



## DO&amp;R Team brief/meeting agenda

Section:	CCL North	Chair:	Evan Partridge
Date:	22 February 2012	Time:	10:00 AM
		Location:	Meadowbank
Copy to:	M-CCL, EM-DC		

1. Welcome & apologies Please sign on the attendance sheet.
2. Minutes/actions from last team brief
  - I. New Hac Folders
  - II. Substation Entry training for pulling cables into kiosks
3. DO&R Executive Key messages

Please note that a full copy of John Eisenhuth's Team Brief is available on the wire

Key message	What these messages mean for our team/region/branch
It is pleasing to see that at the end of December 2011, all eight reliability categories of SAIDI and SAIFI were performing ahead of target.	The network is becoming more reliable due to all the capital works CCL has been involved in.
One of the key challenges for the DO&R Division in 2012 will be to shift our approach from growing our capital delivery capability in all categories to completing all of the projects which are required by the end of the 5 year period.	This is seen in CCL by projects not being commissioned on completion of CCL works. We will shift our focus in FSN to achieving more project completions.
Environment – Waste Management	Waste Classification Guidelines apply to material excavated by CCL contractors
LiDAR Survey & Modelling Trial	New technology being used by Active Tree Services. Helicopter used to quickly measure ground clearances and vegetation clearances
Rebranding Our Uniforms & Vehicles	EA logo must not be displayed after 1 March 2012
Salary Sacrifice of Electricity	Applies to all staff and will reduce the amount you pay for your domestic electricity
Car Pool Survey	Not relevant for CCL project officers
Acceptance of Gifts & Benefits	Highly relevant to CCL staff. You are required to advise your supervisor or manager as soon as you are offered any gift or benefit. Refer CD2/2011

Safety Statistics January 2012	HR Staff Performance Statistics Dec 2011
<ul style="list-style-type: none"> <li>There were 24 incidents reported:</li> <li>Lost Time 1 No Lost Time 12 Near Miss 10</li> <li>Serious Injury 1 Journey Claim 0</li> <li>The number of workers compensation claims for DO&amp;R is 84 up to 20 January 2012.</li> <li>90 safety interactions were carried out in January and 140 in December 2011.</li> </ul>	MD award nominations - 0 Disciplinary interviews - 13

## 4. Safety updates

Safety message	What these updates mean for our team/region/branch
Safe use of vehicles and associated plant	Ensure all loads in vehicles are properly restrained. Ensure that vehicle rego & servicing are up to date
Safety Theme – Manual Handling	Most common injuries in Ausgrid. Refer to info sheet. Remember: STANCE: Widen your footing POSTURE: Maintain your backs natural curve LEVERAGE: Stay close to the load ADAPT: Consider the task you are performing TWIST: Use your feet
Improving Electrical Safety – Ausgrid & Sydney Water	Water mains being replaced by non-metallic alternatives – Ausgrid and Sydney Water working together to reduce risk of electric shock
Ticks	High incidence of ticks - refer to information sheet
What to do if you receive a Needle Stick Injury	<ol style="list-style-type: none"> <li>1. Encourage bleeding by squeezing wound</li> <li>2. Wash wound thoroughly with disinfectant</li> <li>3. Cover wound with dressing</li> <li>4. Report immediately to manager</li> <li>5. Seek immediate medical advice</li> </ol>
What to do after an incident or injury	Refer to information sheet
Rules we live by	'Golden rules' being specified along with minimum consequences for breaking these rules
Drug & Alcohol Training	Training is mandatory and <b>must</b> be completed by 29/2/12. Training can be undertaken on-line – refer to The Wire
Be Safe System Implementation	Be Safe system will be implemented from 1/4/12. DOR's existing system will be archived and all of Ausgrid will use the same new system. Staff will be trained in the changes to the current system.
New health & safety legislation	New WHS laws came into effect from 1/1/12. New Be Safe system designed to align with new laws

## 5. Other news

News item	What this means for our team/region/branch
Reporting of near misses	Important that all near misses are accurately reported – reporting a near miss actually improves our safety statistics
Consumer Law Training	This training is mandatory and can be completed online – refer to The Wire

## 6. Local information for our team

- Robert Addie to give information session on completion of HACs.
- Contractor Safety-Information Session
  - I. Work Health and Safety Regulation 2011
  - II. Safety Pins-Excavator Buckets
- Mandrelling of ducts (refer Cl. 16.7 NS130 & Cl.A8.3 of SOD) – check that contractor is using the correct sized mandrel – must be 12mm smaller diameter than ID of ducts being tested. Discussion on proposed methods.
- First Aid Kit & PPE Inspections have been completed for CCL North – thank you to all of you for completing this in a timely manner.
- New Payment Claims Process update. Staff training to be arranged and new admin position to be advertised.
- New Electrical Safety Rules coming out in March.
- Over time requests to Lana this week as Su Yin is on leave.
- I will be on leave for the Next two weeks. Phil Cresnar will be acting PM CCL – North.

## 7. Recognising our team's achievements/performance/wins

- Thank you to David Dawson for his contribution to CCL - North. He has been a quality member of our team. David finishes up with CCL at the end of next week and we wish him good luck in his future endeavours.



