing	5,922	5,217	4,390	4,095	3,984	3,449
Transport, Postal and Warehousing	2,424	2,433	2,140	2,055	2,100	2,129
All other industries	17,002	17,603	17,882	18,170	18,287	17,601
Grand Total (All industries)	30,270	30,244	28,495	28,069	28,314	26,926

- **Query 3 – Provide copies of research papers, including the national harmonisation report, outlining the importance of consultation and worker representation in work health and safety at the workplace, including a synopsis of each paper.**

Response – A synopsis of the research papers is provided at **Attachment 1**.

- **Query 4 –**

- (a) Provide an update on changes being made to the <https://www.worksafe.qld.gov.au/> website to clarify that its scope is Workplace Health and Safety Queensland, the Electrical Safety Office and WorkCover Queensland.**

Response – Changes are currently planned to clarify the scope of the website. A mock-up of the proposed change is attached.

- (b) Consider options to reduce the burden for self-insurers when notifying notifiable incidents to Workplace Health and Safety Queensland.**

Response – Options are currently being considered that will allow self-insurers to notify Workplace Health and Safety Queensland of notifiable incidents through a portal from the workers' compensation regulator's system.

- **Query 5 – Provide copies of the annual reports made by:**

- the Electrical Safety Board as required under section 85 of the *Electrical Safety Act 2002*; and
- the Work Health and Safety Board as required under section 5, Schedule 2 of the *Work Health and Safety Act 2011*.

Response – The annual reports of both the Electrical Safety Board and the Work Health and Safety Board are incorporated into the annual reports of the Department of Justice and Attorney-General (DJAG). The DJAG annual reports for 2012–2013 and 2013–2014 are attached and include;

- 2012–2013 Board Reports at Appendices 3 and 4 (pages 78–82)
- 2013–2014 Board Reports at Appendices 5 and 6 (pages 100–106)

These reports are attached and are available at <http://www.parliament.qld.gov.au/work-of-assembly/taled-papers/online-tabled-papers>.

Research Papers on importance of consultation arrangements and employee representation in work health and safety

1. **National Review into Model Occupational Health and Safety Laws Second Report to the Workplace Relations Minister's Council January 2009**

<http://docs.employment.gov.au/documents/national-review-model-occupational-health-and-safety-laws-second-report>

There is considerable evidence that the effective participation of workers and the representation of their interests in OHS are crucial elements in improving health and safety performance at the workplace.

A person conducting a business or undertaking is responsible for making decisions regarding health and safety, but may not have a full understanding of the finer detail or subtleties of the work or working conditions. It is therefore important that the person conducting a business or undertaking obtain information from those workers who are most directly involved in the work of the business or undertaking, before making changes or implementing measures which may adversely affect health and safety. It is also important that the workers are informed of those measures and their significance to health and safety, so that they can implement them, and also understand the importance of doing so. Clearly, there should be an ongoing exchange of information between the person conducting the business or undertaking and the workers, directly or through their representatives.

2. **Submission to the National OHS Review (No. 55), Professor Richard Johnstone, Ms Liz Bluff AND Professor Michael Quinlan**

https://submissions.employment.gov.au/empforms/archive/ohsreview/pages/ohsreviewsubmissions_51_100

The evidence seems clear that HSRs are not to be found in the majority of workplaces, which has led to concerns amongst some policy makers, and a heightened interest in other approaches to ensure that workers interests in OHS are protected. In Victoria, for example, the Maxwell Report (Maxwell 2004, para 991) stated that: 'consultation and participation are essential to the achievement of good health and safety outcomes' and that 'widespread lack of representation of workers' health and safety interests represents a major failure' of the 1985 Victorian OHS Act.

The model Act should ensure that the exercise of the right of entry is not hindered by an overly technical approach to particularising the alleged contravention which is to be investigated (see *Appeal by Australian Municipal, Administrative, Clerical and Services Union (C2007/3800)*, AIRC Full Bench, 8 February 2008, which held that employers can refuse the union representatives entry to a workplace if the representative cannot provide unambiguous proof of the existence of reasonable grounds for suspecting a breach of the OHS Act.

3. **Working Paper 82 Dismantling Worker Categories: The Primary Duty of Care and Worker Consultation, Participation and Representation In the *Model Work Health and Safety Bill 2009*** Professor Richard Johnstone, Griffith Law School and Adjunct Professor, Australian National University, October 2011.

<http://pandora.nla.gov.au/tep/35970>

Late in 2009 the Australian Workplace Relations Ministers' Council endorsed a model *Work Health and Safety Bill 2009* which is to be adopted by all Australian governments (Commonwealth, State

and Territory) from 1 January 2012. This article describes and analyses two key sets of provisions in this model legislation. The first establish a 'primary' duty of care imposed not on 'employers' but on persons conducting a business or undertaking, and owed to all kinds of workers engaged, directed or influenced by the person conducting the business or undertaking. The second encompass broad duties on all persons conducting a business or undertaking to consult with workers who carry out work for the business or undertaking and who are directly affected by a work health and safety issue, and to facilitate the election of health and safety representatives representing all workers who carry out work for the business or undertaking. These provisions arguably make a significant contribution to solving a problem faced by occupational health and safety regulators around the world - modifying occupational health and safety regulation to accommodate all forms of precarious work.

4. **Working Paper 34 Regulating Occupational Health and Safety in a Changing Labour Market** Richard Johnstone June, 2005
<http://pandora.nla.gov.au/tep/35970>

There is now an extensive body of research showing the detrimental impact that contingent and precarious work has on the OHS and well-being of workers engaged in those arrangements (see Quinlan, Mayhew and Bohle 2001a and 2001b and Quinlan 2004, 122-124). For example, the very same competitive pressures that induce firms to engage contingent or precarious work arrangements also encourage underbidding on contracts, cheaper or inadequately maintained equipment, reductions in staff levels, faster production, longer work hours and other forms of corner-cutting on OHS. The fourth part of the paper examines the way in which OHS workplace arrangements (principally OHS representatives and committees) need to be modified to accommodate the range of workers operating within networked organisations.

5. **Working Paper 22 Statutory OHS Workplace Arrangements for the Modern Labour Market**, January 2004, Richard Johnstone, Michael Quinlan and David Walters.
<http://pandora.nla.gov.au/tep/35970>

There is increasing evidence that these work organisation and labour market changes are having detrimental effects on the OHS of workers (see Quinlan, Mayhew and Bohle, 2001). This paper addresses one issue arising from these work organisation and labour market changes – their impact upon worker representation under the OHS statutes. Worker participation in OHS is important, for a number of reasons. Participatory mechanisms at jurisdictional, industry and workplace level play a pivotal role in Post-Robens OHS legislation in Australia. The need to promote worker involvement in OHS is accepted at international level (see International Labour Organisation Convention concerning strong ethical (workers bear the burden of failure to manage risks at work) and practical foundations. With regard to the latter point it should be noted that there is a persuasive case for the positive benefits of worker participation in OHS (for a summary see Walters and Frick, 2000). Evidence for this comes from many countries, including those where participatory mechanisms are not universally mandated by legislation. Further, evidence suggests participatory mechanisms with higher levels of worker involvement are superior to those where involvement is more circumscribed.

6. **Worker representation and consultation on health and safety: An analysis of the findings of the European Survey of Enterprises on New and Emerging Risks (ESENER)**, European Agency for Safety and Health at Work
https://osha.europa.eu/en/tools-and-publications/publications/reports/esener_workers-involvement/view

The ESENER study is a Europe-wide establishment survey on occupational safety and health (OSH) undertaken in 2009 yielding data from the interviews carried out with both OSH managers and health and safety representatives in 31 countries. The aim of this study was to undertake a more detailed

analysis of data from the European Survey of Enterprises on New and Emerging Risks (ESENER) concerning the representation of workers in arrangements for health and safety management and to investigate the relationship between the effectiveness of health and safety management measures within enterprises and the involvement of employee representatives (ER) in these measures.

