

WHS AUDIT REPORT

OCTOBER 2021

SHIRE OF SERPENTINE JARRAHDAL VOLUNTEER FIRE BRIGADE

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1 AUDIT DETAILS

Auditor: Jamie Nakoi – HSEQ Consultant (SAFETY)

Audit Dates: 28/10/2021

Client: Shire of Serpentine Jarrahdale – Emergency Services Department

Location: 6 Paterson St, Mundijong WA 6123

Duration: 1.5 days (12 Hours)

Objective: Conduct Gap analysis of the Shire of Serpentine Jarrahdale (SSJ) – Volunteer Fire Brigades operating processes in line with the new WHS legislation requirements that are set for implementation in 2022.

Scope: External Auditor – HESQ Consultant to conduct the Internal Audit in consultation with the Shires Fire Department. The audit will include a review of the following as requested by the People, Development and Wellbeing Manager for the Shire of Serpentine Jarrahdale.

- Standing operating procedures (SOPs).
- Vehicles, appliances, equipment, and PPE meet the required standard
- The levels of training, information, and instruction on the use of vehicles and equipment
- The provision of volunteer welfare rates, including first aid, refreshments where possible, relief for fatigued crews and welfare services
- The standard of the SSJ fire stations.

2 DEFINITIONS AND ACTION REQUIRED WITH RESPECT TO AUDIT FINDINGS

- The Company - Client as identified in section 1.
- The Auditor – Auditor as identified in section 1.
- HSEQ - Health, Safety, Environmental and Quality
- HSEQ IMS - Health, Safety, Environmental and Quality Integrated Management System.
- OHS – Occupational Health and Safety
- OHS MS - Occupational Health and Safety Management System

2.1 Major non-conformance

The absence of or a significant failure to implement and/or maintain conformance to the applicable Companies HSEQ IMS/ OHS MS requirements is based on objective evidence. Accordingly, such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e., the absence of or failure to implement a complete clause of The Companies HSEQ IMS or other regulatory/ legislative requirements); or a situation which would base on available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

2.2 Minor non-conformance

Represents either a management system weakness or a minor issue that could lead to a major non-conformance if not addressed. Each minor NC should be considered for potential improvement and further investigation of system weaknesses for possible inclusion in the corrective action program.

3 INTERNAL AUDIT CRITERION AND FINDINGS

3.1 Standing operating procedures (SOPs)

- E18/1470 2020 Section 1.2 ADOPTION OF DFES STANDARD OPERATING PROCEDURES (SOPS) – Details where the Shire has developed its own policy/procedure/process, and there is duplication or inconsistency with the DFES protocols, the Shire policy/procedure/process shall be the overriding policy. However, nil Shire managed SOPs are detailed within E18/1470 2020.
- E18/1470 2020 does not detail how training in applicable SOPs is evidenced.
- DFES SOP 3.5.10 – Crew Safety at Bushfires – Version 2.1 – Details how the Shire shall minimise the risks associated with operational bush firefighting.
- DFES SOP 3.17.13 – Safe Work at Heights – Version 1.0 – Suitably details how the risk of Working at Heights will be managed by volunteers.
- A screenshot provided conforms the Shire has access to approximately 98 Standard Operating Procedures for review/ training; however, section 1.2.2 of E18/1470 2020 only details 43 Standard Operating Procedures adopted by the Shire. The Emergency Services department has free liberty to reference any of the DFES SOPs.

3.2 Vehicles, appliances & equipment

A person conducting a business or undertaking has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking. This duty includes ensuring, so far as is reasonably practicable, the provision and maintenance of safe plant, and the safe use, handling, storage and transport of plant.

3.2.1 Definitions

WHS – Workplace Health and Safety

PLANT - Plant includes any machinery, equipment, appliance, container, implement and tool, and consists of any component or anything fitted or connected to any of those things. Plant

includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.

COMPETENT PERSON - Competent person means a person who has acquired the knowledge and skills through training, qualification or experience to carry out the task.

