

CORRECTIVE ACTION REGISTER

Date	Source	Department	Corrective Action	Cost Estimate	Responsibility	Commencement Date of Corrective Actions	Completion Date of Corrective Actions	Status
20.10.2021	Field Audit	Rangers	During a field audit it was identified that unsecured hand tools (shovels etc) were stored in the back of the truck without restraints. Recommend all trays of vehicles and trucks have containment/restraint to ensure items do not become dislodged during transport and contact other vehicles, pedestrians or property. Containment/restraint can be in the form of secure containers, netting or restraints.	Nil	Coordinator Community Safety	26.11.2021	Jan-22	Completed
20.10.2021	Field Audit	Rangers	It was identified that there were several items unrestrained inside vehicles, this poses a risk of persons being struck by objects during harsh breaking or in a vehicle collision incident. Recommend reviewing all vehicles to ensure items are not stored in the tray of the vehicle. In the event of identifying items, the vehicle is to have a method of ensuring the passengers are protected. Options are to install safety barriers behind front seats or restrain the items in the tray of the vehicle.	Nil	Coordinator Community Safety	26.11.2021	Jan-22	Completed
20.10.2021	Field Audit	Rangers	During the field audit, first aid kits, fire blankets and fire extinguishers were observed without any inspections being able to be produced or were overdue. These inspections are designed to ensure the emergency equipment are intact, are functional and all contents available for use. Inspection on emergency equipment are to be undertaken at least on a six month basis.	Nil	Coordinator Community Safety	26.11.2021	Jan-22	Completed
20.10.2021	Field Audit	Rangers	During a site inspection, it was noted there were several items throughout the office that (tooling, chemicals, and equipment) should be stored in specific locations such as banded chemical cupboards etc. Review workplace equipment that is currently stored in office areas and relocate to appropriate storage areas.	Nil	Coordinator Community Safety	26.11.2021	Updated 1/01/2022	Completed
20.10.2021	Field Audit	Workshop	During a site inspection it was identified that not all plant has service books. As service history of vehicles and mobile plant is important when providing evidence of due diligence during audits and inspections. An audit of all vehicles and mobile plant is to be undertaken to ensure there is service history (up to date) available and if not, the mobile plant or vehicles are to be out of serviced until they are compliant.	Nil	Manager Waste, Fleet and Facilities	28/02/2022		Completed
20.10.2021	Field Audit	Workshop	During an inspection of the workshop and associated areas, it was identified that not all activities that require mandatory signage have been identified. The pressure washer safety sign requires additional signage to include goggles and earplugs.	\$ 55.00	WHS Advisor and Manager Waste, Fleet and Facilities	28/02/2022		Completed
20.10.2021	Field Audit	Rangers	Nil overarching risk register identifying all potential hazards / emergency scenarios was sited or made available for reference. A risk register is to be developed that includes all risks associated with the Ranger Departments activities. These risks are then to be discussed in a group with mitigation controls to be determined for each risk. This risk register is then to be disseminated throughout the Ranger Department and used to assist in developing take 5's, SWMS and JHAs.	Nil	Coordinator Community Safety	20.12.2021	Updated 1/01/2022	Completed, Adopted and in practice
20.10.2021	Field Audit	Parks and Gardens	The information contained in Take 5's did not cover all high risk hazards. Workers are to attend training on hazard identification and risk management with supervisors to coach and mentor in the field.	\$ 1,320.00	Manager Operations	28/02/2022		Open
20.10.2021	Field Audit	Parks and Gardens	During an inspection is was noted that not all workers had wet weather PPE (it was raining at the time), take 5's were reviewed and they did not contain wet weather hazards. PPE to be provided to all workers that are required to continue work in the rain.	\$ 5,500.00	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Parks and Gardens	During an inspection is was noted that not all workers had wet weather PPE (it was raining at the time), take 5's were reviewed and they did not contain wet weather hazards. Workers are to attend training on hazard identification and risk management, supervisors are to coach and mentor workers in the field.	\$ 1,650.00	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Parks and Gardens	Workers are sometimes asked to conduct works by themselves (working alone). Upon investigation there were no SOPs or SWMS available to capture Lone Worker Risk and to provide the worker with required controls. The task of working alone is to be reviewed by the workteam with the aim of identifying the associated risks and mitigation controls. This information will then allow the HSE department to develop a SOP for the activity.	Nil	WHS Advisor	28/02/2022		Open
21.10.2021	Field Audit	Parks and Gardens	Workers over reach when they are required to access the side of the truck (SJ11498), to retrieve equipment stored in PVC piping (Rakes etc.). Three points of contact cannot be maintained when this action is performed. Recommendation to lower the storage so it can be accessed without climbing on the vehicle.	Nil	Manager Waste, Fleet and Facilities			Open

