



HAZCON Pty Ltd

Health, Safety & Environmental Consultants

Report To:
Blake Dawson
HEALTH AND SAFETY REVIEW – CFA HUNTLY TRAINING GROUND

Report Number: 12-0260 Final
February 21, 2012

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1. EXECUTIVE SUMMARY

Mr Robert Jamieson of Blake Dawson, representing the CFA to provide legal advice, engaged HAZCON Pty Ltd to conduct a health and safety review of the CFA Huntly Training Ground

A site visit to the CFA Huntly Training Ground was conducted on February 21, 2012.

Based on observations, review of records and procedures as well as discussions with CFA employees, there are no significant risks to the health and safety of people working at the site and those attending the site either as trainees or visitors.

The areas where health and safety at the site can be enhanced include but not limited to:

1. Consider developing a formal plan to monitor and deal with the potential for the dam water to be contaminated in times of flood from the nearby piggery.
2. Update MSDS folder to ensure MSDSs are no older than five years.
3. Considered undertaking risk assessments for hazards and risks that are not included in PAD briefs and SOPs.
4. Develop a Plant Register and ensure it is current.
5. Consider formalising processes such as the use of checklists to demonstrate that each hazard and associated control for individual training sessions has been considered and applied.

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2. INTRODUCTION

Mr Robert Jamieson of Blake Dawson has requested on behalf of the CFA for HAZCON to undertake a Health and Safety Review at the CFA's Huntly Training Ground to identify any potential health and safety risks to individuals utilising or visiting the site. The review is to be conducted as **confidential and subject to legal professional privilege**.

3. SCOPE

The following scope of work will be addressed as part of the project:

- A site visit to review the potential for health and safety risks posed by the current systems and practices involving the use and handling of chemicals and will encompass
 - Storage and handling of fuels and foams
 - Maintenance practices of critical equipment
 - Appropriateness of risk assessments for the chemicals used and the tasks undertaken utilising them
 - The potential for known disposal sites to present uncontrolled hazards
 - The rigour and relevance of training and documentation with respect to managing chemicals
- Interviews with various staff members to assess the level of chemical storage and handling knowledge and the degree to which the relevant policies and procedures have been implemented on site;
 - Photographic evidence will be taken where it is deemed to add value and clarity to the findings;
- Prepare a preliminary report, outlining recommendations where appropriate due Monday 9th January.

4. OBSERVATIONS

The review was conducted on February 21 2012. During the site visit there were no training sessions or programs scheduled. The observations could only be made on a static site and from interviews with site operational personnel. Ms Leanne Rose – Manager Training and Development, Mr Frank Beukelman – Huntly Training Ground Manager, Mr David Priest – PAD Operator and Mr Jeremy Watson – CFA OHS Adviser Loddon-Malley. Mr Frank Beukelman acted as the site guide for the review.

The CFA site at Huntly is a shared site between Operations and the Training facility. There are shared car parks and walkways to offices. The training facility, however, is separated from the Operations buildings by clearly delineated signage.

The CFA Huntly Training Ground is a reasonably large site that includes an off-road driver training course. There is one full time employee (Huntly Training Ground Manager) supported by up to eight casual staff on 'as needed' basis.

The training grounds were well maintained and clear of any obstacles.

There is also an Off-Road Driver Training course included on the site but this was not inspected.

Documents Reviewed:

- Field Training Ground Management Manual: comprehensive document used across all training grounds.

- PAD Folder (Briefs) and Report Sheet (used for every individual training session). PAD Briefs are the documents used by instructors for each individual training session. The PAD Briefs were written in 2008 and reviewed in 2010.
- Training Attendance Register
- Incident Report Forms: paper-based
- Chemical Register
- MSDS Folder: MSDSs for all chemicals on site are contained in the folder but most MSDSs are over five years old
- Working Alone procedure/guideline
- Safe Operating Procedures
- Confined Space

Known Hazards and Risks

Discussions with the Training Ground Manager and the PAD Operator at site highlighted the following known hazards and risks:

- Physical environment
 - Snakes, insects, spiders etc
 - Possible bush fire, flood
- Exposure to
 - Heat, smoke, flame, chemicals
- Falls from height
- Traffic Vehicle/pedestrian movement.
- Manual handling
- Heat stress/stroke
- Possible contaminated water from near-by piggery
- No health/fitness checks for volunteers attending training sessions
- Safety procedures, processes not followed by those attending training sessions
- Asbestos exposure

Controls

Risk assessments have been completed for most hazards and risks identified particularly those associated with training. Risk assessments inform the content of the corporate safety standards and the Safe Operating Procedures used at the site.

Risk assessments inform CFA Standing Orders as well as Safe Operating Procedures (SOP). SOPs inform the content of individual PAD briefs.

A PAD operator is present at all training sessions to help ensure safety controls are in place and applied as required.

All new plant, equipment and props undergo a risk assessment.

There is a specific plan for the removal of all asbestos from the site.

Safety checklists for each training session are available but it is up to the instructor to determine if these are used.

Training

There is a Skills Maintenance and Skills Acquisition program for CFA employees including casuals.

Safety briefings are conducted for all those attending the training program.

Training programs are determined by 'Operations' or the Volunteer Fire Brigade itself.

Maintenance

There is a formal Maintenance Program using an on-line electronic system in place with the focus on preventative maintenance. This electronic system flags the requirements, tasks and activities required for the program.

