

CSMF 06 March 2009

Introduction: Hi. Peter Clancy. ABC National OHS Advisor. I am on the CSMF Committee and I will be chairing this meeting in the absence of other CSMF Committee members.

- 1 **Apologies:** from all other CSMF Committee Executive members. Sue has whooping cough; John Smith has unavoidable work commitments; Greg Seberry's brother has had an industrial (burns to both hands) accident; John Schofield is working out of town at present. Also, Vida Roberts (DVA) not in Canberra. Steve Kininmonth (CSA).

- 2 **General Business:** Peter Clancy asked attendees to consider and provide input to the CSMF Committee on what people wanted to see for presentations in future CSMF meetings. From the floor . "More updates from Comcare format has been good so far more of the same." Peter said that CSMF committee would ask members for presentation requests via an email in the next few weeks

- 3 Correspondence – Invoice from 'Dynamic Web Solutions'. Paid.

- 4 Finance Report – CSMF balance \$22,178.00

- 5 Update on 'Out There!' publication and CD – Greg Seberry and John Smith have been working on this and have made some excellent progress in tying up all the loose ends. They have been doing some final edits to the *Travel Risk Checklist* so it can be 'digitalised' into an Excel Spreadsheet for inclusion on the CD. They have a format worked out for that thanks to some expertise from staff in DEWHA. They have a couple more work sessions booked over the next two weeks and hope to be able to send it to the printer after that Should be published around middle of this year.

- 6 Changes to the CSMF website – John Schofield –asked Dynamic Web Solutions about the CSMF.net.au site. We would like to set up a process where our members can opt into an email communication service, via the website in the members section. We would then like to be able to send messages to the people who have nominated to receive the information that we distribute. Can you please advise of the most effective and efficient way we can do this - thanks. Dynamic Web solutions replied that the best service they have seen for this is icontact.com. Excellent web based software for newsletters or general communication with a user group. It tracks *opens*, *bounces* and *not delivered* emails and can show you who clicked on what links in the email. Very useful. We can set this service up for you and integrate it into the CSMF web site. Allow \$320 for this per annum. The price has been moving around a bit at present because of exchange rate fluctuations.

7 Feedback from members on CSMF Conference and ideas for future Conference:

- Most speakers good. Some poor presenters - the content was OK the delivery was a bit dry. It was suggested some more dynamic speakers.
- Suggestion for 2009 conference - A presentation on managing safety and duty of care for people working from home.
- Bullying and harassment outcome from Comcare paper
- Peter Clancy – said a request will be made by email to members for suggestions for topic area presentations – to ensure we give you what you want. Peter noted that it was the best value OHS conference in Australia.

8 Comcare Update

- Comcare has a workshop on OH&S and Contractor management.
- Comcare wants feedback on its draft document – OHS in Contractor Management.
- New topics seminar on developing a business case presentation of HSR importance in organisation
- SRCC guidance on bullying due out soon there was lots of input from agencies (more than expected). Full guide will be released on the website.
- Harmonisation of OH&S will take a long time. There is a link to from Comcare website to the National oh&s review website
- Updating virtual office. Comments from the floor Virtual office needs IT room. *Comcare response* the New virtual products will cover other environments eg: car parks mail rooms etc. the product is moving to “virtual work place”.

9 Other Business – Committee Members required. We need help to run the CSMF – Sue MJ Call for Members: Sue MJ is going OS from July 2009 for 6 months. We need someone to take over the Secretariat duties during this time and be involved with the running of the forum. If you're willing and interested, contact Sue at the ABS (sue.martin-jones@abs.gov.au) or call her mobile on 0414248691. This is a rewarding role, which allows you to interact with a number of people from many agencies. John Smith is also looking to resign from the forum at the end of this year. This is a time for some new blood. So we need some interest.

10 National Safety Council update

Keith from National Safety Council distributed a flyer on new service. He can be contacted on 0410720829. NSCA does HSR training.

11 **Global Corporate Challenge – Speaker / Presentation.**

Present a lot of data supporting the benefits of the GCC. The GCC website now has a new look and feel. It should be noted the GCC is designed for general staff not athletes.

Last year's GCC event. 50,000 people competed 1000 companies in 55 countries

For \$99 per person they provide a Backpack, Pedometer, GCC Cap, Water bottle and Nutritional guide. You need Web access to participate.

N.B. CSMF Next Meeting 27 May 2009.