

Commission for Occupational Safety and Health MINUTES – 5 August 2020

Meeting No:	398	Time:	8.30am
Venue	Koorling Dandjoo Conference Room, 1 Adelaide Terrace, Perth	Secretariat:	Department of Mines, Industry Regulation and Safety (DMIRS)

Attendees

Mr Darren Kavanagh	Chair WorkSafe Western Australian Commissioner (Commissioner)
Dr Lin Fritschi	Expert member
Dr Matthew Davies	Expert member
Dr Julia Norris	Expert member
Ms Elysha Millard	Chamber of Minerals and Energy WA (CMEWA)
Mr Owen Whittle	UnionsWA
Ms Erin Gisborne	UnionsWA
Mr Glenn McLaren	UnionsWA
Mr Andrew Chaplyn	Director Mines Safety, DMIRS
Mr Paul Moss	Chamber of Commerce and Industry WA (CCIWA)
Ms Andrea Roelofs	Chamber of Commerce and Industry WA

Invited Guests

Mr Chris White	Chief Executive Officer, WorkCover
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Guest Attendees

Mr Adrian Warner	WA Road Safety Commissioner
Ms Kirsty Kirkman	WA Road Safety Commission

Apologies

Mr Ian Munns	Deputy Director General Safety Regulation, DMIRS
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Executive Support

Ms Anika Moore	Executive Officer, DMIRS
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Administrative Support

Ms Sari Mattila	External Consultant
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1 ADMINISTRATION

1.1 Opening and welcome

The Chair opened the meeting at 8.30am and welcomed members, noting the attendance of Ms Erin Gisborne, temporary UnionsWA representative, following the departure of Ms Joy Barrett.

The Chair also noted that guests from the WA Road Safety Commission, Mr Adrian Warner, Road Safety Commissioner and Ms Kirsty Kirkman, Manager Data and Intelligence, would join the meeting at item 3.1 to make a presentation to the Commission.

1.2 Apologies

An apology was accepted from Mr Ian Munns, Deputy Director Safety Regulation, DMIRS. There was no proxy for Mr Munns as he attends the Commission as an observer.

1.3 Confirmation of agenda

The agenda was confirmed as the business of the meeting. The Chair noted the agenda reflects his two separate roles, as the Commissioner and the Chair and that the applicable role would be declared at each item.

1.4 Declarations of Conflicts of Interest

Conflicts of interest were declared by the CCIWA and UnionsWA representatives, in relation to items involving safety and health representative (SHRep) training.

1.5 Other Business admitted by the Chair

No other business was admitted by the Chair.

2 PREVIOUS MEETING/S

2.1 Confirmation of previous meeting minutes

A CCIWA representative requested an amendment to comments at agenda item 3.1 in the seventh paragraph. The amendment is to read:

The CCIWA representative highlighted an issue facing the aged care community, where in-home services may be withdrawn by care agencies if asbestos is located, with the cost to remove the asbestos often prohibitive to those requiring care.

Mr Andrew Chaplyn requested an amendment to comments at agenda item 3.5, asking that the fourth paragraph be replaced with:

Feedback regarding the audit tool was provided through the Mental Health Strategies Working Group.

A motion to accept the amended minutes of meeting 397, held on 1 July 2020 was **ENDORSED**.

2.2 Review action list from previous meeting

The Chair highlighted the following action items:

3.1 of 3 April 2019 – *DMIRS and the Commissioner to approach WAPOL (and any other relevant state agency) to determine if they can collect data indicating accidents that may be work-related and report back to the Commission.*

The Chair advised that a meeting is planned with the WA Police Commissioner and a report will be provided to the Commission at the September or October meeting.

3.2 of 1 July 2020 - ACTION 3 Executive Officer to circulate the draft SWA Code of Practice to Commission members, if approval is given by SWA.

The item is to be removed from the Action List, with a new action to be included once approval is received from SWA to distribute the Code of Practice.

The Chair noted that the Legislative Advisory Committee (LAC) Action List was provided as a record for Commission members.

Commission members had no further comments in relation to the general action list or the LAC action list.

3 AGENDA ITEMS

3.1 WA Road Safety Commission

The Chair introduced the WA Road Safety Commissioner, Mr Adrian Warner and Ms Kirsty Kirkman, Manager Data and Intelligence. The guests were invited to make a presentation to the Commission about the work of the Road Safety Commission.