3.2.2 The provision and maintenance of safe plant

- E18/1470 – Section 2.5.3 - Vehicle/Station/Equipment Fault Reporting details that Form E18/6924 Vehicle Fault Report form (VFR) must be filled out and submitted to the Shire for all vehicle defects, as identified and that either the Vehicle Maintenance Checklist LT Final and Vehicle Maintenance Checklist 3.4 Final (no document identifier to reference) has been provided to Brigades for general maintenance/checking of vehicles and this checklist must be returned to the Shire monthly. Completed Vehicle Maintenance Checklist conducted on 09/10/2021 for the Byford Fire Brigade sited.
- E18/1470 – Section 2.5.4 - Scheduled Servicing and Maintenance details that The Shire's Emergency Services Team will schedule servicing of vehicles per the LGGSS manual service schedules and that Mechanics/ Service providers conduct servicing as per the relevant 'A', 'B', and 'C' service checklists.
- E18/1470 – Section 3.1 Membership identified the requirement for all new members to complete the Shire Induction Assessment - SJ TRIM: E14/1413 before starting works; this document includes operator competency/ training for maintenance of equipment and reporting procedures.
- Revise Volunteer Bushfire Brigade Members Induction SJ TRIM: IN19/14466 to include controls for managing plant risk in the workplace.
- E18/1470 – Section 2.5.6 Vehicle/Station/Equipment Modifications - No brigade is to conduct any modifications or alterations to any Brigade/Shire vehicle, station, or equipment without endorsement from the Brigade Captain and authorisation from the Coordinator Emergency Services in writing.

- Modifications to vehicles/stations/equipment are proposed through the Brigade Executive Committee and referred to the Shire's Emergency Services Team; if endorsed, the modification is approved.
- Modifications could include but are not limited to installing additional fire hoses - Nil process in place to risk-assess equipment after modifications have been made to ensure compliance requirements are met and vehicle load capacities are not exceeded.

3.2.3 The safe use and handling of plant - Competency

3.2.3.1 Findings

- E18/1470 5/2020 Section 2.5 - VEHICLES AND EQUIPMENT identifies minimum licensing requirements for firefighting vehicles. However, except for supervised learner class license holders, E18/1470 5/2020 does not currently detail minimum requirements for ensuring workers are competent in operating firefighting vehicles. I.e., Before the operation of any Brigade vehicle, a vehicle familiarisation must be completed.
- E18/1470 5/2020 Section 3.1 - Membership identified the requirement for all new members to complete the Shire Induction Assessment - SJ TRIM: E14/1413 before starting works; this document includes operator competency/ training for Light Tanker and Water Tanker Familiarization, this consists of all Appliances and Equipment fitted/ stored or in use within the vehicle.
- Completed record SJ TRM: E14/1413 Mundijong - Volunteer Firefighter Induction - Gillian French sited.

3.2.4 The safe use and handling of plant – Risk Management

WHS Standard: To ensure workers do not harm themselves or others whilst operating PCBU provided equipment, the PCBU has a duty of care to ensure relevant hazards/ risks associated with plant operation have been controlled and communicated to operators. Hazards and Risks to be controlled/ documented include but are not limited to; Guarding, permanently fixed physical barriers, location of safety and

emergency signage/ warning devices including Emergency Stops (E-Stops), the identification and location of Operator controls, Isolation of energy sources.

- E18/1470 5/2020 Section 2.4.1 Risk assessment and authorisation of activities details a requirement for a notification and/or risk assessment form to be completed when workers plan to undertake an event/activity outside currently managed processes. Nil process identified to confirm Risk mitigation strategies have been implemented to ensure volunteers are safe whilst operating equipment.
- Plant/ Vehicle operation Risk is communicated to volunteers during the Familiarization training, this is an informal process. Nil documented process identified to communicate specific training on Risks and Controls associated with the use of Plant and Equipment, i.e., Plant Risk assessments, Risk Register or SWMS.
- Development of a Risk Register that identifies the hazards/ risks associated with this requirement.

3.2.5 The safe use of plant – Equipment Modifications

- WHS Regulations state that a PCBU may use plant only for the purpose it was designed unless the proposed use does not increase the risk to health or safety. E18/1470 5/2020 Section 2.5.6 details that "Modifications to LGGS vehicles/assets will also need to follow the required process through DFES for formal approval."

3.2.6 The safe use of plant – Commissioning new plant/ equipment

- WHS regulations details that a PCBU must ensure that plant is not commissioned unless the person has established that the plant is, so far as reasonably practicable, without risks to the health and safety of any person and that said process include inspections that ensure, so far as is reasonably practicable, the risks are monitored.

