
From: Overall, James
Sent: Friday, 4 January 2019 9:06 AM
To: Clifton, Joe <Joe.Clifton@act.gov.au>
Cc: Summers, Brian <Brian.Summers@act.gov.au>; Roso, Darren <Darren.Roso@act.gov.au>; Meredith, Jason <Jason.Meredith@act.gov.au>
Subject: RE: [REDACTED] [SEC=UNCLASSIFIED]

Hey,
So I understand we welded some leg extensions on. How many more of these tables to do we have around the place? I've almost done the same thing, so I am concerned we could be very much liable if something truly bad happened to someone. All the more reason to either get rid of the things, or put longer legs on them...

From: Clifton, Joe
Sent: Monday, 24 December 2018 2:37 PM
To: Overall, James <James.Overall@act.gov.au>; Daines, Nicholas <Nicholas.Daines@act.gov.au>
Cc: Summers, Brian <Brian.Summers@act.gov.au>; McLean, Allan (EPSD) <Allan.McLean@act.gov.au>
Subject: [REDACTED] [SEC=UNCLASSIFIED]
Importance: High

James.

[REDACTED] called into the depot today to make us aware of an incident that happened at the campground. Not sure of the day it happened but looking like Saturday the 22nd.
She has burnt herself with hot water due to the bench seat she was sitting on/preparing a meal tipping over when she sat down. She has suffered 1st degree burns to her inner thighs and midriff.

The table in question was set up by someone levelling it off with a brick on the lower side of the slope. I did mention to her that the seats are not necessarily intended to be kept in the same spot, that they are able to be moved about as needed by campers, we have had extra feet welded on to make more stable as long as it is set up on levelish ground.

She told me and Ali that she just wanted to make us aware of the incident so it won't happen to anyone else.

Cheers.

Joe Clifton
Ranger - Murrumbidgee

ACT Parks and Conservation Service | Environment, Planning and Sustainable Development Directorate | **ACT Government**
Phone 02 6207 2425 | [REDACTED] | Email joe.clifton@act.gov.au
1541 Cotter Rd Casuarina Sands ACT 2611 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: [Overall, James](#)
To: [Daines, Nicholas](#)
Subject: FW: [REDACTED] [SEC=UNCLASSIFIED]
Date: Tuesday, 28 May 2019 2:03:02 PM
Attachments: [image001.jpg](#)

From: Overall, James
Sent: Friday, 4 January 2019 9:53 AM
To: Roso, Darren <Darren.Roso@act.gov.au>; Clifton, Joe <Joe.Clifton@act.gov.au>
Cc: Summers, Brian <Brian.Summers@act.gov.au>; Meredith, Jason <Jason.Meredith@act.gov.au>; Daines, Nicholas <Nicholas.Daines@act.gov.au>
Subject: RE: [REDACTED] [SEC=UNCLASSIFIED]

Let's aim to weld a length of 50mm pipe with a cap (like our depot external fence) on these extending out by around 100mm. I will leave it up to the welders to devise the best attachment solution so long as we reduce trip and toe stub hazard reasonably. We should eventually look to replace these tables, though they still have life, are valued and are movable which whilst a risk, is appreciated by campers and picnickers...

From: Roso, Darren
Sent: Friday, 4 January 2019 9:33 AM
To: Overall, James <James.Overall@act.gov.au>; Clifton, Joe <Joe.Clifton@act.gov.au>
Cc: Summers, Brian <Brian.Summers@act.gov.au>; Meredith, Jason <Jason.Meredith@act.gov.au>
Subject: RE: [REDACTED] [SEC=UNCLASSIFIED]

We do need some movable tables at the campground. The out riggers/stabilisers can be a trip and toe stub hazard.
How about more of our Campus style tables fixed to the ground/granite near each fire place. It would really make the place look a treat and lift the respect factor to an all-time high. 17 fire places from memory. That's \$34K of tables.