Chemical Management

MSDSs are available in a dedicated folder. Risk assessments of hazardous substances and dangerous goods are also included in this folder.

There were no procedures for storage and handling of chemicals available at site.

Fuels used:

- Diesel, petrol
- Wood
- LPG
- Straw

There is a dedicated fuel store that can be locked and it has appropriately bunding. Chemicals were appropriately stored and separated.

A Chemical Register is maintained at the Huntly site with electronic access to the CFA on-line chemical management system.

Most chemicals stored and used on site are in small/domestic quantities.

A Chemical storage and Handling audit was conducted in 2010.

Communication/Induction

There are separate induction programs for CFA employees new to the site and for trainees attending training sessions. Trainees also receive a verbal safety briefing at the commencement of each day.

Visitors to site are always escorted by a local CFA employee.

All attendees for training sessions undergo a formal safety induction/briefing on arrival at site.

There is also a safety briefing prior to the commencement of each training session. The training session is supervised by the Instructor and/or the PAD supervisor.

There are also formal communication processes between the training ground and other parts of the organisation, quarterly meetings of all training ground managers/PAD supervisors and formal communication from the CFA safety department.

PAD (Practical Area Drill)

There are dedicated documents (PAD Briefs) for each PAD undertaken that includes the process involved, the hazards, risks and associated controls and the required behaviour of participants. The PAD briefs are used by the instructors for each training exercise and the safety controls are linked to

risk assessments. The PAD folder is comprehensive and covers all specific training sessions conducted at the site.

There are dedicated areas for each PAD and includes:

- Confined Space
- Mine
- LP Gas
- Flammable liquids
- Motor vehicle accidents
- Rooftop
- Electrical
- Fire Attack
- Extinguisher
- Break and enter

There are individual procedures developed for each training exercise that is carried out on the site. These are comprehensive and safety is addressed in both the briefing section and additional safety considerations and emergency response in another section of the procedure.

Checklists are available but their use is by whether the individual instructor chooses to use them.

Buildings

All buildings and storage sheds on site and all in good condition and fit for purpose. All of these buildings can be locked and secured.

Incident Data

The site uses the current CFA Incident Report form. All incidents are reviewed and investigated. However, the number of incidents recorded is very small and mainly associated with minor types of injuries such as sprains, splinters etc. However, it was stated that heat stress seemed to be increasing.

Incident reports were recorded at site in a paper-based format and then entered into the electronic recording system.

Hazards and near misses are also recorded.

Water Quality

Water for use in exercises is accessed from the on-site dam.

Water used in training exercises returns to the dam via a dedicated drainage system.

Only contaminated water from fuel fire exercises drains into a triple interceptor that then drains into the dam. Water quality is monitored and a formal six monthly inspection regime to determine water quality is undertaken with reports sent to the EPA.

Foam is not used at the site to help limit water contamination.

A potential source of water contamination can occur from the nearby piggery in times of flood when this overflow runs into the CFA dam.

A formal plan to monitor and deal with these types of scenarios could be considered.

Site Management

The overall site is managed by Mr Frank Beukelman - Huntly Training Ground Manager supported by PAD operator Mr David Priest and casual staff as needed. Mr Beukelman and Mr Priest essentially undertake all of the tasks associated with the training ground. Both Mr Beukelman and Mr Priest demonstrated detailed knowledge and experience of the requirements to safely manage the site effectively.

Emergency Management

An Emergency Management Plan was available at site with appropriate signage located around the facility.

An Emergency eye wash and shower station was available and in serviceable condition.

5. INTERVIEWS WITH STAFF AND RELEVANT PERSONNEL

Interviews and discussions were conducted at CFA Huntly Training Ground.

Name	Position
Leanne Rose	Manager – Training and Development
Frank Beukelman	Training Ground Manager
David Priest	PAD Supervisor and HSR
Jeremy Watson	OHS Advisor – Loddon-Malley region

6. CONCLUSIONS

The Huntly Training Ground does not present an unacceptable risk to people attending the site once the purpose and activities of the training college is taken into account. Many of the training scenarios have elements of risk and are intended to provide a controlled but realistic simulation to what the trainees will encounter in real life situations. These scenarios are controlled by the use of PAD briefs and the presence of the PAD operator and the Instructor.

Chemical management is well managed at the site and the limited number of chemicals used ensures that there is control over what exposure employees and trainees may encounter during training exercises.

Improvement at the site mostly centres on systems issues around keeping documentation current and reflective of what occurs at the site.

A formal monitoring program of the water in the dam, particularly after flooding, could be considered.

7. RECOMMENDATIONS

1. Consider developing a formal plan to monitor and deal with the potential for the dam water to be contaminated in times of flood from the nearby piggery.
2. Update MSDS folder to ensure MSDSs are no older than five years.
3. Considered undertaking risk assessments for hazards and risks that are not included in PAD briefs and SOPs.
4. Develop a Plant Register to ensure it is current.
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8. APPENDICES

APPENDIX 1 – PHOTOGRAPHS

Photograph 1: Chemical storage



Photograph 2: Emergency shower



Photograph 3: Stacked BA gear



Photograph 4: Rooftop PAD



Photograph 5: Plant/storage shed



Photograph 6: Spill kit shed



Photograph 7: Fire Attack PAD



Photograph 8: Dam (water used for training purposes)