Mr Warner advised the Road Safety Commission was currently developing a new 10-year road safety strategy, with workshops held across government agencies, including representatives from DMIRS. The workshops assisted in identifying areas to include in the strategy.

Road Safety Commission funding is allotted to technological and infrastructure initiatives which promote road safety. Issues of concern included fatigue and distraction, as well as the age of the national vehicle fleet. Drink driving had decreased as an issue in the younger driver cohort, with a general 70 per cent compliance rate in relation to speeding.

Mr Warner informed attendees that the Road Safety Commission is interested in exploring and understanding the Commission perspective on risk in relation to heavy vehicles. He also noted that the Road Safety Commission is interested in exploring data sharing and alignment of data needs with other agencies and bodies.

The Chair commented that data is a key area where DMIRS and the Road Safety Commission can assist each other. Ms Kirkman highlighted the opportunity to improve data collection in relation to work related accidents. She noted that some information is available from insurance commission data, but there is currently no routine monitoring process in place. Ms Kirkman advised that data can be extracted from WA Police reports, but it is a labour intensive task.

The Chair noted the Commission has an interest in the Serious Crash Advice Forms used by WA Police, which the Commissioner is seeking to have amended.

Commission members noted issues relating to:

- collation of data about work related vehicle injuries and fatalities;
- fit for purpose vehicles;
- reinforcement of the concept of a vehicle being defined as a workplace;
- driver distraction caused by screens and freeway advertising; and
- the level of control the Road Safety Commission has over policy decisions.

Mr Warner said the Road Safety Commission aims to have the new road safety strategy available for the Government to launch in late November 2020, with the next four to six weeks committed to capturing ideas for inclusion in the strategy.

Commission members agreed to write to the Road Safety Commission to voice concerns about injuries and fatalities in work related vehicles, including serious injury and fatality statistics, and the Commission proposal to amend the WA Police Serious Crash Advice 1-18 Form to a 1-22 Form, which it could consider when developing its strategy.

The Commission agreed to include an item about work related vehicles in the agenda for the next meeting.

The Chair thanked Mr Warner and Ms Kirkman for attending the meeting and providing information to the Commission. Mr Warner advised that members were welcome to email him or Ms Kirkman directly, with any suggestions for topics to include in the road safety strategy.

ACTION 1

Chair to write to the Road Safety Commission, on behalf of the Commission, with suggestions of factors to consider in the development of the road safety strategy. Topics for the letter include injuries and fatalities in work related vehicles, including serious injury and fatality statistics, and the Commission proposal to amend the WA Police Serious Crash Advice 1-18 Form to a 1-22 Form.

ACTION 2

Executive Officer to include an item about vehicles and the workplace on the agenda for the 2 September 2020 Commission meeting.

3.2 COVID-19 pandemic and recovery – updates and discussion

The Commissioner advised that DMIRS has received 800 COVID-19 related enquiries since January 2020, with four COVID-19 related improvement notices issued since July 2020.

The Chair noted the high-level of concern for people in Victoria and extended best wishes to all Victorians.

A CCIWA representative advised that advice to their members is reinforcing that Western Australia is not post-COVID.

Dr Matthew Davies informed attendees there are questions being raised about the reliance on cleaning regimes to manage COVID-19, highlighting that physical separation and hygiene are even more important aspects of the COVID-19 response.

A UnionsWA representative commented that some industries are reverting to pre-COVID rostering, while other sectors are continuing with excessively long rosters, which has impacts on the mental health of workers and their families.

3.3 Commission Work Plan

The Chair sought feedback on the Commission Work Plan, which is intended to assist the Commission in determining priority areas for upcoming work.

The Chair noted that the Work Plan would be an ongoing document that is updated as new ideas are raised and existing projects are complete or reprioritised. Timeframes for projects added to the Work Plan and approved for progression will be determined based on priorities and resourcing requirements.

The Chair suggested adding a column to the Work Plan register, indicating which focus area from the Commission Strategic Plan each item relates to. He also recommended that the following items be added to the Work Plan:

- diesel particulate matter;
- mental health;
- the five codes of practice prioritised for review;
- road safety and vehicle statistics;
- crystalline silica and silicosis; and
- the national reviews relevant to occupational safety and health.

There were no objections from Commission members.

To inform consideration of priorities and planning by the Commission, the Chair wrote to the Minister seeking advice regarding the intended role of the Commission in the implementation of the WHS legislation.