Darren Roso
Senior Ranger - Murrumbidgee

ACT Parks and Conservation Service
Environment, Planning & Sustainable Development Directorate | **ACT Government**

Phone 02 6207 2043 | [REDACTED] | Email darren.roso@act.gov.au
1541 Cotter Rd Casuarina Sands ACT 2611 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

ACTGovPCSAAA







From: [McLean, Allan \(EPSD\)](#)
To: [#EPSDD PCS MRC](#)
Subject: Emergency phone issues - who to contact [SEC=UNOFFICIAL]
Date: Tuesday, 6 November 2018 8:45:05 AM
Attachments: [image003.jpg](#)

Details of who to contact regarding issues with emergency phones at Cotter Campground, Casuarina Sands or Pine Island.

esacomcenmanagement@act.gov.au

Peter Coble
ACTF&R Station Officer
ESA Communications
Management Team

(w) 62076054

Allan McLean
Ranger - Murrumbidgee

ACT Parks and Conservation Service | Environment, Planning & Sustainable Development Directorate | **ACT Government**

Phone 02 6207 2425 | Email allan.mclean@act.gov.au

1541 Cotter Rd Casuarina Sands ACT 2611 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

ACT & PCS logo CMYK



ACTGovPCSAAA



EMERGENCY
PHONE



000
Emergency Phone

directed by ACT Parks and Conservation Rangers to leave.

- Stays are limited to two weeks (maximum).

Questions **or Concerns?**

- At peak times of the year (long weekends, school holidays, Easter etc.) a volunteer Campground Host is available to assist campers.
- During off-peak times, please direct all queries to ACT Parks and Conservation Service Rangers.
- In an emergency, call **Triple Zero (000)** or use the Emergency Telephone located at the Campground Host's hut.
- For all other circumstances please phone **Canberra Connect 13 22 81.**



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Cotter Campground Fees

Campground fees are stated on the **Honesty Box** located to your left. Please follow the instructions outlined on the front of **Honesty Box** explaining how to pay your campground fees. Alternatively, you can pay fees directly to an ACT Parks and Conservation Service Ranger when they visit in the morning.

In case of **Emergency**

In an emergency, use your mobile phone to call **Triple Zero (000)** – you will not incur any cost. Please note that the Triple Zero service is multilingual. Alternatively, you can use the **Emergency Telephone** located at the Campground Host's hut. When prompted, advise your location as **Cotter Campground, Cotter Road, ACT 2611**.

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IMAGES BEFORE THE INCIDENT



From: [Martin, Kylee](#)
To: [Kingma, Angiella](#)
Subject: FW: 3rd Party Incident with Injury - ID#:91160 - Environment, Planning and Sustainable Development | Environment | Parks and Conservation Service | Murrumbidgee River Corridor [SEC=UNCLASSIFIED]
Date: Wednesday, 2 May 2018 10:29:24 AM

A closed PL incident for PACS please

Please feel free to contact me to discuss further if you wish.

Kylee Martin | Manager Claim Services

Phone: 02 6205 7358 | Fax: 02 6207 0301

ACT Insurance Authority | Nominal Defendant ACT | Default Insurance Fund ACT

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Canberra Nara Centre, 1 Constitution Ave Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601|

<<http://apps.treasury.act.gov.au/insurance-and-risk-management>> <http://apps.treasury.act.gov.au/insurance-and-risk-management>

From: Work Injury Reporting [<mailto:WorkInjuryReporting@act.gov.au>]
Sent: Monday, 30 April 2018 3:33 PM
To: ACTIA Notifications <ACTIANotifications@act.gov.au>
Subject: 3rd Party Incident with Injury - ID#:91160 - Environment, Planning and Sustainable Development | Environment | Parks and Conservation Service | Murrumbidgee River Corridor

This incident is a third party injury reportable to the ACT Insurance Authority.

*Please review this incident in RiskMan for more details and verify that the incident has been correctly categorised.

*If you wish to confirm or discuss details of this incident, please contact the incident reporter Allan McLean on 62072425.

*Make comments against the incident by adding a Journal

<<https://workinjuryreporting/UserAssistance/User%20Guides/06%20-%20Manager%20-%20Respond%20to%20an%20Incident.pdf#page=3>> .

*For any further info, please feel free to browse our User Assistance pages

<<https://workinjuryreporting/UserAssistance/>> .

Click here to view this incident in Risk <<https://workinjuryreporting/Default.aspx?Pagename=ClaimsReview.asp&qs=BaseID%3D151956%26ModuleType%3DI%26SubModuleType%3DIncidents>> Man.

