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Contributions to *riskmatters* on any subject relating to insurance or risk management can be forwarded via email to trmf@treasury.tas.gov.au.



Welcome

Welcome to the December 2006 edition of the Tasmanian Risk Management Fund (TRMF) newsletter, *riskmatters*, published by the Department of Treasury and Finance.

In recent times the TRMF Unit has received a number of enquiries from agencies seeking clarification of the Fund's position on cover for boards, commissions, authorities and other agency-related entities. Treasury's policy position on this issue is outlined on page 2.

Broadening contact between the TRMF Unit and personnel within agencies was one of the reasons for the decision to replace TRMF Sub-Committee meetings with a program of communication strategies. Details of the strategies are on page 5.

We have also included a series of articles on agency activities during Workplace Safe Week from 22 to 28 October (see page 3 and 4) and two short articles on 'authorised agency volunteers' (see page 5).

I hope you all have a lovely Christmas and we look forward to catching up with you in 2007.

Di Hope
Editor

TRMF Unit Staff Update

Alison Lyne has returned from maternity leave and is once again responsible for the daily management of the TRMF Unit.

The TRMF Unit thanks Rachael Barron for stepping into Alison's role during her absence.

Cover for Agency-related Entities

Cover under the TRMF is generally extended only to inner-Budget agencies. However, consideration will be given, on a case-by-case basis, to include boards, commissions and other agency-related entities where the following criteria are satisfied:

1. the entity must be part of the General Government Sector;
2. the entity must be significantly financed through the Consolidated Fund, either through an agency budget or by a direct allocation from the Consolidated Fund; and
3. there must be a high level of agency control over the financial and operating policies of the entity.

If an agency requires cover for an entity and is willing to accept the associated risks, the agency is required to submit a formal written request to the TRMF Unit, including comprehensive evidence of how the entity meets all three criteria for cover.

Agencies have been formally advised of Treasury's position in relation to this matter through letters to TRMF Steering Committee members.

Should you have any questions regarding this policy position please contact the TRMF Unit at trmf@treasury.tas.gov.au.

Walk the Beat with Tasmania Police

Community walk orders were issued by Tasmania Police on 10 November 2006.

The walk orders formed part of the activities organised by Tasmania Police to celebrate 'Get Walking Tasmania Week' from 8-14 November.

The day commenced with a brief magistrates hearing at 12 pm at the Penitentiary Chapel Historic Site. Participants were then issued with a community walk order and escorted by members of Tasmania Police to the Domain Cenotaph for a BYO lunch.

Apart from the opportunity to help celebrate a worthwhile community event, participants had the chance to win some great prizes.

FEEL THE BEAT



WHEN YOU WALK THE BEAT

Please note

TRMF Annual Report Online

The 2005-06 TRMF Annual Report is now available in HTML and pdf format on the TRMF Web site. The report can be found under Annual Reports at:
www.treasury.tas.gov.au/trmf.

WORKPLACE SAFE WEEK 2006

Tasmanian government agencies ran a number of activities to celebrate Workplace Safe Week from 22 to 28 October.

Department of Primary Industries and Water

The Department of Primary Industries and Water (DPIW) ran interactive workshops focusing on contractor safety.

The main focus of the workshops was the management of contractors once they are on site with particular attention given to contractors engaged in activities in rural areas.

Agency policies and guidelines were reviewed, and with the aid of a contract management scenario, participants worked as a team to identify the duties and responsibilities of the Contractor Safety Supervisor – the person responsible for ensuring the ongoing safety of the contractor.

The workshops were held in both the north and south of the State and were facilitated by Brett Hislop, DPIW's HRM Consultant on occupational health and safety.



Brett Hislop and participants from the workshop held in the south.

Department of Tourism, Arts and the Environment

Department of Tourism, Arts and the Environment (DTAE) offices and field centres were targeted by an intensive series of workplace safety tips.

This year's awareness project focused on distributing colourful flow charts covering some of the key areas of health and safety. These included: incident and accident reporting; job safety analysis; remote and isolated work; and hazard reporting.

DTAE has developed 18 Workplace Safety Tips which have been graphically encapsulated in posters for display in workplaces around the agency. The eye-catching tips have been effective in reminding staff of the different ways they can contribute to making their workplaces safer for everyone.

In addition to circulating the useful tips, DTAE has distributed a number of Critical Safety Rules for workshops or areas where equipment and machinery is used. Like the tips, the Critical Safety Rules are also illustrated on A4 size laminated posters but are reproduced on bright orange paper for instant recognition.

Critical Safety Rules contain the most important information employees need to be aware of before using equipment or machinery which in turn can assist with injury prevention

Katrina Sage, DTAE's senior advisor for Safety Health and Rehabilitation Services, said that while policies and procedures have their place, it is important to develop different ways of keeping the safety message alive within workplaces.