- Section 2.5.5 of E18/1470 5/2020 - Vehicle/Equipment Replacement details the requirements to manage to purchase and decommission equipment; however, this process does not document the requirement for risk management as per the WHS regulations.

3.2.7 Storage and transport of plant.

WHS regulations documents the requirement for a PCBU or a person with management or control of plant at a workplace must ensure that plant, not in use is left in a state that does not create a risk to the health or safety of any person.

- E18/1470 5/2020 Section 2.5.2.1 Housing of firefighting vehicles - Brigade vehicles and equipment shall be housed at the relevant brigade's station. Where circumstances require the temporary relocation of vehicles/equipment (i.e., damage to the station), this must be endorsed by the Brigade Captain and CBFCO or DCBFCO.
- WHS Regulations require the PCBU to implement control measures to eliminate, or if that is not reasonably practicable, minimise the risk to health and safety to people during storage. For example, release stored energy, lower moving parts lower under gravity and provide support to prevent toppling. As well as implementing control measures to eliminate or, if that is not reasonably practicable, minimise the risks of damage to the plant during storage. For example, risks may arise from corrosion because of exposure to residues of hazardous substances and deteriorating consumables. Therefore, nil processes confirming compliance with this requirement were cited during this audit.
- WHS Regulations also require controls be put in place before the plant is used after an extended period of storage; the plant should be re-commissioned by carrying out the same level of testing and inspection as when it was first commissioned. Nil processes confirming compliance with this requirement were cited during this audit.

3.2.8 The Safe Transport of Plant – Decommissioning

- WHS Regulations detail a duty of care for PCBUs to manage the risks associated with transporting plant, i.e. If the plant is to be scrapped, the PCBU should consult with local waste disposal authorities or organisations so that the plant is safe to load, transport, unload and dispose of. Or if the plant is sold that the plant is safely transported.
- Nil documented process detailed within E18/1470 5/2020 to communicate that all decommissioned vehicles are managed directly by DEFS, nil movement or operation of the decommissioned vehicle is not permitted without direct DEFS authorisations.

3.2.9 Keeping records

- WHS Regulations detail that a PCBU or person with management and control of plant must keep a record for plant that requires design or item registration, including records of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant.
- E18/1470 5/2020 Section 4.6.3 Records management, privacy and document storage details a criterion to determine what records are retained and how they are managed
- E18/1470 5/2020 Section 2.5.4 Scheduled Servicing and Maintenance details that copies of completed service checklist are retained within the J-drive.

3.2.10 Other Specific control measures

- WHS Regulation require the PCBU to ensure that specific control measures for Guarding, Operational controls, Emergency stops, and Warning devices are considered, and controls are documented/ communicated and inspected.
- Communication of specific control measures for Guarding, Operational controls, Emergency stops, and Warning devices are informally conducted during the Volunteer Firefighter Inductions.

3.3 PPE

3.3.1 Selection of personal protective equipment

Under the model WHS laws, PCBUs must put control measures in place if it is not reasonably practicable to eliminate a health and safety risk in the workplace. Control measures may include PPE as an interim or last resort or as back-up. Where PPE is to be used, it must be:

- Selected to minimise risk to health and safety, including by ensuring equipment is:
 - o suitable for the nature of the work or hazard
 - o a suitable size and fit for the individual who is required to use it and that it is reasonably comfortable.
 - o Maintained, repaired, or replaced, which includes ensuring the equipment is:
 - o clean and hygienic
 - o in good working order.
- Used or worn by the worker, so far as is reasonably practical.

A PCBU must:

- consult with their workers when selecting PPE
- ensure, as far as is reasonably practicable, that the PPE is used or worn by the worker
- provide the worker with information, training and instruction in the proper use and wearing of PPE and its storage and maintenance.

3.3.1.1 Findings

- E18/1470 5/2020 Section 2.5.8 Personal Protective Equipment/Clothing (PPE/PPC) communicates the minimum PPE required for active members.
- Personal Protective Clothing Form ESD46 is completed and communicated to all volunteers during inductions and recorded within Volunteer Induction Assessment SJ TRIM: E14/1413.
- A PPE Issuance Form ES46 – Trim Ref: E06/1605 is also completed. Evidence is detailed on the last page of the ES56 - Application to join a bush fire brigade.

