

Minutes

Retail and Wholesale Industry Sector Standing Committee

ISSC secretariat | Email: oirboardsandcommittees@oir.qld.gov.au

Date	11 July 2024	
Time	10am – 12: 00 (AEST)	
Venue	Meeting Room 11:14, Level 11, 1 William Street, Brisbane	
Members		
Mr Matthew Littleboy		Chair
Mr Casey Whelan		Worker Member / United Workers' Union
Mr Darryn Gaffy		Worker Member / Shop Distributive and Allied Employees Association
Ms Dana McMahon		Employer Member / Cater Care Group
Ms Rebecca Parnell		Employer Member / Primo Foods
Mr Michael Rolfe (MS Teams)		Expert Member / Cook Shire Council
Ms Gemma Sharp		Expert Member / Cooper Grace Ward Lawyers
Guests		
Ms Chau Nguyen		Standing Guest - OIR Director, Industry Strategy and Programs
Mr Sebastian Bielen (MS Teams - Item 3)		OIR Director, Data and Evaluation
Apologies		
Nil		
Secretariat		
Mr Leigh Dwyer		Workplace Health and Safety Queensland, Principal Advisor

1. Welcome and Statutory Matters

The Chair opened the meeting at 10.05am and welcomed members to the meeting.

24.07.1.1 Acknowledgement of Country

The Chair acknowledged traditional custodians of the land where the meeting was taking place, the Turrbal and Yuggera people, and paid his respects to the Elders, past present and emerging.

24.07.1.2 Apologies

The Chair advised no apologies had been received for the meeting.

24.07.1.3 Conflict of Interest Declaration

The Chair asked the meeting if there were any conflicts of interests to declare in relation to the agenda and papers provided for the meeting. No conflicts of interest were declared.

Outcome/s:

That the Committee:

- **noted** that no conflicts of interest were declared.

24.07.1.4 Adoption of Agenda

The Chair discussed the agenda content and asked if there were any additions to the agenda. No additional items were requested.

Mr Michael Rolfe was welcomed to the committee for his first meeting as an Expert Member.

2. Minutes and Actions Arising

24.07.2.1 Minutes

The Chair advised the minutes of the previous meeting held 18 April 2024 were for discussion and if the content was accurate and if any changes were required. Updates were requested.

Outcome/s:

That the Committee:

- **Verified** the minutes as an accurate record of the Committee meeting held on 18 April 2024.

24.07.2.2 Actions

Members reviewed outstanding action items and confirmed the following:

24.04.4.1	Secretariat	The Secretariat to provide a paper on Committee coverage	Complete – refer agenda item 24.07.4.1 – Close
24.04.4.2	Secretariat	Psychosocial Health Unit to present to July ISSC meeting an update on the Code	Open - deferred to October meeting due to OIR unavailability

Outcome/s:

That the Committee:

- **Noted** updates to the action items.

24.07.2.3 Circular Resolutions

The Chair noted there were no circular resolutions.

3. Strategic / Presentations Matters - Power BI Dashboard Demonstration

Mr Sebastian Bielen, Director, OIR Director, Data and Evaluation, gave members a demonstration of the Power BI dashboard (dashboard). The dashboard will provide all the information provided in OIR's paper-based quarterly data reports to the Board (refer item 24.07.6.6) and will enable users to drill down on information such as fatalities, hospitalisations or notices using a variety of filters such as age, gender, industry, sub-industry. The aim is for live data with a one-day lag - except for fatalities which can take up to three months to classify as a work-fatality. The data is based on ABS industry definitions.

Mr Bielen informed that OIR's IT section is working on enabling external users to have access to the information. It is intended provide members with another demonstration when the dashboard is launched.

4. Matters for Discussion/Decision

24.07.4.1 ISSC coverage

Members noted the industries covered by this Committee including the non-highlighted industries in the attachment; the highlighted industries are the focus of the Committee. Members discussed how to fill gaps in the Committee's industry coverage – the Chair advised that in certain circumstances the Committee may have to highlight to the Board in its feedback its lack of reach or expertise to advise on certain industries or practices.

Outcome/s:

That the Committee:

- **Noted** the ISSC coverage paper.

24.07.4.2 Heat Stress Information Scans

The Chair led a discussion at the request of the Board Chair.

Members commented favourably on the guidance material, task analysis & calculator but noted the tool doesn't take into account the fitness of the worker/ pre-existing medical conditions.

Members considered education for both workers and employers is important as both workers and employers often do not understand heat stress signs and recommended solutions.

Members raised the following areas for further consideration or investigation by OIR:

- Members would like to see more guidance/commentary on
 - internal work environments
 - reflective heat e.g. ground rooftops
 - the effects of heat hangover, including subsequent decrease in productivity
 - Adjustment of KPIs/targets in heat stress situations

- Noting possible psychosocial effects, including the effect on people suffering heat stress who have been counselled for poor performance
 - Emphasise accessible fluids and hydrolytes in your work area
 - a workplace can be very large and may require a long walk to get to water
 - core body temperature
 - air quality at work, especially internal work
- Whether the proposed code of practice should factor in perimenopause and menopause
- Provide guidance on
 - understanding and addressing WHS duties when multiple duty holders are involved e.g. no air-conditioning in a shop in a shopping centre
 - how the code of practice would interact with
 - industry codes (which often do not mention heat stress eg steel construction code of practice) and
 - National Employment Standards
- Comment on possible solutions such as
 - hydrolyte use/overuse
 - drinking water is not enough as a solution
 - advise on the effectiveness of certain solutions eg cool collars, crushed ice
- Provide advice on how to handle a case of heat stress in different types of workplaces

Members referred to the work of Dr Matt Brearley regarding heat stress [Company website [Workforce Heat Stress Management | Thermal Hyperformance](#)]

Action/s:

New Action Item No:	Responsible Person/Owner	Action Item Details	Due Date
24.07.4.2	Secretariat	Secretariat to distribute for comment the proposed feedback to the Board on the Heat Stress Information Scan paper.	ASAP

5. Standing Items

24.07.5.1 ISSC Forward Plan

Members discussed elements for a forward plan and noted the discussion of key industry issues at the first meeting. Members considered musculoskeletal disorders, psychosocial and heat stress as major items for the committee.

6. Matters for Noting (discussion by exception only)

24.07.6.1 ISSC Terms of Reference

Members noted the terms of reference had been approved by the WHS Board at the 8 May 2024 meeting.

24.07.6.2 OIR Resources – Guide to preventing slips, trips and falls at work

Members noted the guidance; and were informed that the guidance is publicly available and can be used by members.

24. 07.6.3 Update on review of the incident notification provisions in the model work health and safety laws

Members noted the update and supported the changes in incident notification provisions, noting that journey claims are not consistent across Australian jurisdictions.

24. 07.6.4 SafeWork Australia workplan

Members noted the workplan.

24. 07.6.5 Regulatory WHS Priorities for the retail and wholesale industry

Members noted OIR's regulatory WHS priorities for the retail and wholesale industry.

24. 07.6.6 OIR data reports

Members noted the data reports.

7. Other Business

24.07.7.1 Other business

Members raised no other business.

8. Meeting Finalisation

24.07.8.1 Review Meeting Actions Taken

The Chair confirmed the actions from the meeting.

24.07.8.2 Next meeting

The Chair confirmed the next meeting for 10am, Thursday, 17 October 2024, at 1 William St.

24.07.8.3 Meeting close

The Chair thanked members for their attendance and participation in the meeting.

The Chair closed the meeting at 11.49am.