

HAZARD		ACTIONS		
	Hazard Identified	Corrective and Preventative Action	Comments	Status
1.00	Training			
1.01	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	Developing a revised Brigade Operating Procedure Developing new formalised training procedure for a shire wide training team and training plan.	Ref. Section 2.3 Training of Brigade Operating Procedure. Brigade minimum Training Standard developed. Brigade Officers Training Plan Developed	IN PROGRESS - Subject to the completion of the revised Brigade Operating Procedure. Ongoing monitoring as new members join and individual roles and responsibilities change.
1.02	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.	Plans currently in review, identified that development of a Training Plan to include a skills matrix and succession planning.	Ref. Section 2.3 Training of Brigade operating Procedure. Brigade minimum Training Standard developed. Brigade Officers Training Plan Developed	In Progress - Revised BOP to be issued with new training SOP to be attached. Ongoing monitoring as new members join and individual situations change
1.03	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.	Developing a new Induction Program and procedure and supporting literature.	Induction programme revised to include minimum training standards. Annual preparedness incorporated into training with implementation of pre season competency checks	In Progress = Revised BOP to be issued with new Induction SOP to be attached. Ongoing monitoring as new members join and individual situations change
1.04	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	To be reviewed with Risk & Asset Management. Software systems under review in order to achieve checklists i.e. OneComm, Sharepoint Forms.	Induction programme revised to include minimum training standards. Annual preparedness incorporated into training with implementation of pre season competency checks	In Progress = Revised BOP to be issued with new Induction SOP to be attached. Ongoing monitoring as new members join and individual situations change
2.00	IT and Procedures			
	Communication			
2.01	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.	Being Reviewed and options being explored in how to achieve this process. Requires significant funding and project management	BOP currently being revised to include references to adopted DFES SOP's and SAP's	IN PROGRESS BOP currently being revised with reference to currently adopted SOP's and SAP's
2.02	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	Being Reviewed and options being explored in how to achieve this process.	BOP currently being revised to include references to adopted DFES SOP's and SAP's	IN PROGRESS Induction package revised to align with the requirements of the revised BOP
2.03	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.	Being reviewed against DFES literature.	Fatigue Management is being rolled out as a standard DFES SOP at an incident management level as well as at the shire level when managing crew rotation. SOP 7.1.1 - Heat Management DFES Policy 96: Fatigue Management Fatigue Management Guidelines	CLOSED - With ongoing Management As every incident is different the fatigue management must also be flexible to account for this.
2.04	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	To be reviewed - needs a formal process for approval. Course is required as a minimum. High Risk	All drivers of the Vehicles under emergency conditions must have obtained the appropriate qualifications. Driving under operational Conditions	In Progress = Revised BOP to be issued with new Vehicle Operations SOP to be attached. Ongoing Management All Brigade Volunteers that are required to operate Fire Appliances under Emergency Conditions are required to obtain the Drive under Operational Conditions qualification.
2.05	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.	This is already in the BOP. In revision to ensure compliance and to improve current storage and maintenance.	Minimum PPE standard has been formalised and distributed to the brigades, this will be included in the revised BOP	In Progress = Revised BOP to be issued with new Minimum PPE SOP to be attached. Ongoing monitoring required to ensure the standard of PPE is maintained and all required equipment is supplied, used and maintained in accordance with the manufacturers recommendations.

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2.06	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)	Reviewing against the DFES procedure.	Minimum PPE standard has been formalised and distributed to the brigades, this will be included in the revised BOP	In Progress = Revised BOP to be issued with new Minimum PPE SOP to be attached. Ongoing monitoring required to ensure the standard of PPE is maintained and all required equipment is supplied, used and maintained in accordance with the manufacturers recommendations.	

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Plant and Equipment				
2.07	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.	Minimum training standards identified for operational fire fighters and brigade officers.	All Brigade members are trained in the safe use of the plant and equipment through the use of: > Weekly Brigade Training Sessions; > Pre Season Competencies; > Driver Training; and > Task specific training (eg. Machinery Supervision) > Formal Driver Operator Firefighting Appliance Assessment (DOFA)	CLOSED - with ongoing monitoring as new members join and individual situations change
2.08	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.	To be reviewed and explore options of developing OneComm to achieve compliance. Investigate DFES Procedure to simulate.	Vehicles are not modified from the units provided by DFES. All Vehicles go through a rigorous development and Testing programme before being issued to the brigades. No modifications are permitted to the vehicles without the approval of the CESM/CBFCO	CLOSED - Ongoing review, all vehicles are to be regularly serviced using suitably qualified mechanical technicians to ensure that they remain fit for purpose.
2.09	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.	To be reviewed as per above.	All Brigade members are trained in the safe use of the plant and equipment through the use of: > Brigade Training Sessions; > Pre Season Competencies; > Driver Training; and > Formal Driver Operator Firefighting Appliance Assessment (DOFA)	CLOSED - With ongoing monitoring as new members join and individual situations change
2.10	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.	To be reviewed. DFES responsible and we do not purchase fleet direct.	All Vehicles go through a rigorous development and Testing programme before being issued to the brigades. No modifications are permitted to the vehicles without the approval of the CESM/CBFCO	CLOSED
2.11	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.	To be reviewed. Software systems under review in order to achieve checklists i.e. , OneComm	Current Vehicle Fault reports and Vehicle checklists do currently have the vehicle call Sign and registration included in the documentation. Vehicle Checklists and Vehicle Fault Reports have been converted to On Line fillable forms through OneComm.	IN PROGRESS Onecomm Process currently in user testing phase Revised BOP to be issued with new Vehicle Fault Reporting SOP to be attached.
2.12	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.	To be reviewed. Software systems under review in order to achieve checklists i.e. MOVAT, OneComm, Sharepoint Forms.	All Brigade members are trained in the safe use of the plant and equipment through the use of: > Brigade Training Sessions; > Pre Season Competencies; > Driver Training; and > Formal Driver Operator Firefighting Appliance Assessment (DOFA)	CLOSED