Management of both traditional and psychosocial health and safety risks, and the perceived effectiveness of that management, are both more likely in workplaces in which workers' representatives have both an active and a recognised role and are provided with sufficient resources.

7. **Working Paper 10 Workplace Arrangements for OHS in the 21st Century July 2003** Professor David Walters TUC Professor of Work Environment, School of Social Sciences, Cardiff University, United Kingdom.

<http://pandora.nla.gov.au/tep/35970>

The international influence of the Robens Report on occupational health and safety management (OHSM) is widely recognised. Its approach to self-regulation and advocacy of greater consultation between workers and employers, helped formulate regulatory strategies for health and safety at work that have been extensively adopted internationally in modern OHS legislation and encouraged by national regulatory agencies.

In this paper an attempt is made to describe what this means in terms of structures, processes and orientations of joint arrangements for OHSM in workplaces and to analyse strengths and weaknesses in their application.

At the core of the paper is the question of the continued relevance of these approaches in a world of work that is fundamentally changed since they were originally formulated several decades ago. It looks at ways in which regulatory bodies, employers, trade unions and OHS practitioners have addressed the challenges to OHSM posed by changes in the structure and organisation of work and the labour market and it seeks to understand what it is about participatory strategies for OHSM that make them useful in the present regulatory and economic environment.

8. **A survey of health and safety representatives in Queensland Part 1: Activities, Issues and Information sources**, Journal of Occupational Health and Safety – Aust NZ 1991, 7(3) 195-202

Worker participation, via worker-elected health and safety representatives, is a central feature of recent Australian reforms in occupational health and safety. In the past few years all States have enacted legislation providing for health and safety representatives, and national support for health and safety training of workers and representatives was established in 1985. This paper reports on a survey of Queensland workers, the majority holding positions as health and safety representatives, undergoing health and safety training under the national training initiative.

9. **Occupational Health and Safety Act Review**, Chris Maxwell, March 2004

<http://www.dlf.vic.gov.au/Publications/About-publications/Occupational-health-and-safety-legislation-review-report>

There is universal agreement that employee participation is a necessary condition of the effective regulation of workplace safety. This means that everyone who works at a workplace – not just the “employees” of the “employer” – must be able to participate in and be consulted about health and safety matters at that workplace (page 9).

In workplace health and safety there are no “two sides”. “Management” and “labour” must not be polarised when it comes to health and safety. One of the functions of the Authority is to “foster a co-

operative consultative relationship between management and labour in relation to the health, safety and welfare of persons at work" (page 193).

10. **Working Paper 85 Building Trust: OHS Management in the Mining Industry**, Neil Gunningham and Darren Sinclair, The Australian National University, February 2012

<http://pandora.nla.gov.au/tep/35970>

Another important and related factor in developing trust is communication. Certainly a distinctive factor of all high OHS performing mines was the high level of communication between workers and management on OHS issues. However, no single, successful formula for communication could be identified, and much depends on personal management style. For example, effective communication could include start of shift meetings with deputies, tool box talks, regular planning meetings with the management group and regular OHS committee meetings, as well as a simple "open door" policy and informal dialogue with mine management, such as after-work barbeques. Some claimed that "it is much easier to engage workers in small groups", but however it was achieved, a common theme in mines with high levels of trust was the extent to which lines of communication were open and workers and managers were able to jointly engage with health and safety issues. In contrast, most of the lower performing mines had a greater propensity to report a lack of communication as a major reason why safety programs fail to engage the workforce and disappoint in their results.

11. **Working Paper 44: Studying Organisational Cultures and their Effects on Safety**, Andrew Hopkins Professor of Sociology Faculty of Arts and National Research Centre for OHS Regulation Australian National University, May 2006

<http://pandora.nla.gov.au/tep/35970>

An alternative and more streamlined approach starts with the observation that the way an organisation handles information about potentially safety relevant matters is crucial to safety. We have already noted Westrum's claim that "the most critical issue for organisational safety is the flow of information". Pidgeon agrees. "The heart of a safety culture (he says) is the way in which organisational intelligence and safety imagination regarding risk and danger are deployed"⁴³. A safety culture is both a reporting culture and a learning culture. Where safety is an organisation's top priority, the organisation will aim is to assemble as much relevant information as possible, circulate it, analyse it, and apply.

12. **Working Paper 20: Systematic Management of Occupational Health and Safety**, Liz Bluff Researcher, National Research Centre for Occupational Health and Safety Regulation, Regulatory Institutions Network, Research School of Social Sciences, Australian National University, September 2003 <http://pandora.nla.gov.au/tep/35970>

The nature and quality of the dialogue of participation is influenced by the powers and intentions of the participants. Under most European OHS legislation, as in Australia, minimum legal rights are established for effective worker representation including: selection of OHS representatives by employees; protection from victimisation and discrimination; paid time off to fulfil the representative function; the right to receive information about current and future hazards; the right to inspect the workplace and to investigate worker complaints; the right to make representations to management; the right to be consulted about OHS arrangements; and the right to accompany OHS inspectors in inspections of the workplace and to make complaints to them when necessary (Johnstone, 1997: 441-477; Walters and Frick, 2000: 46).

NOTICEBOARD

ANSTO INFORMATION DAY — ANSTO (Australian Nuclear Science and Technology Organisation) is organising a one-day conference on information sources for occupational health and safety practitioners on Thursday 1 August 1991 at Lucas Heights, Sydney.

The morning session will consider the occupational health and safety practitioner's needs for information; information available from Worksafe Australia and WorkCover; international sources of information; and the information needs of unions and employees.

Speakers will include Emeritus Professor David Ferguson, Dick Mannell (Industrial Hygienist at ESSO Australia), Larry Strange* (Director, Information and Preventive Programs Branch, Worksafe Australia), and Gabrielle Grammeno (Co-ordinator, Program Promotions, WorkCover Authority of New South Wales).

After considering information needs and sources, a panel discussion will be introduced and conference attendees will be able to discuss their individual information needs. A Trade Exhibition will be held in the afternoon.

For further information, contact ANSTO on ☎ (02) 543 9049.

(*See Larry Strange's *Editorial* in this issue of the Journal on page 187.)

OCCUPATIONAL HEALTH & SAFETY TRUST

— The Australian Occupational Health and Safety Trust is established as a non profit-making organisation whose purpose is to provide grants to individual occupational health and safety practitioners for personal professional education or for the development of occupational health and safety education and training material. The ultimate goal must be the improvement of occupational health and safety of Australians at work.

In 1990 the following people were awarded grants:

Pam Weller — to assist in producing a commercial quality video to be used in safety training relevant to outdoor work for local government employees (see earlier item on page 189).

Dr Malcolm Sim — a grant to further supplement his Menzies Scholarship to undertake a four-week study tour to the United States, Europe and Asia to visit research, teaching and government bodies in the field of occupational health and safety.

Verna Blewett — a grant to assist Verna in completing a Master of Business Administration degree in which part of her research will be the relationship between occupational health and safety and other management factors in improving productivity and product quality in the manufacturing industry.

Debra Gillick — to assist in the purchase of relevant textbooks in order for her to complete the Graduate Diploma of Applied Science in Occupational Health Nursing.

Applications are now invited for grants for 1991. Applicants should demonstrate how the grant will improve the health, safety and welfare of people at work and how they will achieve their goal. Professional groups and societies are not eligible.

Applications should be made by 30 September 1991, in writing, to:

The Australian Occupational Health and Safety Trust
c/- Parish Conference Organisers
PO Box 787
Potts Point NSW 2011
☎ (02) 357 2600.