- E18/1470 5/2020 Section 2.1.1 Mobilisation details the requirement to don PPE before mobilising to the incident.
- SJ TRIM: IN19/14466 Volunteer Bush Fire Brigade Members Induction Information page 18 - details the requirement and the minimum PPE. Training in this process is recorded using the Volunteer Induction Assessment SJ TRIM: E14/1413.

3.3.2 Storage and maintenance of personal protective equipment

- E18/1470 5/2020 Section 2.5.8.2 PPE storage, upkeep, and maintenance – Details that PPE must be cared for and maintained per manufacturer specifications. As well as the requirement that all PPE must be stored at the relevant brigade station when not being used for brigade activities. Members may only remove PPE from the station at the captain's discretion. Note that It is the responsibility of each member to ensure their PPE is in a serviceable condition and maintained appropriately.
- PPE is issued during Volunteer Firefighting Inductions
- Storage, use and maintenance of PPE are informally discussed with each volunteer during Volunteer Firefighting Inductions.

3.3.3 Protective clothing

- E18/1470 5/2020 Section 2.5.8.4 PPE contamination and laundering – Communicates specific instruction on maintaining PPE.

3.4 Shire provision of volunteer welfare rates, including first aid, refreshments where possible, relief for fatigued crews and welfare services

3.4.1 Welfare

- E18/1470 5/2020 Section 4.4.1 Occupational Safety and Health – Details that The Shire is firmly committed to enabling all brigade activities to be carried out safely, and with all possible measures

taken to remove (or at least reduce) risks to the health, safety and welfare of brigade members and anyone else who may be affected by brigade activities.

- E18/1470 5/2020 Section 2.1.3.3 Catering and responder welfare details a refreshment index
- E18/1470 5/2020 Section 2.1.4 Shift rostering and fatigue management – Details minimum fatigue management requirements.
- E18/1470 5/2020 Section 2.3.4 Brigade Skills Maintenance Training – Details that Firefighter Welfare, Health and Safety exercises are undertaken during recommended monthly programmed activities and conducted at least once per year.
- Responsibilities communicated within E18/1470 5/2020 Section 4.1.1.2 Deputy Chief Bush Fire Control Officer, identifies the responsibility to Organise brigades to attend, arrange relief crews, machinery and welfare for fire crews (in consultation with CBFCOs).
- Vehicle Maintenance Checklist LT Final and Vehicle Maintenance Checklist 3.4 Final (no document identifier to reference) ensure that required water and rations are always available within the vehicles at all times. This inspection is conducted monthly.
- Nil documented process identified within E18/1470 5/2020 to confirm if Vehicle Maintenance Checklist LT Final and Vehicle Maintenance Checklist 3.4 Final (no document identifier to reference) are conducted after each fire event to ensure all required equipment, rations and water suppliers are replenished. This process is conducted after each fire event.
- DFES SAP 1.1.C – Wellness – Version 1.0 clearly details how the Shire ensures the mental and emotional health of emergency services volunteers and their immediate families.
- Nil process identified to confirm volunteer fatigue is assessed before starting a shift at a fire event.
- After every fire event, there is a debrief held with all the relevant members of the brigade; during this informal debrief, if required, additional assistance or mental health support is offered directly through the Shire resources. Unfortunately, this process is not currently documented.
- Wellness officers are trained DEFS employees, where fire events exceed level 1 and or small level 2, DEFS assigns Wellness officers. For all level 1 and small level 2 events, VBFB OIC are trained by DEFS to provide basic wellness services are detailed in E18/1470 5/2020. In addition, nil

documented training evidence is currently retained to confirm VFBF OIC are trained in the requirements of E18/1470 5/2020.

3.4.2 Provision of First Aid

- First aid kits are stored within each vehicle and inspected at least annually.
- E18/1470 5/2020 Section 2.3.3.1 First Aid Training details that the Shire will organise First aid training each year through an expression of interest process commencing in April. To be eligible to undertake first aid training, a nominee must:
 - Be a current active member of a Shire BFB;
 - Have completed Bushfire Safety Awareness and Bush Fire Firefighting techniques; and
 - Be endorsed by their Brigade Captain. First aid training must be completed every three years & CPR every year.
- E18/1470 5/2020 Section 2.3.4 Brigade Skills Maintenance Training – Details that First aid exercises are undertaken during recommended monthly programmed activities and conducted at least once per year.
- E18/1470 5/2020 Section 6 references various First Aid Kit Replenishment forms; these documents are not completed to confirm the kits' contents are suitable/ in-date and regularly inspected as required by First Aid in the Workplace Code of Practice - Safe Work Australia.
- First aid kits are confirmed as available in the vehicle during vehicle inspections – Refer Vehicle Maintenance checklists. However, nil process could be assured to detail that the first aid kits are inspected at this time.
- Evidence of inspection and a record of supplies used should be retained within the first aid kits as required by First Aid in the Workplace Code of Practice - Safe Work Australia.