RiskMan Incident #91160

Incident Date:

16 Apr 2018

Time:

16:00

Directorate/Agency:

Environment, Planning and Sustainable Development

Division:

Environment

Branch/Business Unit:

Parks and Conservation Service

Work Unit:

Murrumbidgee River Corridor

Reported by:

Allan McLean

Reporters Phone:

62072425

Manager Name:

Mark Sweaney

Managers Phone:

50526

Impact of incident

Minor Injury or Illness, No Time was Lost as a Result

Posted by

Ian De Costa2

Has the person involved (or representative) contacted the Directorate / Agency?:

No

Contact Name
(for future communication):

Mark Sweaney

Contact Number:

02 6205 0526

Regards

Work Injury Reporting

? <<https://workinjuryreporting/>> <https://WorkInjuryReporting/>

i <<mailto:WorkInjuryReporting@act.gov.au>> WorkInjuryReporting@act.gov.au

Disclaimer: Information provided is covered by the Information Privacy Act 2014
<<http://www.legislation.act.gov.au/a/2014-24/default.asp>> and Health Records (Privacy and Access) Act 1997
<<http://www.legislation.act.gov.au/a/1997-125/>> .

Reports which may identify individuals can only be provided to those with a right to know and must be kept secure or destroyed.

Alert ID: 37

RiskMan.NET Mail ID: 190733

Who Is Reporting?

Reporter's First Name: Allan
 Reporter's Contact Phone: 62072425
 The Reporter Is...: Reporting on behalf of another person affected

Reporter's Last Name: McLean
 Reporter's Mobile Number:
 Privacy Statement: Acknowledged
 Acknowledged:

Who Was Affected?

Status of Person Affected: Volunteer
 Given Name(s): [REDACTED]
 ID or AGS Number:
 Student ID/Number:
 Gender: [REDACTED]
 Date of Birth:

Other Third Party:
 Surname: [REDACTED]
 Contractors Employee?: No
 Student On Work Experience: No
 Age:

Organisation Details

Relevant Directorate / Agency: Environment, Planning and Sustainable Development
 Branch / Section: Environment | Parks and Conservation Service | Murrumbidgee River Corridor

Contact Details

Business Name: ABN:
 Address: [REDACTED]
 Suburb/City: [REDACTED] Postcode:
 Country: Australia
 Contact Phone: [REDACTED] Mobile Number:
 E-Mail Address:

When Did It Occur?

Date of Entry: 17 Apr 2018
 Date of Event: 16 Apr 2018
 Time of Occurrence: 16:00
 Date Supervisor Notified: 17 April 2018

Notification Delay: 1
 Time unknown?: No
 Time Supervisor Notified: 08:15

Where Did The Incident Occur?

Where did the Incident Occur?: At the usual workplace
 Other Accident Location
 Description:
 Exact Location of the Accident/Incident: Cotter Campground

What Happened?

Summary of Incident/Accident: When closing car boot, tripped on concrete slab & kicked L big toe on concrete, fell forward landing on hands & face hit pavement and glasses fell off, grazed L Knee, flap of skin on big toe and swollen painful wrist.

Incident / Accident Details: Car was parked next to campground hut. When closing car boot, tripped on concrete slab that is not the same level as the ground. Kicked big toe of left foot on concrete, fell forward landing on hands, one hand (right) gave way. Face hit pavement and glasses fell off. Knee (left) also grazed, flap of skin on big toe and swollen painful wrist. 1st aid provided at the time was taping and a sling applied by friend. Had taken pain killers at night. When reported on 17/4/18 - no change to condition of hand. Toe had been bandaged.

Gave [REDACTED] the option of PCS taking [REDACTED] to seek medical advice or waiting and be taken by [REDACTED] after 16:30. [REDACTED] chose to wait [REDACTED]

What Led Up To This Incident/Accident?:

Impact of Incident / Accident: Minor Injury or Illness, No Time was Lost as a Result

Body Part(s) Affected: Back Right Palm
 Right Forearm
 Front Right Wrist
 Front Left Knee
 Left Toes

Other Body Part:

Describe your Injury: Bruised and swollen right hand. Grazed left knee. Flap of skin on left toe

Treatment Required?: Yes

Treatment Given: First Aid or Alternative Treatment

Description of Other Treatment Given:

Violence / Bullying / Harassment / Discrimination

Was Violence/Abuse Involved?: No

Cause of Violence or Abuse:

Other Cause of Violence/Abuse:

Gender(s) of cause of violence:
Alleged Form of Violence/Abuse:
Was Bullying/Harassment Involved?: No
Cause of Bullying or Harassment:
Gender(s) of causes of bullying:
Alleged Form of Bullying or Harassment:
Was Discrimination Involved?: No
Cause of Discrimination:
Gender(s) of causes of discrimination:
Alleged Form of Discrimination:

Other Form of Violence/Abuse:
Other Cause of Bullying or Harassment:
Other Form of Bullying or Harassment:
Other Cause of Discrimination:
Other Form of Discrimination:

