



HAZCON Pty Ltd

Health, Safety & Environmental Consultants

Report To:

Blake Dawson

HEALTH AND SAFETY REVIEW – CFA PENSURST TRAINING GROUND

Report Number: 12-0260 Final

February 24, 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 training ground located at Penshurst, Victoria.

A site visit to the CFA Penshurst Training Ground was conducted on February 24, 2012 to identify any risks to the health and safety of personnel visiting or working at this site.

Based on observations, review of records and procedures as well as discussions with Mr Greg Baxendale – Manager Training and Development Districts 4 and 5 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 reviewing/enhancing/implementing the Working Alone' process and procedure to ensure required outcomes are achieved.
2. Consider improving electronic access to the CFA intranet.
3. Considered undertaking risk assessments for hazards and risks that are not included in PAD briefs and SOPs.
4. 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.
5. Signage to indicate all known confined spaces.
6. Consideration could be given for the installation of a solar water pump to aerate and agitate this water.
7. LPG gas is at notification quantities

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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 Penshurst 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 is it deemed to add value and clarity to the findings;

4. OBSERVATIONS

This review of the CFA Penshurst Training Ground was conducted on February 24, 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 discussions with Mr Greg Baxendale – Manager Training and Development Districts 4 and 5.

The PAD Supervisor for the training facility could not attend this meeting but did leave documents readily available for review in his office.

The CFA Penshurst Training Ground is of a reasonable size and has one full time PAD Supervisor supported by casual staff on 'as needed' basis.

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

The local fire station is located outside the perimeter of training ground. There is restricted and controlled access into the training ground.

Documents Reviewed:

- Field Training Ground Management Manual: comprehensive document used across all training grounds.
- PAD Briefs. PAD Briefs are the documents used by instructors for each individual training session.

- 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
- Safe Operating Procedures
- CFA Standing Orders
- Confined Space
- Pre-training Props Hazard Inspection Folder (forms were inside the folder but there were no completed checklists)

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
- Working Alone
- Slips/trips
- Confined Space
- Human error

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.

PAD Briefs include the safety controls for each training session conducted.

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

It was noted that one Confined Space lacked signage to indicate that it was a confined space.

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.

Training records (paper based) are kept by the instructor for the training sessions. No trainee attendance records are kept at site.

Maintenance

There is formal maintenance program and schedule for the site that is adhered too.

Chemical Management

MSDSs are available in a dedicated folder. Risk assessments of hazardous substances and dangerous goods are also included in this folder. The MSDSs were within the required date range.

Fuels used:

- Diesel, petrol
- Wood
- LPG >5000L Manifest level
- 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 Penshurst site with electronic access to the CFA on-line chemical management system.

The bulk LPG tank exceeds manifest quantities as per Schedule 2 of the Dangerous Goods Regulations 2011. WorkSafe should be notified as per the relevant regulation.

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

Communication/Induction

Instructors and trainees are required to be inducted onto the site. Trainees also receive a verbal safety briefing at the commencement of each day.

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
- LPG bullet
- LPG storage
- Flammable liquids

- Motor vehicle accidents
- Rooftop
- Electrical – car into pole
- Fire Attack
- Extinguisher
- Forcible entry
- Clandestine Drug laboratory
- Trench rescue
- Running fuel drain
- Foam prop
- Marine

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 varies depending upon whether an 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.

Entry to the site can also be 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. Incident reports were recorded at site in a paper-based format and then entered into the electronic recording system. Very few incidents had occurred at the site over the preceding years

Water Quality

Mains water is used for training sessions conducted on site.

This water runs into the storm water system and into a triple interceptor. From there the water runs into a holding pond. This water is not re-cycled/re-circulated.

Consideration could be given for the installation of a solar water pump to aerate and agitate this water.

It was uncertain if the water in the dam is tested for any contaminants. It is unlikely that the contents of the dam could make their way into any known waterways.

Site Management

The overall site is managed by Penshurst PAD Supervisor. At the time of the site visit, he was unable to attend at the site.

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.

The site was suitably sign-posted for the potential requirement of an emergency evacuation.

5. INTERVIEWS WITH STAFF AND RELEVANT PERSONNEL

Interviews and discussions were conducted at CFA Penshurst Training Ground.

Name	Position
Mr Greg Baxendale	Manager Training and Development Districts 4 and 5

6. CONCLUSIONS

The Penshurst 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.

7. RECOMMENDATIONS

1. Consider reviewing/enhancing/implementing the Working Alone' process and procedure to ensure required outcomes are achieved.
2. Consider improving electronic access to the CFA intranet.
3. Considered undertaking risk assessments for hazards and risks that are not included in PAD briefs and SOPs.
4. 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.

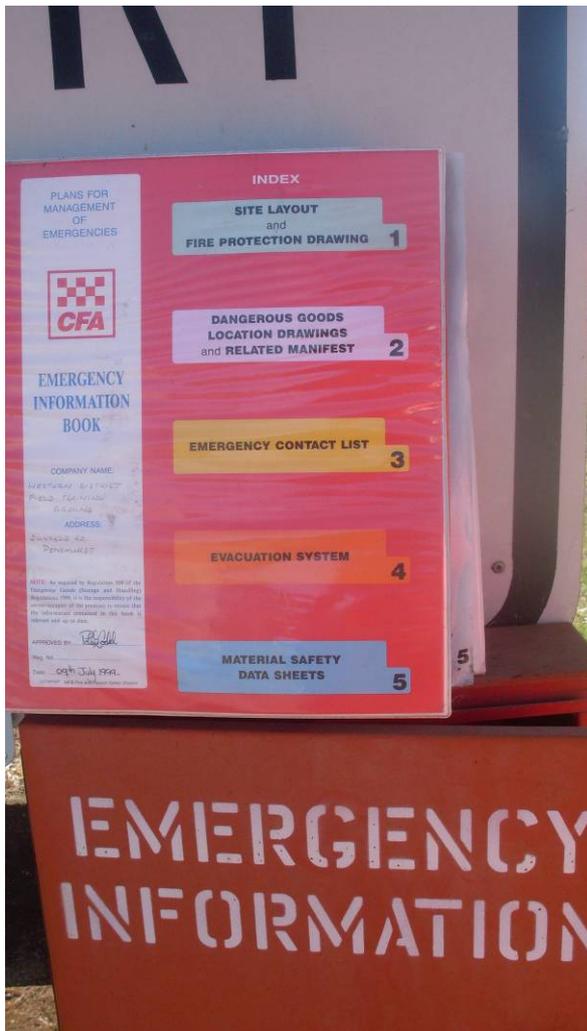
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8. APPENDICES

APPENDIX 1 – PHOTOGRAPHS

Photograph 1: Emergency Information at site entrance



Photograph 2: Site entrance signage



Photograph 3: Chemical Spill PAD (including Clandestine Drug Lab)



Photograph 4: Safety signage



Photograph 5: Marine PAD



Photograph 6: Secured Fuel/Chemical storage



Photograph 7: Fire Attack PAD



Photograph 8: Secure LPG storage tank



Photograph 9: Running Fuel PAD