3.5 The standard of our fire stations

- Only one site inspection was conducted during this audit, the Byford VFBF facility. However, at the request of the Shire of Serpentine Jarrahdale, a thorough review of volunteer bush fire brigade (VFBF) facilities was already undertaken by LGIS on the 15th of October 2021.
- LGIS report observations;

- OAKFORD VBFB - The facility has a 'collar tank' hoist present – with damage to the lifting wire – Highly recommend this be taken down as soon as possible. This damage would deem the mechanism unsafe by Worksafe standards.
- Chemical Management – Various reports' observations identify that the VBFB could significantly benefit from further resources to manage Chemicals required for VBFB activities and operations. For example, suitable storage cabinets (Flammable Gas & Flammable liquids), suitable gas bottle storage and an SDS management strategy like Chem Watch. In addition, chemicals within the brigades should be managed the same across all Shire departments/ facilities, as per the Shires Chemical management processes.
- Electrical Management – Various observations within the report identify that the VBFB could significantly benefit from further resources to manage Electrical items and equipment – For example, all electrical leads and power boards showing signs of aging or damage should be replaced, use of double adaptors and piggyback devices should be banned in line with current WHS practices. The management of Electrical Equipment within the brigades should be managed the same across all Shire departments/ facilities, as per the Shires Electrical safety processes.
- Ladders - Various observations within the report identify that the VBFB could significantly benefit from a documented ladder inspection policy that ensures all ladders are checked and inspected (documented inspections) at least every 6 months in line with current WHS practices, a review of all ladders in use for the VBFB to ensure they are all Industrial rated not residential.
- Plant and Design registration – Review the link below to determine what additional equipment in use at the VBFB requires registration with WorkSafe.
<https://www.commerce.wa.gov.au/worksafe/what-kinds-plant-requires-registration-or-re-registration>. A review is also recommended for scheduled maintenance of all mechanical/

electrical equipment in line with manufacturer recommendations, i.e. are all generators/ hoists/ pumps etc., being serviced? And is this documented?

- Storage of equipment - Various observations within the report also identified that the VBFB has storage limitations. There are instances where storage is a "must make it work" situation; when this occurs, a risk assessment should be completed to identify if the items or area of storage will pose a risk to workers or damage to property. I.e. Temporarily stored items could be barricaded off to eliminate anyone from entering the areas. Also, a side note is that Hay bales are considered a dangerous load when transporting as they are highly flammable.

4 CONCLUSION

The Emergency Services department for the Shire of SJ currently operates predominately under the DEFS SOPS and procedures. Training in SOPs and relevant procedures are conducted quite thoroughly by DEFS via training packages are set by DEFS and delivered approved trainers and assessors; however, the competency information provided in return does not specifically detail what SOPs or procedures the volunteer has been trained in. The brigades conduct the initial inductions and retain documented evidence at the Brigade level. Therefore, volunteers are not currently receiving documented training in relevant Shire OHS processes and procedures or the overarching Business Operating Procedure E18/1470 5/2020.

There is nil reference to Workplace health and safety processes currently being conducted across other Shire departments. The Shire could also benefit from ensuring all departments within the Shire are using the same WHS processes across the company to ensure consistency.

It is recommended that the Shire identify if the Department of Fire and Emergency Service plans or is planning on implementing/ revising any new SOPs or revising current SOPs in line with the upcoming WHS legislation changes in 2022 regarding the activities of the VBFB. Although the primary instruction for the VBFB is in compliance with DFES, the Shire has a duty of care to manage the WHS of the workers, including facilities and plant. Therefore, an executive-level determination of what overarching Shire managed processes and DEFS managed workplace health and safety procedures will be implemented across all brigades is strongly recommended. Once determined, a detailed BOP to communicate will serve as a document "How to comply with both Shire and DFES requirements".