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2.13	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 adequate controls, if there is a gap, the procedure is to be updated to reflect correct storage and handling of vehicle and plant.	To be reviewed. Software systems under review in order to achieve checklists i.e. MOVAT, OneComm, Sharepoint Forms.	All Brigade members are trained in the safe use of the plant and equipment through the use of: > Brigade Training Sessions; > Pre Season Competencies; > Driver Training; and > Formal Driver Operator Firefighting Appliance Assessment (DOFA)	CLOSED - With ongoing monitoring as new members join and individual situations change
2.14	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.	There is no guarding required on the Fire appliances as there are no exposed moving parts. All of the vehicle safety equipment is checked as a part of the brigade vehicle checks.	All Brigade members are trained in the safe use of the plant and equipment through the use of: > Brigade Training Sessions; > Pre Season Competencies; > Driver Training; and > Formal Driver Operator Firefighting Appliance Assessment (DOFA)	CLOSED - Ongoing review, all vehicles are to be regularly serviced using suitably qualified mechanical technicians to ensure that they remain fit for purpose.
2.15	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.	To be reviewed with Risk & Asset Management. Software systems under review in order to achieve checklists i.e. MOVAT, OneComm, Sharepoint Forms.	Current Vehicle Fault reports and Vehicle checklists do currently have the vehicle call Sign and registration included in the documentation. Vehicle Checklists and Vehicle Fault Reports have been converted to On Line fillable forms through OneComm.	IN PROGRESS Onecomm Process currently in user testing phase
2.16	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.	To be reviewed with Risk & Asset Management. Software systems under review in order to achieve checklists i.e. MOVAT, OneComm, Sharepoint Forms. Shire facilities is responsible - process needs development for prioritising tasks.	Current Vehicle Fault reports are completed and forwarded to the Emergent Services Technical Support Officer. The fault is reported and a suitably competent contractor is engaged to rectify the issues identified.	CLOSED - Ongoing review, all vehicles are to be regularly serviced using suitably qualified mechanical technicians to ensure that they remain fit for purpose.
2.17	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.	DFES managed. Usualy vehicles are tagged out - need to develop a process for what to do once tagged out.	All Vehicles go through a rigorous development and Testing programme before being issued to the brigades. No modifications are permitted to the vehicles without the approval of the CESM/CBFCO. The brigade BOP to be modified to state this.	CLOSED - Ongoing review, all vehicles are to be regularly serviced using suitably qualified mechanical technicians to ensure that they remain fit for purpose.
2.18	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.	To be reviewed with Fleet Management. Software systems under review in order to achieve checklists i.e. MOVAT, OneComm, Sharepoint Forms.	Current Vehicle Fault reports and Vehicle checklists do currently have the vehicle call Sign and registration included in the documentation. Vehilce Checklists and Vehicle Fault Reports have been converted to On Line fillable forms through OneComm.	IN PROGRESS Onecomm Process currently in user testing phase
2.19	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	This has been considered and is not applicable to Emergency Services appliances and equipment.	Not Applicable	CLOSED Not Applicable

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Facility Procedures				
2.20	Current Occupational Health and Safety management strategies and processes adopted by the Shire of SJ are not implemented within VFBF Facilities. For example, cyclic workplace inspections are conducted by HSRs for all other Shire departments; however not implemented for the VFBF 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.	Monthly facility inspections are carried out by the Shire WHS Business Partner Emergency Services.	It is intended to request HSR's to be identified within the brigades to conduct these inspections in the future. Corrective actions have been provided to the brigades with actions carried out.	CLOSED With the implamentation of monthly inspections.
2.21	First Aid Kits within VFBF 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 SSI procedure is to be updated.	Contractor engaged to review and refresh the brigade first aid kits 6 monthly and to service the AED's	Ongoing maintenance is scheduled to occur with reactive maintenance as required.	CLOSED - With ongoing Monitoring