

Modernising Work Health and Safety Laws in Western Australia

Submission by Andrew Harrop

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From: Andrew Harrop [REDACTED]
Sent: Friday, 31 August 2018 3:40 PM
To: WHSreform
Subject: submission/minutes
Attachments: submission_cover_sheet_0.docx

To whom it may concern

As a safety rep and worker I am frequently involved in tool box meeting. Not enough emphasis is placed on the importance of tool box minutes, in my opinion tool box minutes should be a legal document and part of the employers duty of care to ensure they are produced and correct. Minutes provide proof and evidence that issues have been raised and discussion has taken place. The minutes should show details of items discussed required for action. Action Items should be highlighted or summarised to ensure that key safety issues are addressed. Minutes could be looked upon as a key reference tool for safety reps in a sense that important safety information is documented, with an emphasis on displaying minutes on notice boards. for all workers to see and reference. For worksafe inspectors, minutes provide another avenue for investigations, to be more easily performed as the minutes provide details of up to date and current matters. They also show that an organisation is cooperating with it's work force and being transparent about their safety obligations. It allows for a very clearly designated follow up on any outstanding safety issues. It provides employees with a further mechanism to speak up. The cost to employers in having more obligations and legal accountability for producing minutes and being transparent about it's contents is minimal.

Overall it put a greater emphasis on the employer to get things done and ensure worker safety.

Many thanks

Andrew Harrop
Sent from [REDACTED] for Windows 10