A CCIWA representative reminded members that there is an existing risk register, which was previously developed to inform the Commission's activities. She commented that it was created so that the Commission had a methodology and consistent approach for filtering ideas and projects.

A UnionsWA representative informed attendees that he supports the use of the Work Plan, noting that the risk register had not been used to inform Commission work for the last few years. Attendees acknowledged that having the resources to maintain the risk register and associated methodology was an issue.

Commission members discussed the two documents and agreed they could complement each other and that the register would ensure issues were not forgotten when other emerging issues were prioritised.

The Commission **AGREED** to attach the risk register to the Work Plan, so that the risk register could provide a methodology to filter future activities.

ACTION 3

Executive Officer to amend the Commission Work Plan as suggested by the Chair, attach the risk register and circulate to Commission members for review, to inform discussion at the 2 September 2020 Commission meeting.

3.4 Slips, trips and falls on the same level

The Commissioner provided a paper in relation to slips, trips and falls at the same level. The paper included details about the number and burden of injuries occurring through slips trips and falls at the same level, seeking Commission consideration in relation to:

- the development of a guidance note relating to slips, trips and falls in the workplace;
- the development of other type of information (such as a webpage on the WorkSafe WA website) or address the issue in some other way;
- using the National Model Code of Practice; and
- amending the title of the previously endorsed *Prevention of Falls at Workplaces Code of Practice* to "Prevention of Falls from Height at Workplaces".

The Commission **AGREED** that the issue of slips, trips and falls required further guidance for industry.

A UnionsWA representative commented that lost time injury data indicates that falls on the same level are a significant problem. He raised the point that a falls at the same level code of practice may be appropriate, for consistency with the *Prevention of Falls from Height at Workplaces Code of Practice*.

Expert member, Dr Matthew Davies suggested that developing a falls on level code of practice for Western Australia would be setting a new standard in Australia, noting that no other jurisdiction has a code specific to slips, trips and falls at the same level. He proposed that a code of practice would be the best mechanism to address the problem and reduce the significant cost to workers and business.

A CCIWA representative noted that any publication seeking to reduce slips, trips and falls on the same level would have broad application across many industries, whereas falls from height generally occur in specific high risk industries. This could influence the level of detail that could be included, which would impact whether a code of practice or guidance note is more appropriate to address the risk of falls on the same level.

After further discussion, a UnionsWA representative suggested that the issue be referred to LAC for further consideration.

The Commission **AGREED** to amend the title of the previously endorsed *Prevention of Falls at Workplaces* Code of Practice to “Prevention of Falls from Height at Workplaces”.

The Chair reminded the Commission that five codes of practice were prioritised for review and that DMIRS resources have been allocated to work on those codes. Members noted that any decision to develop further guidance material would have resource implications for DMIRS.

A UnionsWA representative suggested that it would be worthwhile to take some time to review the National Model Code of Practice, before deciding whether a code or guidance note should be developed.

A CCIWA representative noted that the development of a code of practice or guidance note would take time and asked whether DMIRS could make other material related to slips, trips and falls available online in the short term.

The Commissioner pointed out that there are already some relevant resources on the DMIRS website, which were linked in the agenda paper. He offered to ask the DMIRS Human Factors and Ergonomics (HFE) Branch to make a presentation at a future Commission meeting, to inform discussion of options.

Dr Lin Fritschi requested a summary of the information included in an attached to the agenda paper. She commented that it would be useful to hear the HFE Branch experts synthesise the information for their consideration.

ACTION 4

DMIRS to amend the title of the previously endorsed Prevention of Falls at Workplaces Code of Practice to “Prevention of Falls from Height at Workplaces” and arrange for publication.

ACTION 5

The Legislative Advisory Committee to consider the Commission agenda paper relating to slips, trips and falls and determine whether additional guidance materials should be developed for industry and provide advice back to the Commission.

3.5 Impact of smoke and airborne particles on worker health

The Commission was provided with information, research and guidance material from other jurisdictions, relating to the potential health impacts of exposure to smoke and associated airborne particulates.

At its 5 February 2020 meeting, the Commission noted that recent major bushfires had highlighted the potential health impacts to workers of prolonged exposure to smoke and associated airborne particulates. Members requested that DMIRS gather data and relevant existing research relating to the issue and collate relevant guidance material from other jurisdictions.

Members noted the following attachments:

- Custom statistics report: *Exposure to smoke and associated airborne particulates in Western Australia*;
- List and summary of research papers - respiratory effects of bushfire smoke; and
- Links to Australian guidance material - health and air pollution, including smoke.