INDUSTRIAL SAFETY & THE LAW

— The WorkCover Authority of New South Wales is holding a three-day seminar, *Tomorrow's workplace: the new environment of health and safety*, on the 9th, 10th and 11th of July 1991 at the Masonic Centre in Sydney.

This seminar is relevant to all occupational health and safety practitioners, managers, union delegates, engineers and personnel managers who need to know about the latest legislative changes, cost control strategies and developments in occupational health and safety.

For registration information, contact WorkCover on ☎ (02) 565 9555.

SHORT COURSES IN OCCUPATIONAL MEDICINE

— The Postgraduate Committee in Medicine at the University of Sydney is holding some short courses for occupational physicians. *Trends in Occupational Lung Disease*, sponsored by ESSO, will be held on 16 July 1991, 6.30-10 pm, at the University.

A short course in occupational medicine, *Occupational Back Pain*, sponsored by IBM, will be held on 3 September 1991, 6.30-10 pm, also at the University.

For details contact:

Postgraduate Committee in Medicine
Coppelston Institute DO2
University of Sydney
☎ (02) 692 3526

A survey of health and safety representatives in Queensland

Part 1: Activities, issues and information sources*

D. BIGGINS
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Mike Phillips, BSc (Hons), M Med Sc, Senior Lecturer in the Centre for Advanced Studies in Health Sciences at Curtin University, is a member of the Occupational Health, Safety and Welfare Commission of Western Australia.

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*Part 2: *Beliefs about accidents; comparisons of representatives and shop stewards*, will be published in the next issue of the Journal in August 1991, Vol 7(4).

THE results of a survey of 125 Queensland workers undergoing health and safety representative training are presented. Part 1 contains information on: background and experience; time spent on health and safety, and health and safety activities; sources of health and safety information; support and involvement of fellow workers; recent health and safety issues and their resolution, and satisfaction with management's response to issues; contact with government departments/inspectors; assistance received from unions; and factors influencing effectiveness as health and safety representatives. Results are compared with those obtained from previous surveys in other States.

Part 2, to be published in the next issue, reports on beliefs about accident causation and examines various groups, for example, shop stewards and blue collar workers.

KEYWORDS

HEALTH AND SAFETY REPRESENTATIVES
TRAINING
WORKER PARTICIPATION
HEALTH AND SAFETY INFORMATION
QUEENSLAND

INTRODUCTION

Worker participation, via worker-elected health and safety representatives, is a central feature of recent Australian reforms in occupational health and safety. In the past few years all States have enacted legislation providing for health and safety representatives, and national support for health and safety training of workers and representatives was established in 1985.

Because these reforms are recent, relatively little is known about the functioning of health and safety representatives in Australian conditions. Some information is available from Victoria,^{1,2,3} where effective legislation to provide health and safety representatives was first enacted in 1985. We have published results of two surveys of health and safety representatives operating under Health and Safety Agreements with very similar provisions to the new legislation. One of these surveys included workers in the construction and telecommunications industries in Western Australia;⁴ the other covered workers in a large State government power utility.⁵

Queensland was the last State to introduce the new style of legislation, in 1989.⁶ However, the provisions for health and safety representatives in the Queensland Act were inadequate and, with a change in government, the Act was amended in 1990.⁷ This paper reports on a survey of Queensland workers, the majority holding positions as health and safety representatives, undergoing health and safety training under the national training initiative. Further results will be presented in Part 2.⁸

METHODS

Data were obtained from a survey of 125 workers attending Trades and Labor Council health and safety training courses from September to December 1989, using a four-page self-administered questionnaire. Questionnaires were completed at the commencement of the courses which were held in Brisbane and several provincial centres. All those approached agreed to participate.

Results were coded and entered into a data file for statistical analysis using the SAS package. In cross-tabulations the likelihood ratio test for

association was used. Analysis of variance was used where analyses with more than one independent variable were necessary to control for confounding. In some cases, clear separation of two factors could not be made because of sample size limits.

RESULTS

Background of respondents

The workers surveyed came from a range of occupations, with the largest group being office workers (Table 1). Over 80% were employed by government or a statutory authority (Telecom); a relatively small proportion were employed by private employers (Table 2). On the basis of union affiliation, 19% (22/115) could be classed as blue collar workers. The length of time they had worked in their industries varied from one year to 37 years, with a mean of 11.2 years (SD = 8.8 yrs; $n = 119$). Of the total, 59% (71/121) were employed in Brisbane; the remainder came from provincial centres. Of these, 25% (30/122) were shop stewards.

Occupation	Frequency	%
Clerical, administrative and office workers	68	55
Technical workers	29	24
Tradespersons	16	13
Other	10	8
Not stated	2	—
Total number of respondents = 125		

Of the respondents, 42% (53/125) held positions as health and safety representatives and 15% (18/123) held positions as alternative health and safety representatives. (For statistical analysis these two groups were combined and will be referred to as health and safety representatives.) Most were only recently appointed: 58% (40/69) had held positions as health and safety representatives for less than three months; only 19% (13/69) had held such positions for longer than one year.

Table 2
Employers

Employer	Frequency	%
Commonwealth Government	59	49
Telecom	28	23
State and local government	15	12
Private employers	16	13
Unions	3	3
Not stated	4	—

Total number of respondents = 125

Of the respondents, 29% (36/123) reported having had some health and safety training apart from the course they were currently undertaking. Such training had most often been provided by employers (17 reports), followed by unions (10 reports).

Health and safety activities

Most respondents spent only a small amount of time on health and safety matters (Table 3). The majority spent less than half an hour per week on health and safety, and there were very few reports of spending more than two-and-a-half hours per week. Shop stewards ($p=0.008$) and those holding positions as health and safety representatives ($p=0.01$) spent significantly more time per week on health and safety matters. (Further analysis showed these were separate, independent effects.)

Time spent on health and safety (hours/wk)	Frequency	%
Less than 1/2 hour	57	58
1/2 to 2 1/2 hours	42	36
2 1/2 to 5 hours	4	3
More than 5 hours	3	3
Not stated	9	—
Total number of respondents = 125		

Respondents pursued a range of health and safety activities as shown in Table 4 (close-ended question). Most attention focused on health and safety behaviour

of fellow workers, on health and safety meetings, and dealing with management. Less attention was given to inspecting workplaces and investigating accidents. This is a similar pattern to that shown in our previous surveys.^{4,6}

Sources of information

Of respondents, 64% (69/108) indicated they had been able to obtain adequate information on health and safety matters. Sources of health and safety information used by the respondents are shown in Table 5. Union sources (unions, Workers' Health Centre and Trades and Labor Council) were most relied upon (36% of reports). Use of the Workers' Health Centre was perhaps surprisingly low, but much of the information obtained from unions would have been supplied by the Workers' Health Centre.⁹ Employers (28%) were the next most frequently used source of information. Other health and safety representatives/committees (18%) were the next most important source, suggesting that information networks are being established. Government sources (including inspectors) were relatively little used (9%), only slightly ahead of independent professional experts (7%).

There was some variation among respondents as to which information sources were most relied upon. Health and safety representatives were significantly more likely ($p=0.01$) than non-representatives to use other representatives as information sources, reinforcing the view that networks are forming. Shop stewards were very much more likely ($p=0.001$) to use union sources, whereas blue collar workers tended ($p=0.06$) to be more likely to use employers as sources of information.

A measure of the number of different information sources pursued was obtained by totalling the number of different sources contacted. Using this measure, more experienced representatives ($p=0.004$) and shop stewards ($p=0.007$) used a greater number of information sources.