21.10.2021	Field Audit	Parks and Gardens	The drop side of the parks truck weighs approximately 20-25 kgs and is often filled with sand or water causing it to be heavier. The CoP for MANUAL HANDLING [NOHSC:2005(1990)] recommends that a single lift at a normal working height should be no more than 16kgs. When there are lone workers, they maneuver this drop tray independently, resulting in a higher likelihood that injury will occur. Develop a manual handling training package that is delivered to all workers and provides guidance on various methods of manual handling.	\$ 5,500.00	Manager Waste, Fleet and Facilities	20.12.2021		Open
21.10.2021	Field Audit	Parks and Gardens	Workers are exposed to traffic hazards when they access the toolbox is fixed to the Drivers side of the Truck (SJ11498). Recommendation to move the toolboxes to the other side of the truck so they can be accessed from the curb side.	Nil	Manager Waste, Fleet and Facilities	20.12.2021		Open
20.10.2021	Field Audit	Parks and Gardens	Toolboxes were observed fixed to a tipping tray. Any contents within the Toolboxes are also moved around when the tray is tipped, which could include equipment and various chemicals. This is potentially exposing workers to severe risks when opening toolboxes after a tip has been performed. Due to this, workers are storing equipment in rear passenger seats within the cab. This is also potential exposing the workers to being struck by an object when the vehicle stops abruptly or in a collision scenario. Storage areas on the trucks are to be reviewed and modified to ensure the hazards of equipment being incorrectly stored or ejected due to the use of the truck tip tray or incident involving the truck are eliminated as low as reasonably practicable.	\$ 66,000.00	Manager Waste, Fleet and Facilities	20.12.2021		Open
21.10.2021	Field Audit	Parks and Gardens	During an inspection it was noted that chemicals were being stored in shelving (i.e.,Slasher Weedkiller) and were unprotected from spills. Recommend to store all chemicals in banded areas, correctly segregated with placarding in place and appropriate spill kits. Spill kit required in Chem shed, bund, signs required. Last workSafe inspection ticked off on the shed compliance will be doing an inspection in Feb again	\$ 11,000.00	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Maintenance Department	No induction orientation undertaken or recorded for new workers in the maintenance department. Recommend all new starters be given a site induction and orientation so they are aware at a minimum the emergency process for that area, where procedures can be found and safety equipment can be located.	Nil	WHS Advisor/Coordinator Facilities Maintenance	28/02/2022		Open
21.10.2021	Field Audit	Maintenance Department	During inspection, it was identified there were no SOP's or SWMs developed for the activities of the maintenance team, Note - EWP and working next to roads were examples given of typical activities.	Nil	WHS Advisor/Coordinator Facilities Maintenance	28/02/2022		Open
21.10.2021	Field Audit	Maintenance Department	During the field audit, it was identified that vehicles had sharps kits and there is possibility the workers are exposed to sharps while performing maintenance works in public locations). During discussions with workers, it was identified that no training or guidance is provided for removal and disposal of sharps. Develop a training package and SOP that covers all aspects of handling SHARPS. See HSWP11 this should be in all vehicles	Nil	WHS Advisor/Coordinator Facilities Maintenance	28/02/2022		Open
21.10.2021	Field Audit	Maintenance Department	During a field inspection, discussions were made regarding no training provided to operate fire extinguishers or how to manage fires, even though all vehicles and around offices and building you can find fire extinguishers. Review training plans for the maintenance department and ensure fire extinguisher training is included. If no training plan exists or fire extinguisher training is included ensure the training plan is updated and then rolled out to the maintenance department.	\$ 2,200.00	Manager People, Development and Wellbeing	28/02/2022		Open
21.10.2021	Field Audit	Maintenance Department	There is potential exposure to asbestos in older buildings. Workers have not received any formal Asbestos awareness training, nor is there a documented process for identifying unknown ACM. Develop an Asbestos awareness training package and present this to the maintenance team, included in the training is the process for identifying unknown ACM. There is a HSWP15 and HSwP23 in E12/6913 and this should be in all worktrucks	Nil	WHS Advisor/Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Maintenance Department	Workers are sometimes asked to conduct works by themselves (working alone). Upon investigation there were no SOPs or SWMS available to capture Lone Worker Risk and to provide the worker with required controls. The task of working alone is to be reviewed by the workteam with the aim of identifying the associated risks and mitigation controls. This information will then allow the HSE department to develop a SOP for the activity.	Nil	WHS Advisor	28/02/2022		Open