With the 2022 revised WHS legislation coming into effect, it is strongly recommended that the Shire apply Shire funded/ managed resources to assist the Emergency Services department in running their brigades as a WHS compliant workplace and manage its volunteers in the same capacity as its current Shire workers. A current WHS review is being conducted across the Shire departments; once this is completed, the Emergency Services department must adopt the same Shire WHS management system to ensure WHS compliance.

5 NON – CONFORMANCES AND RECOMMENDATIONS

CORRECTIVE ACTION REGISTER

Date	Source	Department	Corrective Action	Responsibility	Due Date	Completion Date	Status	Evidence Provided
28.10.21	Field Audit	Fire Department	Nil current process identified that ensures the Shire Emergency Services Volunteers are trained in E18/1470 2020 or other relevant Shire SOPs/ Procedures relative to the activities conducted. Training process to be developed that ensures volunteers are trained in E18/1470 2020 and other Shire Procedures that are relevant to the activities they are undertaking.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Nil documented process to risk assess the equipment after modifications have been made to ensure compliance requirements are met and vehicle load capacities are not exceeded. A Change Management Procedure is to be developed that considers changes made (modifications) and the hazards those changes may have introduced to the process/equipment/personnel.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Vehicle Maintenance Checklists do not currently reference a Plant/ vehicle identified, i.e., Registration or ID numbers. This is required to ensure inspection documents are relative to a specific vehicle. Review checklists associated with plant and vehicles and ensure they are compliant and cover all aspects.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Nil formal/ documented process identified to communicate specific training on Risks and Controls associated with the use of Plant and Equipment, i.e., Plant Risk assessments, Risk Register or SWMS. An overarching risk register is to be developed that captures all hazards and the risks that the fire department is exposed to whilst they undertake all of their associated activities.		26.01.22		Open	
28.10.21	Field Audit	Fire Department	Process for commissioning/ decommissioning new plant/ equipment does not document the requirement for risk management as per the WHS regulations. Review the procedures that is in place for commissioning and decommissioning new plant/equipment and include the requirement to identify hazards and risks and ensure mitigation controls are identified.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Nil documented process for confirming compliance to eliminate, or if that is not reasonably practicable, minimise the risk to health and safety to people during storage of Plant/ Vehicles. Review the procedure of storing plant and vehicles and ensure the risks to personnel have been identified with		26.01.22		Open	

			adequate controls, if there is a gap, the procedure is to be updated to reflect correct storage and handling of vehicle and plant.					
28.10.21	Field Audit	Fire Department	Nil SOPS/ SWMS/ procedures etc., identified that ensures specific control measures for Guarding, Operational controls, Emergency stops, and Warning devices are considered, and controls are documented/ communicated and inspected. Develop a procedure that ensures specific safety controls for plant and equipment (emergency stops, pull wire devices etc.) are considered when purchasing/hiring equipment and when undertaking inspections on this equipment, the prestarts and inspections forms reflect the same		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Nil documented process to confirm volunteer fatigue is assessed before starting a fire event shift. Review the SSJ Fatigue Management Procedure to ensure all workers including volunteers are assessed for fatigue before starting a fire event shift. If a fatigue management procedure does not exist, one is to be developed.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Nil documented process for Vehicle Maintenance Checklist LT Final and Vehicle Maintenance Checklists to be conducted after each fire event to ensure all required equipment, rations and water suppliers are replenished. Develop a procedure that is used to identify any damage to plant and equipment and stock used after a fire event.		26.01.22		Open	
28.10.21	Field Audit	Fire Department	E18/1470 5/2020 Section 2.3.4 Brigade Skills Maintenance Training – details that First aid exercises are undertaken during recommended monthly programmed activities and conducted at least once per year. This process is not currently practised; nil documented evidence could be cited at the time of this audit. Review training plan for the fire department and investigate why training for first aid field exercises has stopped. If there is no training plan, one is to be developed and a review of all training exercises required for the fire department is to be undertaken with the aim of developing a robust schedule.		26.01.22		Open	
28.10.21	Field Audit	Fire Department	First Aid Kits within VBFB vehicles are not being managed according to First Aid in the Workplace Code of Practice - Safe Work Australia. Review the current process against the CoP for First aid in the workplace, if there are discrepancies the SSJ procedure is to be updated.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Current Occupational Health and Safety management strategies and processes adopted by the Shire of SJ are not implemented within VBFB Facilities. For example, cyclic workplace inspections are conducted by HSRs for all other Shire departments; however not implemented for the VBFB Facilities. Discuss with the Department Manager why the requirements of the workplace inspections, the roles of HSR and what may be limitations that are causing the inspections to not be completed.		20.12.2021		Open	
28.10.21	Field Audit	Fire Department	Review E18/1470 2020 Section 1.2 Adoption of DFES standard operating procedures (SOPs) to include the location or a list of any applicable Shire SOPs or procedures the Fire Department operates under.				Open	