The Commission **NOTED** the information provided.

3.6 Amendment to Schedule 5.3 of the Occupational Safety and Health Regulations 1996

The Commissioner sought endorsement of a proposal to amend Schedule 5.3 of the Occupational Safety and Health Regulations 1996, in relation to crystalline silica health surveillance requirements.

The Commissioner noted that endorsement would require DMIRS to conduct a Preliminary Impact Statement, to assess any impacts on business, consumers or the economy.

Commission members supported the amendment and noted the information provided in support of the amendment.

The suggested text to replace the Schedule 5.3 Chest X-ray requirements is:

High Resolution Computed Tomography of the Chest at less than 1 milli Sievert equivalent dose workers for the entire study. The study must include imaging the whole lungs on inspiration at 1.5mm slice thickness or less, without an interslice gap. There must be a further series of expiratory scans. The diagnostic quality of images must not be degraded by artefact related to reduced radiation dose.

Expert members, Dr Julia Norris and Dr Lin Fritschi, supported the use of low dose High Resolution Computed Tomography (HRCT), but noted the need for the terminology used in the proposed amendment to Schedule 5.3 of the OSH Regulations for crystalline silica, to specifically state “low dose” whenever referring to HRCT.

UnionsWA representatives highlighted issues around dry cutting and health surveillance in the engineered stone industry. A request was made for DMIRS to provide an update on the current number of silicosis cases in Western Australia and the ongoing silica inspection project.

The Commission **ENDORSED** the amendment subject to the phrase “low dose” prefacing any reference to HRCT and based on the outcomes of the Preliminary Impact Statement.

ACTION 6

DMIRS to provide an update on the current number of silicosis cases in Western Australia and the silica inspection project, at the next Commission meeting.

3.7 High Risk Work License – Notice of Assessment Policy

The Commissioner advised members of a new DMIRS policy, intended to provide a consistent approach to the assessment and acceptance of high-risk work licence notices of assessment.

High risk work licences (HRWL) require the submission of a notice of satisfactory assessment (NOA) as part of the licence application process. Regulations 6.6(3)(a) and 6.8(2)(a) of the OSH Regulations state that whether an applicant has ‘recently’ been issued an NOA but the term “recently” is not defined. DMIRS applied the 60-day validity of an NOA, as referenced in regulation 6.2(2)(c), to the requirements of regulations 6.6(3)(a) and 6.8(2)(a) after feedback from industry noted some inconsistency in its approach.

Legal advice provided on 24 February 2020 suggested that the term ‘recently’ in regulations 6.6(3)(a) and 6.8(2)(a) means:

- a) the 60 day period prescribed in r.6.2(2)(c); or
- b) a longer period, if in the particular circumstances of the case, there are reasonable grounds for considering that the applicant has recently been issued with the NOA.

The advice further provides that the assessment of ‘recently’ in terms of an application will depend on the circumstances of the particular case under consideration, and that the Commissioner is able to adopt a policy on this.

The new policy sets out that the 'longer period' be an additional 30 days from the date of expiry, which means an NOA may be a maximum of 90 days old. Applicants will be required to actively request consideration of an NOA which is past the expiry date, but up to 90 days old. Each request will be referred to the Commissioner or delegate for consideration.

The Commission **NOTED** the advice.

3.8 Data linkage and research

Dr Matthew Davies provided information about a data linkage scheme administered by the Western Australian Department of Health (Health). The scheme has been evolving within Health and now includes data from a wide range of sources including the Western Australian Government, health sector and other State based organisations.

Dr Lin Fritschi noted the value of the link database as a research tool, although occupation details were not available, and that an access agreement would be required with the Department of Health to ensure timely access to data.

Dr Davies asked the Commission to consider supporting the data linkage process and invite a representative from the data linkage management team at Health to present about the benefits and limitations of work related to data linkage, as a first step.

The Commission **AGREED** to invite a representative from the data linkage management team at Health to present about the benefits and limitations of work related to data linkage.

ACTION 7

Chair to invite a representative from the data linkage management team at the Department of Health to present to the Commission about the benefits and limitations of work related to data linkage.

3.9 Family Support Group update

The Commissioner provided an update in relation to the Family Support Group initiative. The group met on 3 August 2020 and discussed the Terms of Reference for the group. The Terms of Reference are subject to Commission endorsement, as it is a sub-group of the Commission.