21.10.2021	Field Audit	Civils Department	During field audit it was observed that a worker was not abiding to the Shire's minimum PPE standards (wearing shorts apposed to long pants). PPE standard to be reviewed against current requirements and then distributed among all workers. Discussions at toolbox talks and prestarts to include the minimum standard of PPE.	N/A	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Civils Department	Mulch piled too deeply, more than a few inches, can build up heat and spontaneously catch fire. A Temperature Thermometer is recommended to conduct spot checks on mulch piles to ensure temperatures are controlled.	N/A	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Civils Department	Fire Extinguisher in 1GWK699 Loader WA 250 PZ requires replacing – Specifications and other required information recorded on the label is compromised.	\$ 110.00	Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Civils Department	During a field audit vehicle SJ118 was inspected, the vehicles fire extinguisher is out of date (last tagged date FEB 2017).	\$ 110.00	Manager Waste, Fleet and Facilities	28/02/2022		Open

21.10.2021	Field Audit	Civils Department	During a field audit it was noted that the loader did not have a risk assessment available for review. Investigate if the plant and equipment used in civils have been risk assessed and if so ensure the civils team are aware they exist. If they are not available, all plant and equipment used at civils are to have a risk assessment developed and then shared with the work force.	\$ 1,100.00	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Civils Department	As part of the burial process @ graveyard, a shoring box is used to prevent workers digging the grave from being buried by wall collapse. To remove shoring box, chains are attached to the lifting lugs that are located at the base of the shoring box. A worker is required to enter the grave (after coffin is in situ) to attach the chains to the lifting lugs. There is a risk the weight of the worker maybe more than the coffin can withstand and can damage and the worker may enter the inner space of the coffin. Recommend reviewing the process of having lifting lugs at the base of the shoring box vs having them at the top.	\$ 1,100.00	Manager Operations	28/02/2022		Open
21.10.2021	Field Audit	Waste services	During the field audit, first aid kits and fire extinguishers were observed without any inspections being able to be produced or were overdue. These inspections are designed to ensure the emergency equipment are intact, are functional and all contents available for use. Inspection on the emergency equipment is to be undertaken at least on a six-month basis.	\$ 220.00	Manager Waste, Fleet and Facilities	26.11.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	No induction or orientation conducted for visitors to the waste facility. Recommend all visitors be given a site induction and orientation so they are aware at a minimum the emergency process for that area and where safety equipment can be located.	\$ 11.00	Manager Waste, Fleet and Facilities	26.11.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	During the site inspection, it was noted that the door to the crib room was not restrained at all (self-closer type). At the time of the inspection there were intermittent winds that could impact on the door and either slam it close or open at times when the door is opened or during periods of time when the door has not been correctly closed. This action of the door swinging unpredictably can impact on persons entering or leaving the crib room. It is recommended that a door closer be installed on the crib room door that will ensure closure and will also mitigate wind impact.	Nil	Manager Waste, Fleet and Facilities	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	During the site inspection it was noted that the evacuation diagram displayed inside the crib room does not accurately communicate the evacuation routes or consider the rest of the facility. This evacuation diagram requires review and update to reflect the current evacuation routes for the entire facility.	Nil	Manager People, Development and Wellbeing	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	During the site inspection it was noted that there were various electrical items in the office items that were not tagged or had tags that had past their retest date. Test and Tag of electrical items is one way for a company to ensure its duty of care - provide safe place of work with regards to electrical equipment. All electrical items within the working areas including offices are to be tested and tagged.	\$ 110.00	Manager Waste, Fleet and Facilities	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	During an inspection of the waste service unloading and loading areas, it was identified that signage was not compliant to the Global Harmonious System (GHS) for hazardous substance placarding. The signs in this area are to be reviewed and either corrected or have signage installed.	\$ 330.00	Manager Waste, Fleet and Facilities	20.12.2021	28/02/2022	Open
21.10.2021	Field Audit	Waste services	Edge protection around the waste service work areas are to be reviewed against Australian Standards and the WA Code of Practice for Prevention of falls from height at workplaces. If irregularities have been identified during the review, these irregularities are to be corrected so they are compliant with the standards.	Nil	Manager Waste, Fleet and Facilities	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	A review of the emergency services equipment was undertaken during a field inspection. It was identified the area does not have an AED available. As this area is accessed by the public as well as the workers an AED would be a beneficial addition to the emergency equipment already in place.	