28.10.21	Field Audit	Fire Department	Recommendation for the Shire to include the communication of E18/1470 2020 and all its relevant SOPs, including Shire OHS procedures etc., in the Volunteer Induction Assessment TRIM: SJ E14/1413.				Open	
28.10.21	Field Audit	Fire Department	E18/1470 – Section 2.5.4 Scheduled Servicing and Maintenance of E18/1470 5/2020 details "A brigade equipment officer or suitably equipped and competent member as determined by the Brigade Captain may perform minor tasks such as replacing faulty light bulbs (not LED's), fuses and regular lubrication of hose couplings, hose reels and cleaning out air cleaner elements on fire appliances.", a recommendation to document what criteria deems a worker as "suitably equipped and competent", to ensure persons performing minor tasks do not cause themselves, others or assets harm.				Open	
28.10.21	Field Audit	Fire Department	E18/1470 5/2020 Section 2.5 details "A member must be approved by the Brigade Captain prior to driving a vehicle under emergency and/or operational conditions.", the recommendation to include what criteria the Brigade Captain uses to "Approve" a member to drive firefighting vehicles.				Open	
28.10.21	Field Audit	Fire Department	Revise Volunteer Bushfire Brigade Members Induction SJ TRIM: IN19/14466 Familiarisations to include controls for specific plant safe use and handling and to communicate to volunteers how the Shire will ensure all brigade activities will be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of brigade members and anyone else who may be affected by brigade activities.				Open	
28.10.21	Field Audit	Fire Department	Revise the Shire Induction Assessment - SJ TRIM: E14/1413 to include Familiarisation training on other vehicles, on Risks and Controls associated with the use of Emergency Services Plant/ Vehicle and Equipment and to include the communication of specific control measures for Guarding, Operational controls, Emergency stops, and Warning devices				Open	
28.10.21	Field Audit	Fire Department	Review/ development of a SOP or Plant Risk Assessment that identifies how the department will manage risks associated with vehicle use or operation. Refer controls detailed within MANAGING THE RISKS OF PLANT IN THE WORKPLACE Code of Practice 2021.				Open	
28.10.21	Field Audit	Fire Department	Revise E18/1470 5/2020 Section 2.5.6 to include WHS requirements and obligations for the safe modification of equipment, to communicate" All vehicles that are decommissioned are managed directly by DEFS, nil movement or operation of the decommissioned vehicle is not permitted without direct DEFS authorisations." Or equivalent and to include in Section 4.6.3. to include a criterion to record and control documented WHS compliance records.				Open	

28.10.21	Field Audit	Fire Department	Implement a process to conduct plant/ vehicle pre-purchase or pre-acquisition risk assessments for all new high-risk (High-risk definition to be determined/ approved by Shire executives) plant/ equipment purchases and modifications.				Open	
28.10.21	Field Audit	Fire Department	A review of Shire Fleet management practices, refer Workshop_Report_20211102_Rev 1, identified that maintenance and fault management records for Shire Fleet are retained within the OneComm program. Therefore, it is recommended that the Emergency Services vehicle are managed within the same platform.				Open	
28.10.21	Field Audit	Fire Department	Develop a SOP/ SWMS to ensure specific control measures for Guarding, Operational controls, Emergency stops, and Warning devices are considered, and controls are documented/ communicated and inspected.				Open	
28.10.21	Field Audit	Fire Department	Revise E18/1470 5/2020 Section 2.5.8 to include those minimum PPE requirements for Fire Fighting activities are determined by DFES and reference DFES SOP 3.2.1 – Personal Protective Equipment (PPE)				Open	
28.10.21	Field Audit	Fire Department	Develop a Shire managed PPE SOPs to ensure that the Shire has communicated how volunteers shall ensure all PPE provided is used, stored / serviced and maintained appropriately.				Open	