Background To Task

Task Being Performed

Task Being Performed at the Time: Closing car boot. Walking/moving
Accident Related to Task Being Performed: Yes
Experience in Performing Task?: Yes
Years: 0 Months: 0

Training

Training Received?: No
Type Of Training:
Other Type of Training:

Protective Equipment

Personal Protective Equipment Required?: No
Personal Protective Equipment: Other P.P.E. Description:
Was All P.P.E. Used?: No

Witnesses

Witness #1

Witness 1 Full Name:
Witness 1 Contact Number: Witness 1 Mobile Number:

Witness #2

Witness 2 Name:
Witness 2 Contact Number: Witness 2 Mobile Number:

Supervisor To Complete

Supervisor / Manager Name: Mark Sweaney Manager Position Level: Ranger in Charge TO4
Manager Contact Number: 50526 Manager Mobile Number: [REDACTED]

Classification Grade For Person Affected

Certified Agreement Group:
Classification Grade or Level:

Business Unit Details For Person Affected

Directorate / Agency: Environment, Planning and Sustainable Development Division/Business Group: Environment
Branch/Business Unit: Parks and Conservation Service Work Unit/Sub-Section: Murrumbidgee River Corridor

Investigations and Notifications

Confirmed Notifiable Incident?: No
Investigation to be Carried Out:
WorkSafe Notification Method: WorkSafe Notification Date:
HSR Notified?: No
Internal Investigation:

ACT Insurance Authority

Contact Name (for future ACTIA communication): Mark Sweaney Contact Number (for future ACTIA communication): 02 6205 0526
Has the person involved (or representative) contacted your Directorate / Agency?: No

Corrective Actions

Short-Term Corrective Or Preventative Actions

Any Short Term Actions Taken?: Yes
Short Term Corrective and Preventative Actions: Inspect the pavement in the area to consider if repairs are necessary
Why Were No Short Term Actions Taken?:

Long-Term Preventative Actions

Long-Term Actions Necessary?: Yes
Change to Induction Training: Not Applicable
Change to Work Environment: Proposed
Equipment / Machinery Maintenance: Not Applicable
Other Job Redesign: Not Applicable
Preventative Actions: Condition of surfaces will be checked
Comments:
Why Are No Actions Required?:
Change to Ongoing Training: Not Applicable
Change to Work Procedures: Not Applicable
Equipment / Machinery Modification: Not Applicable
Other Preventative Action: Not Applicable

Serious Incident Details

Serious injury or illness of a person

Dangerous Incident

Immediate treatment of person as in-patient in a hospital: No
Uncontrolled implosion, explosion or fire: No
An amputation: No
A serious head injury: No
A serious eye injury: No
A serious burn: No
Degloving or scalping: No
Spinal injury: No
Loss of a bodily function: No
Serious lacerations: No
Medical treatment within 48 hours of exposure to substance: No
Another event prescribed by the WHS Regulations 2011: No
This incident involved the death of the person affected through workplace injury or illness: No
This incident has been confirmed as a Notifiable Event by Worksafe:
The Event ID number allocated by Worksafe for this notifiable: No
An uncontrolled escape, spillage or leakage of a substance: No
Uncontrolled escape of gas or steam: No
Uncontrolled escape of a pressurised substance: No
Electric shock: No
Fall or release from a height of any plant, substance or thing: No
Collapse, overturn, malfunction or damage to plant: No
Collapse or partial collapse of a structure: No
Collapse or failure of an excavation or shoring: No
Inrush of water, mud or gas in an underground excavation: No
Interruption to ventilation in an underground excavation or tunnel: No

ANZSCO Coding

TOOCS Codes

Journal

Action Taken

Created by: Sweaney, Mark (Mark Sweaney)
01 May 18 14:18:00 Surface checked and a minor erosion wash out will be repaired using
 concrete stabilised granite.
Actioned: Yes
Follow Up Allocated To:

Mail Sent On:
Follow Up By Date:

Further Action Required

Created by: De Costa, Ian (Ian De Costa2)
18 Apr 18 09:33:00 Hi Mark, could you please update journal entry when the car park surface
 has been checked and what if any further action is required.

Cheers Ian
Actioned: No
Follow Up Allocated To: Sweaney, Mark (Mark Sweaney)

Mail Sent On:
Follow Up By Date:

Documents

No Attached Documents.

- End of Record -







SAFETY CAMERA
IN THIS AREA

Office Campground
UNAVAILABLE

FIREWOOD FOR SALE
\$12 per bag

RANGER NOTES

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