These 125 respondents reported contacting a total of 218 information sources, an average of 1.7 information sources per respondent. By this criterion they were less active in seeking information than

Table 4

Health and safety activities

Health and safety activity	Frequency	% of responses	% of respondents
Encouraging members to adopt safe work practices	60	30	62
Ensuring members wear protective equipment, follow safety procedures, etc	32	16	33
Health and safety meetings	32	16	33
Dealing with management	26	13	27
Investigating members' health and safety grievances	20	10	21
Inspecting worksites	12	6	12
Investigating accidents, hazardous events, etc	12	6	12
Other activities	4	2	4
Total number of reports = 198			
Number of respondents = 97			

Table 5

Sources of health and safety information

Source of information	Frequency	% of responses	% of respondents
Other health and safety representatives/committees	39	18	36
Union	56	26	52
Workers' Health Centre	14	6	13
Trades and Labor Council	8	4	7
Employer	60	28	56
Government departments or inspectors	20	9	19
Independent professionals, technical experts	16	7	15
Other	5	2	5
Total number of reports = 218			
Number of respondents = 107			

respondents in our previous surveys who contacted an average of 2.3 and 2.0 information sources per respondent.^{4,5}

Support and involvement of fellow workers

Respondents were asked to rate the support they had received from fellow workers on a five-point scale.

Responses are shown in Table 6. Most indicated a "moderate" level of support.

Table 6

Support from fellow workers on health and safety issues

Support from fellow workers	Frequency	%
None at all	5	7
A little	24	22
Moderate	46	42
Considerable	19	17
A lot	12	11
Not stated	16	—
Total number of respondents = 125		

Answers to the question "Who raises health and safety issues most often - you or fellow workers?" indicated that about half the time (52%; 56/107) issues were raised by fellow workers. Issues were raised by respondents alone in 32% of cases and in combination with fellow workers in 16% of cases. In previous surveys, issues were raised by respondents alone in 39% and 58% of cases.^{4,5}

Recent health and safety issues and their resolution

Respondents were asked to list the three most recent health and safety issues which had arisen at their workplace. A total of 262 issues were reported and are grouped as shown in Table 7. About half (49%) of the issues reported concerned a range of hazards (equipment, chemicals, stress, noise, etc). Working conditions and practices formed the other large group (38%), including areas such as office environment (eg, air conditioning, lighting, space), ergonomics (eg, manual handling, floors, furniture design) and safe working practices (eg, working with electrical appliances). For statistical analysis, several of the smaller groups of issues were grouped further.

Not surprisingly, the type of issues reported varied according to the type of work carried out by respondents. Blue collar workers reported no office environment, VDU or OOS issues, and very few ergonomics issues. They also reported no stress issues,

suggesting that stress is recognised as an issue by white collar workers only. Blue collar workers reported significantly more personal protective equipment, chemicals, dusts and fibres issues.

Overall, respondents reported they were satisfied with management response to these issues in 61% of cases and nearly half (48%) the issues had been resolved. These are very similar results to those obtained in our previous surveys.^{4,5} There was some variation in the satisfaction rate between issues but, analysed singly or as a whole, this was not statistically significant. However, the resolution rate did vary ($p=0.06$) between issues. These results suggest that, in general, satisfaction with management response to health and safety issues is not dependent upon the type of issue. However, whether or not issues are resolved depends upon the type of issue, perhaps because technical factors largely determine whether issues can be resolved or remain as continuing problems. The highest resolution rate was obtained with issues involving personal protective equipment, and the lowest resolution rate with stress (which also had the lowest satisfaction rate).

Respondents were compared according to whether or not they were satisfied with management's response to a majority of the issues they reported. Those who were satisfied with management's response to a majority of recent health and safety issues were significantly more likely ($p=0.01$) to consider they had adequate information on health and safety matters, and much less likely ($p=0.004$) to use unions as sources of health and safety information. Brisbane respondents were more likely to be satisfied ($p=0.01$) than those from provincial centres. Respondents were also compared according to whether they considered a majority of recent issues had been resolved or were still a problem, but no significant associations were found. However there was, not surprisingly, a very significant association ($p<0.001$) between respondents' satisfaction level and the issue resolution rate they reported: those who reported a majority of issues resolved were much more likely to be satisfied with management's response.

Respondents were asked whether they had had any contact with government departments or inspectors

Table 7
Recent health and safety issues

Health and safety issue	Frequency	% of responses
Working conditions and practices:		38
Office environment	44	17
Ergonomics	33	13
Safe working practices	16	6
Fire and emergency procedures	6	2
Personal protective equipment	22	8
Hazards:		49
Equipment hazards	24	9
Chemicals	18	7
Stress	16	6
Noise	12	5
Dusts and fibres	8	3
Vehicles, traffic	6	3
VDUs	7	3
OOS	7	3
Smoking	7	3
Infectious diseases	7	3
Other hazards	15	6
Policy implementation, legislation, training	12	5
Total number of issues reported = 262		
Number of respondents = 106		

on health and safety matters. Only 34 respondents indicated they had such contact. In most cases (27 reports) the assistance they received was information and/or, less frequently, a visit from an inspector (close-ended question).

The 262 recent health and safety issues reported by these 125 respondents represented an average of 2.1 issues per respondent. Respondents in our two previous surveys reported averages of 2.3 and 2.6 issues per respondent.^{4,5}

Assistance from unions

Of the respondents, 87 reported receiving assistance from their union in the areas indicated in Table 8 (close-ended question). Most assistance was obtained in the form of health and safety information, followed

by visits from union officials. Industrial support was mentioned in relatively few cases (10%).

Factors influencing effectiveness of representatives

Responses to the open-ended question: "What would most help you to be effective as a health and safety representative?" are shown in Table 9. Similar factors were mentioned as in the previous surveys^{4,5} and in Victoria,^{1,2} but with some differences in emphasis. Greater knowledge of occupational health and safety and increased training (of representatives) and education (of fellow workers) were most frequently mentioned. Greater support from management and increased involvement of workers were the next most frequently mentioned, though the latter received a lower priority than in our previous surveys. Access to

Table 8
Assistance from unions

Assistance	Frequency	% of responses	% of respondents
Information on health and safety	58	45	67
Contact for further information	30	23	34
Visit from union official	24	19	28
Industrial support	13	10	15
Other	4	3	5
Total number of reports = 129			
Number of respondents = 87			

Table 9
"What would most help you to be effective as a health and safety representative?"

Suggestion	Frequency	% of responses	% of respondents
Information, knowledge, experience	40	31	47
Training, education, awareness	34	27	40
Greater management support	26	20	30
Increased worker involvement	13	10	15
Legislation, guidelines, rights	15	12	17
Total number of reports = 128			
Number of respondents = 86			

new legislation, guidelines, and knowledge of health and safety representatives' rights were mentioned by a notable proportion of respondents. This category was infrequently mentioned in our previous surveys but appeared to be a high priority for Victorian representatives. Queensland respondents were likely to be aware of legislative issues because of the recent enactment of the *Queensland Workplace Health and Safety Act*.

DISCUSSION

Caution should be exercised when comparing this Queensland group with those in surveys from other States: each group is likely to more reflect the

particular characteristics of the sample rather than any State-specific features. This Queensland group is less experienced and less active in the area of health and safety, by several criteria. The majority of those holding positions as health and safety representatives in the Queensland sample were only recently appointed. Overall, the Queensland group spent markedly less time per week on health and safety matters, reported fewer recent health and safety issues, raised fewer issues themselves, and contacted fewer health and safety information sources than in our previous surveys.^{4,5}

Information networks are being established amongst health and safety representatives. Overall, union sources and other representatives/committees

accounted for more than half the health and safety information contacts made. Employer sources accounted for only a little over a quarter of information contacts. It will be of interest to see if this changes with the placing of legislative responsibility on employers to provide workers with health and safety information. Government sources were very little used for health and safety information. This Queensland group was less active in seeking information (based on the number of sources contacted per respondent) than those in our previous surveys,^{4,5} but apparently more active than in Victoria where 46% of representatives were reported to have not sought advice on health and safety matters.¹ Of the Queensland group, 14% had not sought information on health and safety.