- *We will have a new Grad starting on the 5/03/12. After some initial training he will be working in the North.*
- *Waqar Butt has now officially given his notice of resignation. Waqar will be finishing on the 16/03/12. We wish Waqar on his family all the best in the new life in Queensland. We will miss the quality and quantity of Waqar's contributions to CCL North. The arrangement for two new engineer positions will be finalised this week.*
- *Congratulations to Andrew Currie, Marlon Murray and the rest of the Tuggerah team who recently completed the Peats Ridge project which is largest CCL project the group has undertaken in my time. Comments from Andrew.*
- *Well done to the Northern Region staff who have continued to maintain a high volume of work for twelve months. There will be some reduction in crew levels to account for staff reductions and Field Services North backlog of joints.*

**8. Questions and actions for follow-up/feedback**

**9. Round-table discussion**

**10. Handouts supplied**

- DOR Team Brief
- Safety Scoop February 2012
- Injury Incident Summary
- Tool Box Talk – Vehicle Safety – Secure, stow, check
- Safety Interaction Form

**11. Next team brief date and time:** *Combined Team Brief TBA*



## Team Brief attendance sheet – DO&amp;R

Date of Team Brief: 22/02/12

Venue: Training Room 2 - Meadowbank

Time: 12:00 PM

Apologies:

No.	Name	Service number	Signature
1	Evan Partridge	48705	[Signature]
2	Glen Beazley	Sick	[Signature]
3	Shannon Compton	48249	[Signature]
4	Phillip Cresnar	49460	[Signature]
5	Andrew Currie	40722	[Signature]
6	Nathan Keir	43863	[Signature]
7	Marlon Murray	48448	[Signature]
8	Andrew Thornton	43469	[Signature]
9	Waqar Butt	51236	[Signature]
10	Kapila Ranatunga	55346	[Signature]
11	Dean Baker	48134	[Signature]
12	Bhathiya Maha	56080	[Signature]
13	David Dawson	55791	[Signature]
14	Tony Danks	45661	[Signature]
15	Igor Brizar	47655	[Signature]
16	Mohammed Khan	51592	[Signature]
17	Gerard Chrimes	33636	[Signature]
18	Vishant Nand	51366	[Signature]
19	Steven Burke	50058	[Signature]
20	Robert Adelie	39935	[Signature]

# NSW ICAC EXHIBIT

No.	Name	Service number	Signature
21	Frank Maitlen		52172
22	Kapila Ranatunga	#55346	55346
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CCL Team Brief

14<sup>th</sup> February 2012

1. Highlights of branch team brief
2. Safety
3. Staff
4. Contracts
5. General Business

Confusion caused over Mondrell's  
- this gauge for CCL vehicles  
- some Calipers -

Mondrell's of conduits  
Mandatory Training of Contractors at Aug 2012  
Iphones.

Resources meeting - need to advise Ian  
about work volume / area  
Drug & Alcohol + Competition & Consumer Law

Newcastle jobs,

Payments

Exec Meeting 7/2/2012

Agenda Around the "ground".

W/Ch. Pander  
Conducting  
4 singles for  
to follow / UGCH / course

HDPE services OH Sance UGCH Poles in the South  
Contractor to remove old pole

90K to be added to contract?

Has training Safety Induction / Website Obs

Safety Rules for DC if we design we must do risk screen / review for that work Reg 294 of WHS Act

Safety Section of Meeting as of 1/7/12 not accept projects w/o risk screen. Safety 20/11

DOR Exec Agenda

DOR Team Brief.  
Safety Sweep

Byn covers 29/2/2012 ~40



Atk CCL to dig 1m for pole hole by crew order.  
up to 1000/year.

NAC - Not Bristolin / get Robert Addie - to offer.

Multisite HAR - IW has some concerns, clothing & New OHS Regs

Safety Induction - 1/month at least.

Rules that we live by. ~ 6 we have to abide by.

group meeting Contractor @ Safety advisers only introduce BeSafe recent incidents generic situations in May/June 12

Workcover site

New EBR issued after 1/3/12 will need to send to Contractor.

4500M predicted total spend.



## **DISTRIBUTION, OPERATIONS & RELIABILITY**

### **EXECUTIVE TEAM BRIEF - SAFETY SEGMENT MEETING – FEBRUARY 2012**

#### **AGENDA**


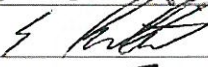

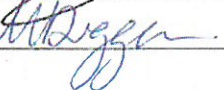
Confirmation of previous meetings minutes

1. **OHS Information Topics**
  - Public Warning – Hot Water Tanks
  - Working in vehicles with air-suspension systems (WorkCover)
  - Product Safety Recall – Gas Cylinders
  - Spreader Bar Failure – Bulga 11216 (Extrata Coal)
  - Large Angle Grinder Safety Notification (DeWalt)
  - Ticks (NSW Health)
2. **Safety Reports – December 2011**
  - LTISR Results
  - TRIFR Results (YTD)
  - Accident / Incident Circumstances
  - Lost time accidents 2011/2012
  - Data Collection
  - OIN & Safety Info
  - Safety Audits
3. **General Business**



## CCL Team Brief

14th February 2012

Name	Signature
Carlo Vitale	
Evan Partridge	
Stephen Lunn	
Michelle Duggan	
John Mettam	