See page 4 for more on Workplace Safe Week

Department of Infrastructure, Energy and Resources

The Department of Infrastructure, Energy and Resources (DIER) also chose the distribution of flyers with a health or safety message as their activity for Workplace Safe Week.

Each day a flyer was e-mailed to Branch Managers and DIER's state-wide Safety Advisor network with a request that they be distributed or displayed in a prominent area of the workplace.

Appropriately, the tip for Show Day (Southern Tasmania) provided advice on being sun smart. Other topics covered during the week included office ergonomics, mobile phone use, hydration and portable ladders.

According to Vicki Tabor, Occupational Health and Safety Consultant at DIER, the flyers will be redistributed to staff via the DIERLog weekly newsletter.

Workplace Safe Awards

A continuing bid to ramp up its health and safety program has reaped rewards yet again for the Department of Tourism, Arts and the Environment (DTAE) at the annual Workplace Safe Awards.

Thirty businesses across the State submitted 44 entries in this year's awards. DTAE entered three categories and enjoyed success in all of them.

The category for the Best Solution to an Identified Workplace Health and Safety Issue was overwhelmed with entries.

Among the 21 initiatives submitted was DTAE's aluminium slip-on fire tanker unit designed by staff of the fire management branch in consultation with employees. This great, practical initiative was selected among the 10 finalists.

DTAE was the only agency to submit an entry in the Public Sector Leadership Award for Injury Prevention and Management. The category was open to State, Commonwealth and Local Government. The agency's leadership and its commitment to injury prevention and management were rewarded with a Highly Commended Award.

DTAE also made it to the finalist category for its entry in the Best Workplace Health and Safety Management System.

DTAE's Senior HR Advisor for Safety Health and Rehabilitation Services, Katrina Sage, said the agency's success was a direct result of the commitment and contribution of employees.

"Over the last four years employees and management have made significant improvements in developing safe systems of work by adopting a risk assessment approach to safety," Katrina said.

"They have shown leadership and commitment to making our workplaces safer for everyone.

"DTAE's health and safety journey will continue – the destination is a workplace with zero injuries."



The DTAE team at the Workplace Safe Awards Dinner.

Agency Visits to Replace Sub-Committee Meetings

The current program of TRMF sub-committee meetings will be replaced in 2007 with the following program of communication strategies:

- informal visits to agencies by the TRMF Unit;
- inter-agency meetings/forums to be scheduled on an 'as needed' basis; and
- e-mail circulation of information/reports previously provided in the sub-committee papers.

Visits by the TRMF Unit to individual agencies will increase the potential for valuable consultation to occur with a wider audience within each agency and more effectively contribute to the identification of whole-of-government issues.

The Unit will continue to organise inter-agency forums in relation to specific issues that require input from agencies as issues arise or where there is a demand from agencies. These forums will be targeted to a wider audience within agencies, rather than limited to membership of the sub-committees.

Anything organised along these lines will be advertised on the TRMF Web site at www.treasury.tas.gov.au/trmf

Authorised Agency Volunteers

Authorised agency volunteers are persons who are acting in the capacity of a volunteer for an agency under the direction of an agency.

The TRMF Unit recommends that agencies develop and implement appropriate risk management policies and procedures for the management of volunteers including:

- an assessment of the risk associated with the volunteer activity and steps to eliminate or minimise any risk prior to commencement of the activity; and
- the assessment and screening of potential volunteers to ensure that they are competent and appropriate for the volunteer activity.



Details of these and other recommendations for the management of volunteers can be found on the TRMF Web site at www.treasury.tas.gov.au/trmf under the 'personal accident' category heading.

Personal Accident Claims

It is an agency's responsibility to determine whether to accept a personal accident claim from a volunteer.

Once satisfied that the volunteer was acting under the direction of the agency and that the injury arose out of the voluntary activity, a personal accident claim can be submitted to the Fund Administration Agent.



Season's
Greetings!

The TRMF Unit wishes everyone a happy and safe festive season.

TRMF Meetings and Notices

Occupational Health and Safety Working Group

The inter-agency Occupational Health and Safety Working Group meet on a bi-monthly basis to share knowledge on occupational health and safety issues affecting government agencies.

The next meeting will be held on **8 February 2007**.



If you would like further information about the Working Group, or would like to attend a meeting, please contact Di Hope on 6233 6597 or e-mail the TRMF Unit at trmf@treasury.tas.gov.au

TRMF Steering Committee

The role of the TRMF Steering Committee is to serve as a consultative forum through which agencies can provide input into the operations of the Fund and feedback to Treasury, the Fund Administration Agent and the Actuary.

The Steering Committee is representative of the agencies participating in the Fund.

The next meeting will be held on **13 March 2007**.



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