Some attendees expressed a strong desire for the structure of the group to include a family co-Chair.

The Commissioner will provide a report prepared by Safe Work Australia, which is a comparative analysis of support arrangements around Australia for people affected by workplace fatalities and serious injuries.

The Commission **NOTED** the update.

ACTION 8

Commissioner to provide the Safe Work Australia report of support arrangements in place for people affected by workplace fatalities and serious injuries to members.

3.10 Publication of work-related fatalities report

The Commission was advised of the publication of the State of the Work Environment Work-related fatalities report.

The State of the Work Environment series is produced by DMIRS, with the assistance of WorkCover WA, to promote awareness of occupational safety and health in Western Australia.

The *State of the Work Environment Work-related fatalities, Western Australia, 2009-2010 to 2018-2019* report has been published on the DMIRS website. It can be accessed through the following link: <http://www.commerce.wa.gov.au/worksafe/work-related-fatalities>

This publication in the series mainly focuses on work-related fatalities that occurred between 1 July 2009 and 30 June 2019, with some reference to the period between 2000–2001 and 2018–2019.

The Commission **NOTED** the publication of the report.

3.11 Farmsafe report – Safer Farms 2020

Dr Matthew Davies informed the Commission that Farmsafe had published a trend report for agricultural injuries and fatalities.

Dr Davies noted the report provided an effective presentation of the fatality statistics, recommending the report be referred to the Agricultural Working Group for consideration.

The Commission **NOTED** the report and **AGREED** to refer it to the Agricultural Working Group, as well as the Agriculture Industry Safety Group.

ACTION 9

The Safer Farms 2020 Agricultural Injury and Fatality Trend Report to be referred to the Agricultural Working Group and the Agriculture Industry Safety Group, for consideration.

3.12 Elevating work platforms

The Chair presented the draft Safe Work Australia *Guide to inspecting and maintaining elevating work platforms*. He advised that he had not yet consulted with plant inspectors within DMIRS regarding the draft guide.

The Chair suggested the draft guide be referred to the Construction Industry Safety Advisory Committee (CISAC) and the Mining Industry Advisory Committee (MIAC) for consideration and input to Commission considerations.

A UnionsWA representative raised the importance of considering the use of EWP's in the underground mining industry. Another UnionsWA representative requested that relevant statistics and information regarding accidents and injuries be included when the draft guide is referred to CISAC and MIAC.

ACTION 10

CISAC and MIAC to consider the draft Safe Work Australia Guide to inspecting and maintaining elevating work platforms and provide advice back to the Commission.

ACTION 11

DMIRS to prepare a report of statistics and information regarding accidents and injuries involving elevating work platforms, for consideration by MIAC and CISAC with the draft SWA Guide to inspecting and maintaining elevating work platforms.

4 STANDING ITEMS

4.1 Re-accreditation applications for safety and health representative training courses

The Chair presented the Commission with applications for re-accreditation of safety and health representative training courses, from RPS Energy Pty Ltd (RPS), the Australian Institute of Management Western Australia (AIM WA), and the Industrial Foundation for Accident Prevention (IFAP).

Several Commission members expressed their appreciation for receiving the complete accreditation applications, rather than a summary drafted by DMIRS.

In considering the applications, Commission members agreed that the AIM WA and IFAP applications were complete and provided information which met requirements.

In considering the RPS application, the Commission **AGREED** to seek clarification from the Australian Skills Quality Authority about the acceptability of training organisations contracting training providers that are not registered training organisations (RTOs).

The Commission **ENDORSED** re-accreditation of AIM WA and IFAP for a further three years.

ACTION 12

UnionsWA (Mr Glenn McLaren) to provide wording to the Executive Officer, for the Commission to write to the Australian Skills Quality Authority to seek clarification regarding contracting of training providers that are not registered RTOs.

4.2 Commission newsletter

The Executive Officer advised the Commission a paper explaining the background of the Commission newsletter, had been drafted and would be provided at the next Commission meeting to inform discussion and decision making.

The Commission **NOTED** the information.

4.3 Agricultural Working Group (AWG) Report – 17 July 2020 meeting

The Chair provided a report of the 17 July 2020 AWG meeting, which included:

- discussion about issues being faced by the Western Australian agricultural industry as a result of not being able to hire interstate workers due to COVID-19 restrictions; and
- consideration of quotes for services offered by Optimise Online, to revive the SafeAgWA campaign.