\$ 2,420.00	Manager Waste, Fleet and Facilities	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	During an inspection of the waste facility, it was identified that the workers did not know where to locate the SOP's for the relevant activities of the facility. At the next prestart the workers are to be informed of their location. They are to be readily accessible to the workers, if they are not then copies of them are to be provided at the work areas. If there are no SOPs available for the activities, a development plan is to be made with the aim of ensuring all activities at the waste facility have an associated SOP.	Nil	WHS Advisor/Manager Waste, Fleet and Facilities	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	Mulch piled too deeply, more than a few inches, can build up heat and spontaneously catch fire. A SOP is to be developed on the management of mulch and other stockpiles with regards to fire.	Nil	WHS Advisor/Manager Waste, Fleet and Facilities	20.12.2021	2/02/2022	Open
21.10.2021	Field Audit	Waste services	Nil overarching risk register identifying all potential hazards / emergency scenarios was sited or made available for reference. A risk register is to be developed that includes all risks associated with the Ranger Departments activities. These risks are then to be discussed in a group with mitigation controls to be determined for each risk. This risk register is then to be disseminated throughout the Ranger Department and used to assist in developing take 5's, SWMS and JHAs.	Nil	WHS Advisor/Manager Waste, Fleet and Facilities	26.11.2021	2/02/2022	Open
21.10.2021	Field Audit	Workshop	During a site inspection it was identified that the prestart used for vehicles and mobile plant did not include a section for emergency stops. As an emergency stop is an important safety device, this should be included on any prestart. A new prestart template is to be developed that includes inspection of E-Stops.	Nil	WHS Advisor	28/02/2022		Open

21.10.2021	Field Audit	Workshop	During inspection, it was identified there were no SOP's or SWMs developed for the activities of the workshop (Use of Forklift, Hoist operation, Battery Charging, Drill Press, Air Compressor etc.)	\$ -	WHS Advisor and Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Workshop	During an inspection it was noted that chemicals were being stored in shelving (i.e., Vehicle Batteries, Cleaning chemicals) and were unprotected from spills. It was also noted that there were chemicals were not segregated correctly (flammable liquids next to flammable gas, Acetylene cylinders next to Oxygen cylinders). Recommend to store all chemicals in bunded areas, gas cylinders separated and chained in upright configuration and correctly segregated with placarding in place and appropriate spill kits. Note - there are specific distances that items are to be stored apart.	\$ 385.00	WHS Advisor and Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Workshop	Nil overarching risk register identifying all potential hazards / emergency scenarios was sited or made available for reference. A risk register is to be developed that includes all risks associated with the Ranger Departments activities. These risks are then to be discussed in a group with mitigation controls to be determined for each risk. This risk register is then to be disseminated throughout the Workshop Department and used to assist in developing take 5's, SWMS and JHAs.	Nil	WHS Advisor and Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Workshop	During a site inspection an operator was observed driving a forklift. It was identified when requesting a copy of the workers VOC that they did not have a documented process that will ensure workers have been deemed competent in the safe use of equipment and safe operation of plant for the purpose of maintenance. An overarching training plan is required to be developed that includes the VOC process for use of high-risk equipment.	\$ 1,100.00	WHS Advisor and Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Workshop	The use of power boards in the workshop (office/residential type) is to be reviewed to ensure they are not overloaded or are able to be potentially overloaded (piggybacking). If any power boards are identified as being piggybacked (power board plugged into another power board) then this situation is to be reviewed with potentially having new power outlets installed to remove the fire risk.	\$ 220.00	AES to assess	28/02/2022		Open
21.10.2021	Field Audit	Workshop	Review the location of electrical cables, power outlets and appliances so they are not in a location where water ingress may become likely. Situations such as cables above water fountains and power outlets installed near water hoses need reviewing to ensure there is no electrocution risk, if an electrocution risk is identified, the electrical components or water sources will need to be addressed.	\$ 330.00	WHS Advisor and Manager Waste, Fleet and Facilities	28/02/2022		Open
21.10.2021	Field Audit	Workshop	During a field audit it was identified that persons using hazardous substances did not know there was health risk assessments, nor did they know how to access them. A training awareness package on the safe handling and storage of hazardous and dangerous goods is to be developed and delivered to the workshop team. The awareness package is to include why a health risk assessment is required and how they are accessed at the Shire.	\$ -	WHS Advisor	28/02/2022		Open
21.10.2021	Field Audit	Workshop	Review the workshop battery charging area to ensure there is no combustible material around the area that may likely provide fuel for an ignition scenario.	\$ 165.00	WHS Advisor	28/02/2022		Open

\$ 100,936.00