Of the Queensland group, 36% reported they had not been able to obtain adequate information. Those who were satisfied with management were more likely to consider they had adequate health and safety information and they were less likely to have used union sources for information. However, there was no significant relationship between sources of information used by workers and their judgement that they had adequate information: that is, there was no source of information which, if used, meant workers were more likely to conclude that they had obtained adequate information.

The Queensland group reported a similar range of health and safety issues to those in our previous surveys.^{4,5} The finding that issue resolution rate was dependent on the type of issue, but satisfaction with management's response to issues was not, is interesting: it suggests not only that technical factors largely determine resolution of issues but also, perhaps, that workers make allowances for this.

As in previous surveys, information, knowledge and further training were priority needs expressed by this group of workers. The need for management also to have health and safety training was highlighted by representatives in Victoria³ and in our previous surveys,^{4,5} but was specifically mentioned by only a few Queensland respondents. The Queensland group did express a number of legislative concerns, including the need for greater knowledge of representatives' rights and responsibilities.

Further results from this survey are presented in Part 2.⁶ Workers' beliefs about accident causation are presented and analysed. Part 2 also draws comparisons between various groups of workers (those holding positions as health and safety representatives; shop stewards; and blue collar compared with white collar workers) on a range of issues.

Acknowledgements

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The application of expert systems in occupational health and safety

J. HONDROS

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A PERSONAL computer-based expert advice system was developed for the selection of suitable respiratory protection. The aim of the system is to act as an aid to the occupational health and safety practitioner by giving consistent and reliable results in respiratory protection selection situations. The system incorporates on-line help and on-line systems explanation facilities and a user-friendly interface. Respiratory protection selection information from two reliable sources is used as the basis for the system. Assessment of the system using field tests confirmed that occupational health and safety expert systems are useful tools for the occupational health and safety practitioner.

KEYWORDS

EXPERT SYSTEMS
PERSONAL COMPUTERS
ARTIFICIAL INTELLIGENCE
RESPIRATORY PROTECTION
KNOWLEDGE BASE

Appendix 5—Workplace Health and Safety Board report

The Work Health and Safety Board is the peak advisory body to the Queensland Government and the Attorney-General and Minister for Justice on work health and safety matters.

The *Work Health and Safety Act 2011* establishes the Work Health and Safety Board under schedule 2, division 2 of the Act to give advice and make recommendations to the Minister regarding policies, strategies, allocation of resources and legislative arrangements for work health and safety. Through the board, key industry representatives work collaboratively to assist Workplace Health and Safety Queensland (WHSQ) in developing work health and safety strategies, legislation and advice.

Board membership

The previous board was appointed in 2011 for a three year term which expired on 31 December 2013. It comprised a Chairperson, Mr Vince O'Rourke, and 13 members representing employer and worker associations and experts, as detailed below:

Work Health and Safety Board membership up to and including 31 December 2013

Chair: Mr Vince O'Rourke

Representative Associations

- | | |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| • Mr John Crittall
Director, Construction Division, Master Builders Association Queensland | • Ms Wendy Erhart
Co-Owner, G & W Racing Pty Ltd |
| • Mr Peter Garske
Chief Executive Officer, Queensland Trucking Association | • Ms Vannessa Patterson
Manager Safety and Workers' Compensation Northern Region, the Australian Industry Group (Appointed March 2013) |
| • Mr Gary Sansom
Director, Queensland Farmers Federation (Appointed March 2013) | |

Government Officials

- | | |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Ms Amanda Richards
Assistant General Secretary, Queensland Council of Unions | • Mr Jade Ingham
Assistant State Secretary, Construction, Forestry, Mining and Energy Union Queensland - Construction Division (Appointed March 2013) |
| • Mr Steve Baker
Southern District Secretary, Australian Workers' Union (Appointed March 2013) | • Ms Julie Bignell
Branch Secretary, Australian Services Union (Central & Southern Qld Branch) |
| • Mr Brian Devlin
Assistant Secretary/Secretary TSA Division, Australian Manufacturing Workers' Union | |

- Ms Kelli Stallard
Partner, Dibbs Barker Lawyers
- Mr Tony Hawkins
Chief Executive Officer, WorkCover Queensland
- Mr Murray Procter
Partner, DLA Piper Australia (Appointed June 2013)

The Minister appointed a new term of board members for a three year term from 22 March 2014 up to and including 21 March 2017. Members are selected by the Minister for their knowledge and experience in work health and safety. To further enhance the effectiveness of the board, the Minister reduced the number of employer representatives and worker representatives from five members to four respectively.

Work Health and Safety Board membership from 22 March 2014 to and including 21 March 2017

Chair: Mr Derek Pingel, Executive President, Queensland Master Builders' Association

- Mr David Foote
Chief Executive Officer, Australian Country Choice Pty Ltd
- Mr Mick Crowe
Managing Director, G&S Engineering Services
- Mr Peter Garske
Chief Executive Officer, Queensland Trucking Association
- Vacancy
- Ms Amanda Richards
Former Assistant General Secretary, Queensland Council of Unions
- Mr Bradley O'Carroll
State Secretary, Plumbers Union Queensland
- Mr Ian Leavers
General President & Chief Executive Officer, Queensland Police Union of Employees
- Ms Wendy Streets
Local Executive Secretary, Finance Sector Union of Australia, Queensland Branch
- Mr John Crittall
Director, Construction Division, Master Builders Association Queensland
- Ms Irene Violet
General Manager Corporate Services, WorkCover Queensland
- Mr Murray Procter
Partner, DLA Piper Australia

Meetings

The board formally met three times during 2013–14, with the former board holding two meetings and the new board holding one meeting.

WHS Board Work Plan

The board's work plan for 2013 complements the *Australian Work Health and Safety Strategy 2012–2022* and supports the national targets to be achieved by 2022. The plan continues to pursue the aims of the previous plan and builds on its achievements. A key platform to achieving the plan's objectives is continuing to build collaborative partnerships with business and workers to foster a culture of safety leadership in Queensland workplaces through the Zero Harm at Work Leadership Program. This program means no harm to anyone, anytime while at work and targets senior levels of management of leading and influencing organisations.

The work plan includes a range of targeted initiatives which are designed to assist business improve health and safety outcomes, create productive and innovative workplaces and in turn reduce workers' compensation premiums for employers. In addition to developing a safety culture through the Zero Harm at Work Leadership Program, other priorities for the board include: young workers, with a series of targeted projects which are designed to improve the health and safety of young workers in high risk industries; promoting the safety message through its networks and events; and building strategic relationships to encourage business and workers to participate in work health and safety programs and activities.

Zero Harm at Work Leadership Program activities

The Zero Harm at Work Leadership Program (ZHAWLP) engages Queensland's industry leaders and promotes the sharing of health and safety knowledge, innovation and experience across industry. As at 30 June 2014, the ZHAWLP included 314 members from leading Queensland companies, associations and unions across all industry sectors.

Major events delivered during 2013–14 included:

- The Healthy Worker Forums attended by over 400 participants in five regional centres from Cairns to Toowoomba;
- The Transport Safety Showcase held at the Port of Brisbane which brought together almost 400 transport operators and provided industry with the opportunity to share 'low cost/high impact' safety initiatives; and
- The Young Workers Forum attended by close to 100 participants from across a range of industries to explore factors important to managing young workers' safety.

During 2013, internal and external stakeholder consultation was undertaken to evaluate the effectiveness of ZHAWLP activities and identify opportunities for new initiatives and growth. The consultation process involved a comprehensive survey of current member and non-member organisations. Feedback identified the need for new initiatives to encourage more active participation and greater frequency of regional events. As a result, enhancements to member services in the past year include the introduction of online applications and the development of a comprehensive safety leadership and culture tool - *Linking business and safety through leadership*.