Members agreed that Optimise Online will be paid to run the campaign, which will commence in four to six weeks.

Attendees were provided with a proposal regarding the amalgamation of the Agricultural Industry Safety Group and the AWG. After consideration of the proposal, the AWG will put a formal proposal before the Commission for decision.

The Commission **NOTED** the update.

4.4 Mines Safety Directorate Update

Mr Andrew Chaplyn provided a summary of issues and projects relevant to the Mines Safety Directorate, which included:

- Advice regarding the ongoing investigation of a fatality in a gold mine in Kalgoorlie on 13 July 2020;
- the Mental Health Strategies Working Group met and agreed that it has completed its work and would recommend to the Commission, through MIAC, that issues related to mental health now be progressed through the Commission and MIAC; and
- the across agency group previously established to manage pandemic related border restrictions has been reinstated due to the increase in COVID-19 cases in Victoria.

The Commission **NOTED** the update.

4.5 WorkCover report (verbal)

Mr Chris White reported that:

- legislative amendments to enable presumptive coverage for COVID-19 workers should be going to Parliament next week;
- the draft Workers' Compensation Bill is nearing completion and should be ready for consultation in a month;
- many national workers' compensation processes have come to a halt due to the COVID-19 situation;
- he is not aware of any new claims received in Western Australia; and
- a range of national projects relating to workers compensation are continuing, with Comcare and maintenance cover being pursued and a large scale return to work strategy launched just prior to COVID-19 which did not have the anticipated take up.

In response to a question from the Commissioner, Mr White explained that it is not clear why Western Australia has a significantly lower number of claims than other states. He discussed some possible reasons and advised that work had been done to ensure that cost was not a barrier to workers making claims or receiving medical testing.

The Commission **NOTED** the report provided by Mr White.

4.6 Regulatory Activity Report – June 2020

The Commission **NOTED** the Regulatory Activity Report to 30 June 2020.

4.7 Fatalities and significant incidents

The Commission **NOTED** the fatalities and significant incidents report.

4.8 Exemption Certificates

There were eight exemption certificates granted since the previous meeting. All relating to versions of the Australian Standard AS 1418.10 and the requirements for floor mesh apertures for the platforms.

Mr Andrew Chaplyn raised concerns about the issuing of some exemptions, where DMIRS is registering items under the *Mines Safety and Inspection Act 1994* and then they are given an exemption under the *Occupational Safety and Health Act 1984*, which could cause some difficulties for DMIRS inspectors. The Commissioner suggested bringing senior plant inspectors together, to resolve any possible issues that may occur.

A UnionsWA representative requested clarification about the item granted an exemption in Exemption Certificate No.17 of 2020. The Commissioner will provide details of the item receiving an exemption out of session.

ACTION 13

Commissioner and State Mining Engineer to resolve any issues relating to exemptions under the Occupational Safety and Health Act 1984, that may impact the Mines Safety and Inspection Act 1994, out of session.

ACTION 14

Commissioner to provide details in relation to Exemption Certificate No.17 of 2020 to members out of session.

The Commission **NOTED** the advice.

4.9 Commission Correspondence

The Commission **NOTED** incoming and outgoing correspondence included in the agenda papers.

The Commission considered a letter from Training Services Australia and agreed the request to conduct three virtual SHRep courses would not be endorsed, due to the easing of COVID-19 restrictions and its previous decision to consider applications for remote training only in exceptional circumstances.

At a previous meeting, Commission members agreed that easing pandemic restrictions meant the need for remote SHRep training in Western Australia had reduced.

The Commission confirmed its preference and long-standing position that face-to-face training is the preferred method for SHRep courses and that online or remote training will only be considered in exceptional circumstances.

The Commission **AGREED** to write to Training Services Australia with advice regarding the Commission's position in relation to online SHRep training.

ACTION 15

The Chair to write to Training Services Australia with advice regarding the Commission's position in relation to online SHRep training.

5 OTHER BUSINESS

5.1 Members to advise

There was no other business.

6 CLOSE AND NEXT MEETING

There being no further business, the Chair declared the meeting closed at 11.55am. The next meeting is scheduled for 2 September 2020.

**MINUTES OF MEETING NO: 397
OF THE
COMMISSION FOR OCCUPATIONAL SAFETY AND HEALTH
HELD ON 5 AUGUST 2020**

ENDORSED AS A TRUE AND ACCURATE RECORD OF THE MEETING

Darren Kavanagh

Chair

Date