

# PUBLIC SERVICE ASSOCIATION SITE VISIT AND INSPECTION

PSA staff and delegates visited the new Ministry of Health premises at 100 Christie St, St Leonards, on 10 April 2019. The visit was made as a part of consultations on the relocation from existing premises in North Sydney. A summary of WHS risks identified is at Attachment 1.

The WHS Act NSW (2011) requires that a person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers and others. In doing so, consultation with workers is prescribed per Section 48:

- (1)
  - (a) *that relevant information about the matter is shared with workers, and*
  - (b) *that workers be given a reasonable opportunity:*
    - (i) *to express their views and to raise work health or safety issues in relation to the matter, and*
    - (ii) *to contribute to the decision-making process relating to the matter, and*
  - (c) *that the views of workers are taken into account by the person conducting the business or undertaking, and*
  - (d) *that the workers consulted are advised of the outcome of the consultation in a timely manner.*
- (2) *If the workers are represented by a health and safety representative, the consultation must involve that representative.*

Accordingly, the PSA respectfully asks the following:

1. Is there a written WHS risk assessment for the new office? When and how was it developed ?
2. What consultation with staff, Health and Safety Representatives and the Health and Safety Committee happened in the process of identifying the WHS risks and control measures?
3. Is there documentation for the consultation? For example, at all staff meetings or meetings of the Health and Safety Committee?

Risk Register: Ministry of Health premises 100 Christie St – 10 April 2019												
Issue	Description	What is the likelihood that the harm would occur?	What is the level of risk?									
Asbestos register and clearance certificate	<p>Clause 425 of the WHS Regulation 2017 requires that an asbestos register be kept. The register includes when / where asbestos has been located, type of asbestos, and it's condition. The PSA requests a copy of the register. The asbestos management plan is also requested, if it has been required to be prepared by <a href="#">Clause 429 of the WHS Regulation 2017</a>.</p> <p>There are three stalls in both the male and female toilets on each floor, with two urinals in the male toilets.</p> <p>The SafeWork NSW Code of Practice <a href="#">Managing the Work Environment and Facilities</a> advises on the number of toilet facilities a workplace must have.</p> <table border="1"> <thead> <tr> <th>Workers</th> <th>Closet Pan(s)</th> <th>Urinals</th> </tr> </thead> <tbody> <tr> <td>Males</td> <td>1 per 20 males</td> <td>1 per 25 males</td> </tr> <tr> <td>Females</td> <td>1 per 15 females</td> <td>N/A</td> </tr> </tbody> </table> <p>The PSA requests confirmation that by using this ratio, the toilet facilities are adequate for the number of male and female workers planned to be located in the building.</p>	Workers	Closet Pan(s)	Urinals	Males	1 per 20 males	1 per 25 males	Females	1 per 15 females	N/A		
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Ventilation and noise in print areas	<p>The printing areas are not located away from workstation arrays. Instead, the print areas adjoin workstation areas. This will create noise problems from the additional extraction fans in the print areas, as well as from the operation of the printers. The print areas would be better designed as enclosed rooms and this should now be considered.</p>											

Risk Register: Ministry of Health premises 100 Christie St – 10 April 2019			
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Lunch areas	<ul style="list-style-type: none"> <li>While a dining room has been provided on each floor visited, these are small in relation to the number of staff on each floor. 94 workers are proposed for Level 1, for example. The enclosed dining area for this level is unlikely to accommodate more than six people comfortably. The problem is repeated on other floors: 88 workstations are proposed for Level 2 with the enclosed lunch area unlikely to comfortably accommodate 15 people.</li> <li>On some floors a meeting room with conference facilities is within the dining area. This is poor design, which creates a foreseeable spillover from the dining area into the meeting room. When the meeting room is in use there will be noise drift from users of the lunch room.</li> </ul>		
Window treatment	<ul style="list-style-type: none"> <li>Post-fitout frosting treatment is needed for the middle sections of the glass walls of meeting rooms.</li> <li>Block-out roll-down screens need to be in place on the north and east sides of the building to stop heat entering the building in summer.</li> </ul>		
Air conditioning	Start and finish times for the operation of the air conditioning should match the MoH Flexible Work Hours Agreement. Particularly in the hot summer months, it is important to have the air conditioning operating while staff are at work.		
Storage areas	It is not clear that there is adequate secure storage areas for confidential hard copy materials.		
Powered sit – stand desks	The current configuration of the powered sit – stand desks has the desks too close together, which creates a guillotine hazard when one desk surface passes the adjoining desk surface. Fingers could be crushed or work materials trapped by this action. Greater separation of the desk ends is needed.		

PSA – MoH internal only, for consultation purposes

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