In January 2014, WHSQ commenced a Safety Leadership Project to facilitate increased safety leadership practice across industry. Outcomes from the project will inform future approaches to engaging with ZHAWLP members.

A full program of events and forums are scheduled for 2014–15, commencing with the Innovation and Manufacturing Forum in July 2014.

Industry sector standing committees

The board is supported by six industry sector standing committees:

- Construction Industry Sector Standing Committee
- Health and Community Services Industry Sector Standing Committee
- Manufacturing Industry Sector Standing Committee

- Retail and Wholesale Industry Sector Standing Committee (incorporating hospitality, recreation and other services)
- Rural Industry Sector Standing Committee
- Transport and Storage Industry Sector Standing Committee.

These committees provide advice and make recommendations to the board about work health and safety in the industry sector for which the committee was established.

The **Construction** Industry Sector Standing Committee provided input into the development of the mobile and operational plant campaign, four short films about managing particular risks in the construction industry, and a strategy aimed at reducing the number of work-related injuries suffered by young workers aged 15–24 years old. The Committee established a working group to provide advice on options regarding the reaccreditation of courses for the safe installation/erection and use of swing stage scaffolds. Most recently, Committee members have provided industry feedback about some of the operational and red tape issues associated with the verification of competency of earthmoving plant operators. The Committee was consulted on the development of the *Queensland Construction Trades Industry – Action Plan – 2014–17* and *Queensland Civil Construction Industry – Action Plan – 2014–17*.

The **Manufacturing** Industry Sector Standing Committee provided input into the development of a campaign that aims to reduce the prevalence of eye and hands injuries in the metals manufacturing sector. Another highlight includes supporting the purchase of a knife analyser that will assist in a strategy to reduce musculoskeletal disorders, cuts and lacerations in the red meat and poultry processing industry. Assistance has been provided in establishing industry safety networks and through the ongoing contribution of the Meat Industry Advisory Group for red meat processors in Queensland. The Committee actively sought industry input in identifying opportunities for red tape reduction. Additionally, members promote WHSQ activities through industry newsletters, and the Gladstone Area Industry Network and Mackay Area Industry Networks. The Committee supported the development of *Queensland Metals Manufacturing Industry – Action Plan – 2014–17* and *Queensland Meat Processing Industry – Action Plan – 2014–17*.

The **Rural** Sector Standing Committee has been active in the promotion of quad bike safety throughout the agricultural sector. The committee has assisted in addressing issues relating to the safety of loading and unloading rural commodities, and musculoskeletal disorders in the horticultural and the banana industries. The Committee has also actively supported the WHS Board's priority areas of focus, especially ways to increase engagement and develop a culture of safety within the industry through the ZHAWLP. The Committee provided input into the *Queensland Horticulture Industry Action Plan 2014–17* and *Queensland Livestock Industry Action Plan 2014–17*, which have a strong focus on quad bikes, tractors, young and older workers, and rural chemicals.

The **Transport and Storage** Industry Sector Standing Committee has been involved in a range of issues and projects affecting the transport industry. Support was provided for the development of the Transport Safety Showcase, with one member's organisation providing a stand and other members promoting the showcase through their industry organisations and publications. The Committee actively participated in a workshop on how members could assist with the delivery of the key objectives and actions nominated in the WHS Board's plan. Members also contributed valuable information for the development of the *Road Freight Industry Action Plan 2014–17* and provided expertise into the development and promotion of the latest stage of the *Preventing Workers Falling from Trucks* campaign.

The **Health and Community Services** Industry Sector Standing Committee has provided input into a variety of activities and projects affecting the health and community services industry. A series of interactive sessions and industry meetings have been held on various topics including slips, trips and falls at level, legionella in warm water systems, and managing the risks associated with remote or isolated work. The theme for the 2013 School Safety Conference was *Safety Systems: Safety Doesn't Happen by Accident*, which was attended by over 70 representatives from the State, Independent and Catholic education sectors. Regional health and community services networks have continued to operate state wide and the Ceiling Hoist Reference Group has continued to develop information aimed at increasing the use of ceiling hoists within the industry.

The Retail and Wholesale (incorporating Hospitality, Recreation and Other Services) Industry Standing Sector Committee has provided a sounding board for WHSQ projects affecting their industry groups. The Committee is exploring methods of using their own experience, environment and resources to identify and support solutions applicable to their sectors. The Committee has considered a variety of issues, including health and wellbeing in the workplace, and linking business and safety through leadership.

In addition, all industry sector standing committees provided a valuable link between industry, workers and government to examine and address the industry-specific risks to work health and safety.

Payments to members of the board 2013–14

Payments to members of the board for 2013–14 totalled \$5,329.

Appendix 6—Electrical Safety Board report

The *Electrical Safety Act 2002* (the Act) provides a legislative framework to help protect people and property from the risks associated with electricity. The Act establishes an Electrical Safety Board and the Electrical Licensing Committee. The Committee reports to the Board.

The primary function of the Board is to give advice and make recommendations to the Minister about policies, strategies and legislative arrangements for electrical safety.

Board and Committee members represent employers, workers and the community. The appointed term for the current Board and Committee members expires on 30 September 2014.

Board membership

Board membership

Chair: Mr Richard Flanagan

♦ Dr Simon Blackwood

Deputy Director-General
Department of Justice and Attorney-General
Nominee of the Director-General

♦ Mr Malcolm Richards
Chief Executive Officer
Electrical and Communications Association,
Queensland

♦ Mr Michael Logan
Chief Executive Officer
National Electrical and Communications Association

♦ Mr Keith McKenzie
Strategic Lead Organiser
Electrical Trade Union

♦ Ms Sandra Bratt
Electrical fitter/mechanic

- Ms Cherie Dalley

President, Queensland Consumers Association
Councillor, Logan City Council

- Ms Peta Frampton

Queensland Consumers Association

Board activities and achievements

The Board met four times during 2013-14.

Electrical Safety Plan for Queensland 2009—2014

A major undertaking was assessing performance against the *Electrical Safety Plan for Queensland 2009-2014*. The plan outlines strategies, goals and targets to support improvements in electrical safety. The issues identified in the plan help to ensure the plan can address emerging risk areas as and when they occur.

Legislation amendments

The Board was involved throughout the Office of Fair and Safe Work Queensland's (OFSWQ) process of reviewing the *Electrical Safety Regulation 2002* (the 2002 Regulation) and the development of the replacement *Electrical Safety Regulation 2013* (the 2013 Regulation). The Board was supportive of the 2013 Regulation as it continues Queensland's existing electrical safety standards. The 2013 Regulation, which commenced on 1 January 2014, essentially remade the 2002 Regulation without significant changes other than:

- aligning relevant concepts and terms with the *Electrical Safety Act 2002* (the Act) – as amended on 1 January 2014 (for consistency with concepts and terms within the *Work Health and Safety Act 2011*);
- giving effect to certain provisions of the national model work health and safety laws dealing with electrical work on energised electrical equipment, working near overhead and underground electric lines, and unsafe electrical equipment; and
- making consequential amendments to the *State Penalties and Enforcement Regulation 2000* for infringement offences under the 2013 Regulation.

The Board was also informed as Queensland electrical safety Codes of Practice were repealed, replaced or updated (where applicable) to align with changes to concepts, terms and requirements in the Act and the 2013 Regulation. From 1 January 2014, the following four electrical safety codes of practice apply in Queensland:

- *Electrical safety code of practice 2010 – Electrical equipment rural industry*
- *Electrical safety code of practice 2013 – Managing electrical risks in the workplace*
- *Electrical safety code of practice 2010 – Working near overhead and underground electric lines*
- *Electrical safety code of practice 2010 – Works.*

Council of Australian Governments' decision not to progress the National Occupational Licensing System

A number of national committees and working groups have been considering a national system. The Board has taken a keen interest in progress of the national licensing system and has had significant input through OFSWQ representatives.

The Board was supportive of the Council of Australian Government (COAG) decision in late 2013 not to implement the National Occupational Licensing System, due to concerns that the final system proposed for introduction would have diluted the current robust Queensland electrical licensing system. The Board was also

supportive of COAG's proposal to instead assist States to work together via the Council for the Australian Federation to develop alternative options for minimising licensing impediments to improving labour mobility.

Other activities

The Board considered and/or made recommendations on various other issues throughout the year, including:

- the State Coroner's inquest into the three electrocution fatalities associated with the former federally funded Home Insulation Program
- the *Stay safe up there, switch off down here* ceiling spaces advertising campaign aimed at improving electrical safety for homeowners and tradespeople
- the prohibition on the supply or installation of certain models of DC Isolators used in solar electricity system installations and the prohibition on the supply or installation of 'polymeric insulated electrical cable' imported, sold or distributed by Infinity Cable Co Pty Ltd
- the recall of certain models of DC Isolators used in solar electricity system installations, including the mandatory recall and replacement of ten models of Avanco brand DC Isolators
- the oversight of reports of electrical incidents and trends in electrical safety compliance outcomes.

Committee

The Electrical Licensing Committee establishes and safeguards appropriate standards of performance for electrical services providers and advises the board about electrical licences and training. It takes appropriate disciplinary action against electrical contractors and workers and hears review appeals against decisions refusing electrical licence applications.

During 2013–14, matters involving five electrical licence holders were referred to the Committee for consideration of disciplinary action as a result of unsafe electrical work and non-compliant practices.

The Committee also heard five review appeals against decisions refusing electrical licence applications. The Committee confirmed all five cases.

In relation to disciplinary hearing decisions, the Committee has initiated a scale of penalties spreadsheet based on a range of applicable criteria for comparison of decisions for each disciplinary hearing.

In addition to its disciplinary and review functions, the Committee has defined a number of tracked deliverables to facilitate providing advice to the Board about electrical licences and training matters. These deliverables include analysis of:

- non-compliance reports
- the context of issues within disciplinary hearings and any linkage with ongoing non-compliances
- the quality of training delivery in relation to licence-related qualifications.

The Committee has also provided advice about national licensing deliberations, endorsed the national Certificate IV qualification UEE40611 as facilitating the issue of an Electrical Mechanic's licence in Queensland, and defined to registered training organisations its requirements for the delivery and assessment of training resulting from disciplinary hearing decisions

Appendix 3

Work Health and Safety Board report

The Work Health and Safety Board is the peak advisory body to the Queensland Government and to the Attorney-General and Minister for Justice on work health and safety matters.

The *Work Health and Safety Act 2011* establishes the Work Health and Safety Board under schedule 2, division 2 of the Act to give advice and make recommendations to the Minister regarding policies, strategies, allocation of resources and legislative arrangements for work health and safety. Through the board, key industry representatives work collaboratively to assist Workplace Health and Safety Queensland (WHSQ) develop work health and safety strategies, legislation and advice.

Board membership

The board is comprised of a Chairperson, Mr Vince O'Rourke and 13 members representing employer and worker associations and experts. The Chairperson and members are appointed until 31 December 2013. Members are selected by the Minister for their knowledge and experience in work health and safety. Following the resignation of five board members, the Minister appointed the following members in March 2013 until 31 December 2013:

- Mr Steve Baker, Southern District Secretary, Australian Workers' Union, Queensland Branch
- Mr Jade Ingham, Assistant State Secretary, Construction, Forestry, Mining and Energy Union Queensland - Construction Division
- Ms Vanessa Patterson, Manager Safety and Workers' Compensation Northern Region, the Australian Industry Group
- Mr Gary Sansom, Director, Queensland Farmers Federation
- Mr Murray Procter, Partner, DLA Piper Australia was appointed in June 2013 until 31 December 2013 following the resignation of Ms Kirstin Ferguson.

The board's membership as at 30 June 2013:

Chair - Mr Vince O'Rourke	
Representing employers	
▪ Mr John Crittall Director, Construction Division, Master Builders Association Queensland	▪ Ms Wendy Erhart Co-Owner, G & W Racing Pty Ltd
▪ Mr Peter Garske Chief Executive Officer, Queensland Trucking Association	▪ Ms Vanessa Patterson Manager Safety and Workers' Compensation Northern Region, the Australian Industry Group
▪ Mr Gary Sansom Director, Queensland Farmers Federation	
Representing workers	
▪ Ms Amanda Richards Assistant General Secretary, Queensland Council of Unions	▪ Mr Jade Ingham Assistant State Secretary, Construction, Forestry, Mining and Energy Union Queensland - Construction Division
▪ Mr Steve Baker Southern District Secretary, Australian Workers' Union	▪ Ms Julie Bignell Branch Secretary, Australian Services Union (Central & Southern Qld Branch)
▪ Mr Brian Devlin Assistant Secretary/Secretary TSA Division, Australian Manufacturing Workers' Union	

Other members

▪ Ms Kelli Stallard
Partner, Dibbs Barker Lawyers

▪ Mr Tony Hawkins
Chief Executive Officer, WorkCover Queensland

▪ Ms Kirstin Ferguson
Non-executive Director (resigned 9 December 2012)

▪ Mr Murray Procter
Partner, DLA Piper Australia

Meetings

The board formally met four times during 2012-13.

WHS Board Work Plan

The board held its annual planning session in March 2013 and undertook a review of its work plan. The board's work plan for 2013 complements the *Australian Work Health and Safety Strategy 2012-2022* and supports the national targets to be achieved by 2022. The plan continues to pursue the aims of the previous plan and builds on its achievements. A key platform used to achieve the plan's objectives is to continue building collaborative partnerships with business and workers to foster a culture of safety in Queensland workplaces through the Zero Harm at Work Leadership Program. This program means no harm to anyone, anytime while at work and targets senior levels of management in leading and influencing organisations.

The work plan includes a range of targeted initiatives which are designed to assist business to improve health and safety outcomes, create productive and innovative workplaces and in turn reduce workers' compensation premiums for employers. In addition to developing a safety culture through the Zero Harm at Work Leadership Program, other priorities for the board include: young workers, with a series of targeted projects which are designed to improve the health and safety of young workers in high-risk industries; promoting the safety message through its networks and events; and building strategic relationships to encourage business and workers to participate in work health and safety programs and activities.

Zero Harm at Work Leadership Program activities

The Zero Harm at Work Leadership Program engages Queensland's industry leaders and promotes the open sharing of knowledge, innovation and experience across industry. During 2012-13, successful industry-based forums were held in the construction and transport/storage sectors together with eight regional forums during Safe Work Week 2012. The Zero Harm at Work Leadership Program website now includes a library of 18 case studies from across most Queensland industry sectors. These industry case studies showcase business leadership and innovation. The case studies allow industry to share experiences and lessons learnt, as well as provide practical guidance for any business that is tackling similar issues.

In 2012-13, 64 of the eligible 206 Zero Harm at Work Leadership Program member organisations submitted a report based on program guidelines, representing a return rate of 31 per cent. A full evaluation, analysis and summary report for the 2012 reporting season is available on the Zero Harm at Work Leadership Program website. The reporting process highlighted the ongoing effort of program members to engage supply chain entities, sub-contractors and industry representatives as an integral part of the program. Member feedback from the 2012 reports will be used to plan and develop new formats and directions for the Zero Harm at Work Leadership Program in 2014 and beyond.

As at 30 June 2013, the Zero Harm at Work Leadership Program included 270 member organisations from leading Queensland companies, associations and unions across all industry sectors.

Industry sector standing committees

The board is supported by six industry sector standing committees:

- Construction Industry Sector Standing Committee
- Health and Community Services Industry Sector Standing Committee
- Manufacturing Industry Sector Standing Committee
- Retail and Wholesale Industry Sector Standing Committee (incorporating hospitality, recreation and other services)

- Rural Industry Sector Standing Committee
- Transport and Storage Industry Sector Standing Committee.

These committees provide advice and make recommendations to the board about work health and safety in the industry sector for which the committee was established.

The Rural Sector Standing Committee priority has been the promotion of quad bike safety throughout the rural sector. The committee has also assisted in addressing issues relating to the safety of loading and unloading rural commodities and musculoskeletal disorders in the horticultural and the banana industries. The committee has also provided significant input into the WHSQ Healthy Work Initiative - rural and remote program, as well as collaborating with WorkCover Queensland to reduce agricultural workers' compensation claims.

In 2012-13 the Construction Industry Sector Standing Committee examined the unacceptable fatality and serious injury rates in the construction sector, determining that the majority of injuries involved workers either being hit by moving mobile plant or becoming trapped or crushed by the mobile plant. In response, the committee requested that WHSQ undertake a mobile and operational plant in construction campaign, targeting maintenance, operator competence and where applicable, traffic management, that commenced in May 2013.

The Retail and Wholesale (incorporating Hospitality, Recreation and Other Services) Industry Standing Sector Committee has provided a sounding board for WHSQ projects affecting their industry groups. The committee is exploring methods of using their own experience, environment and resources to identify and support solutions applicable to their sectors.

In the health and community services industry, a series of interactive sessions have been held on various topics ranging from managing secondary psychological injuries to due diligence. These sessions have been well received by over 70 health care professionals, while the 2012 School Safety Conference attracted over 200 representatives from the State, Independent and Catholic education sectors. Regional health and community services networks have been established statewide and the Ceiling Hoist Reference Group has continued to develop information aimed at increasing the use of ceiling hoists within the industry.

The Transport and Storage Industry Sector Standing Committee provided significant input into developing the Preventing workers falling from trucks campaign and documentation on consultation, cooperation and coordination. A sub-committee has been formed to review and update the *Guidelines for working around trucks - loading and unloading* which was produced by the committee in 2008.

The Manufacturing Industry Sector Standing Committee supported the targeted relationship management of high-risk metal fabrication workplaces, the Participative Ergonomics for Manual Tasks (PERforM) program and Small Business Unit workshops. The committee supported the development of industry safety networks and the ongoing contribution of the reference groups for red meat processors in South-East Queensland.

In addition, all industry sector standing committees provided a valuable link between industry, workers and government to examine and address the industry-specific risks to work health and safety.

Appendix 4

Electrical Safety Board report

The *Electrical Safety Act 2002* provides a legislative framework to help protect people and property from the risks associated with electricity. The Act establishes an Electrical Safety Board and the Electrical Licensing Committee. The committee reports to the board.

The primary function of the board is to give advice and make recommendations to the Minister about policies, strategies and legislative arrangements for electrical safety.

Board and committee members represent employers, workers and the community. The appointed term for the current board and committee members expires on 30 September 2014.

Board membership

<p>Chair</p> <ul style="list-style-type: none"> ▪ Mr Jack Camp - Commissioner for Electrical Safety - position expired on 4 November 2012 ▪ Mr Richard Flanagan - appointed as Chair on 12 December 2012 	
<p>Chief Executive of the Department of Justice and Attorney-General</p> <ul style="list-style-type: none"> ▪ Dr Simon Blackwood Deputy Director-General Department of Justice and Attorney-General Nominee of the Director-General From: 28 May 2012 	
<p>Representing employers</p> <ul style="list-style-type: none"> ▪ Mr Malcolm Richards Chief Executive Officer Electrical and Communications Association, Queensland ▪ Mr Guy Houghton - resigned on 22 February 2013 Chief Executive Officer National Electrical and Communications Association ▪ Mr Michael Logan - appointed on 19 June 2013 Chief Executive Officer National Electrical and Communications Association 	
<p>Representing workers</p> <ul style="list-style-type: none"> ▪ Mr Keith McKenzie Strategic Lead Organiser Electrical Trade Union ▪ Ms Sandra Bratt Electrical fitter/mechanic 	
<p>Representing the community</p> <ul style="list-style-type: none"> ▪ Ms Cherie Dalley President, Queensland Consumers Association Councillor, Logan City Council ▪ Ms Peta Frampton Queensland Consumers Association 	

Board activities and achievements

The board met four times during 2012-13.

Electrical Safety Plan for Queensland 2009 - 2014

A major undertaking was assessing performance against the *Electrical Safety Plan for Queensland 2009-2014*. The plan outlines strategies, goals and targets to support improvements in electrical safety. The issues identified in the plan help to ensure the plan can address emerging risk areas as and when they occur.

Legislation amendments

The *Guardianship and Administration and Other Legislation Amendment Act 2012* was passed by the Queensland Parliament on the 15 November 2012 introducing the following changes to the Electrical Safety Act:

- the 'Commissioner for Electrical Safety' position has been replaced with a 'Chairperson' role
- the Electrical Safety Education Committee and the Electrical Equipment Committee have been omitted from the Act
- the existing appointments of members to the Electrical Safety Education Committee and the Electrical Equipment Committee have now lapsed.

Council of Australian Governments' decision to implement a national licensing system

The Electrical Safety Office (ESO) has been represented on a number of national committees and working groups that have been considering a national system. The board has taken a keen interest in progress of the national licensing system and has had significant input through the ESO representatives.

The board continues to be concerned that the final system to be introduced nationally does not dilute the current robust Queensland electrical licensing system.

Review of the *Electrical Safety Regulation 2002* – consultation Regulatory Assessment Statement

The *Electrical Safety Regulation 2002* will expire in 2013 and must be reviewed. As part of the review, a Regulatory Assessment Statement (RAS) was prepared. The RAS examines three options including the preferred option of making a new regulation with changes included to reduce red tape for Queensland business. The RAS was open for public comment from 28 March to 26 April 2013. A new regulation is proposed to commence from 1 January 2014.

Other activities

The board considered and/or made recommendations on various other issues throughout the year including:

- the implementation of the National Electrical Equipment Safety System which commenced operations on 1 March 2013
- the oversight of reports of electrical incidents and trends in electrical safety compliance outcomes.

Committee

The Electrical Licensing Committee establishes and safeguards appropriate standards of performance for electrical services providers and advises the board about electrical licences and training. It takes appropriate disciplinary action against electrical contractors and workers and hears review appeals against decisions refusing electrical licence applications.

During 2012-13, matters involving nine electrical licence holders were referred to the committee for consideration of disciplinary action as a result of unsafe electrical work and non-compliant practices.

The committee also heard 33 review appeals against decisions refusing electrical licence applications. The committee confirmed all 33 cases.

The committee also provided advice on:

- evaluations of training proposals for appropriate licensing outcomes
- the Council of Australian Governments' decision to introduce a national trade licensing system.

Appendix 5

ANZAC Day Trust Annual Report 2012-13

Legislation was passed in 1965 that allowed places of public entertainment and amusement to trade on the afternoon and evening of ANZAC Day. This signalled the end of an era in which ANZAC Day was a 'closed day' and business trading was very restricted. The Parliament of the day was optimistic that in return for the bonus of extra trading hours on ANZAC Day, those businesses which benefited, would donate to the ANZAC Day Trust Fund. The fund was established under the same legislation and provides funding, on application, to organisations offering financial assistance and relief to ex-service men and women and their dependants.

The annual disbursement of the trust fund to over 250 ex-service organisations, supports:

- aged and infirm veterans wishing to remain in their own homes
- maintenance of essential services