

Minutes For: Northern Safety Liaison Group

Meeting Number:	86	Venue:	Site Safe ATC
Date:	08.06.16	Time:	7.00am
Chair:	J Buse	Minutes:	J Buse

Attendees:

Name:	Company:
B Cleur	ETCO
Paul Squire	Site Safe
Paul Malins	Savory
Greg Kingston	Savory
Julian Rickards	Cassidy
Carson PeKrul	Cassidy

Name:	Company:
John Buse	Site Safe
Warren Turner	Watts & Hughes
Courtney Hurt-Suwan	The Labour Exchange
Craig Sturfels	The Labour Exchange
Tanya Colvin	ACC

Apologies:

Name:	Company:
Peter Callaghan	Dominion

Name:	Company:

Agenda:**1. Welcome:**

Item	Action
a) Introduction of attendees	

2. Previous Minutes:

Item	Action
a) Read and accepted.	

3. Guest Speaker(s):

Item	Action
<ul style="list-style-type: none"> Nil. 	

4. Matter arising from previous meeting:

Item	Action
<ul style="list-style-type: none"> General Comments on last meet discussions: <ul style="list-style-type: none"> Hierarchy Level is unnecessary in Safe Work Method Statements Workers don't understand health issues/risks MDF seen as biggest problem . more are using LEV (local exhaust ventilation) SiteSafe BCPV8 includes dust but has more focus on noise. Perhaps more on dust in V9 due out later this year Silica considered as bad as Asbestos 	

5. General Business:

Item	Action
<ul style="list-style-type: none"> Site Safe/Industry Audit Tool: The Administration questions have been reviewed to include the new terminology and some additional questions - feedback from industry would be appreciated. 	

The main changes are:

(1) the higher level learning options for both the main contractor and all subcontractor supervisors ie.

- Advanced Passport
- Supervisor
- Supervisor Update
- Health & Safety Rep
- Contractor Management
- Leadership in Safety
- First Aid Construction Safety
- Height & Harness (US63229)

(2) The Main Contractor and their Subcontractors only require a record of Site Safe access cards if the company or site is a Charter 1, 2 or 3 member/location

(3) Accident management includes two additional questions for the Main Contractor and their Subcontractors:

- Is the Accident/Injury Register reviewed regularly?
- Is there evidence of root cause analysis of accident/injury/near miss investigations? [An investigation is only required for actual or potential serious harm Trivial harm only requires a mention in safety meeting or tool box talk minutes or other meeting also minuted]

- **Worksafe focus on dust:** The Australian Work Exposure Study report (May 2016) and the WorksafeNZ Softwood Dust WES and Silica Dust in Construction Fact/Information Sheets specify control options that include vacuum extraction and health monitoring.

General discussion on risk and expectations resulted in agreement for a guest speaker(s) on health risks and Worksafe's position.

- **ACC WSMP & Partnership Programmes:** Tanya C/ACC.

The Partnership Programme . The residual levy has gone. (i) Full Self Cover requires a fee not a levy and the employer carries the rehabilitation cost for life of the individual. (ii) Discount Plan is an agreement on the level of risk and years rehabilitation.

WSMP Programme . no change until 2017. ACC liaising with Worksafe on future plans for both organisations.

Gordon Macdonald/CE Worksafe NZ and others will be presenting at the Auckland Large employer Seminar 9.00am . 12.00pm 27th July, Alexandra Park Function Centre, Greenlane West, Epsom.

Under 50 employees group under represented in the Safeguard Awards.

The Manual Handling Risk wheel is now an App.

Fleet Saver programme qualification size to be advised.

Next Meeting:

Meeting Number:	<u>87</u>	Venue:	<u>Site Safe 92 Beachcroft Ave, Onehunga</u>
Date:	<u>10th Aug 2016</u>	Time:	<u>7.00am</u>
Chair:	<u>Maarten Tinsel</u>	Minutes:	<u>John Buse</u>

MAIN CONTRACTOR SAFETY PLAN	
	Is there evidence of a Pre-Start H&S meeting held with all PCBU's?
	Is there evidence of Site Specific Safety activity requirements in any tender document?
	Is there a Site Safety Management Plan in place?
	Is there an operating Permit To Work in place?
	Is there evidence of hazard identification?
	Is there evidence the Main Contractor has a current Hazardous Substances Inventory?
	Is there evidence of risk assessment?
	Is a documented analysis being carried out for high risk activities?
	Is there evidence of a Main Contractor Site Emergency Response Plan?
	Is there evidence that a Main Contractor Safety Inspection was conducted in the last 30 days?
	Is there evidence of a co-ordination/planning meeting held within the last 30 days where H&S was discussed?
	Is there evidence that a Tool Box Talk was held in the last 30 days?
	Is there a Training/Competency Register for all Main Contractor Workers on site?
	Is there a record of current Site Safe access cards for all Main Contractor staff?
	Do 3 in 4 workers on site hold a current Site Safe access card?
	Is there evidence that all Main Contractor supervisors hold a current Higher Level Learning Site Safe access card?
	Is the Main Contractor Accident/Injury Register available?
	Is a Main Contractor Accident/Injury Register being utilised?
	Is the Main Contractor Accident/Injury Register reviewed regularly?
	Is there evidence of root cause analysis of accident/injury/near-miss Investigations?
	Is there evidence that WorkSafe NZ has been notified for all Main Contractor Notifiable Works?
	Do all supervisors of notifiable works hold the relevant competencies?
	Are arrangements in place to deal with Visitors to site?
	Is there a Site Specific Induction Procedure in place?

SUBCONTRACTOR SAFETY PLANS

	Does the Subcontractor have a Site Specific Safety Plan (SSSP) signed by both parties prior to works commencing?
	Has the Subcontractor completed a self-inspection/hazard report in the last 7 days?
	Is there an operating Permit to Work in place?
	Is there evidence of hazard identification?
	Is there evidence the Sub Contractor has a current Hazardous Substances Inventory?
	Is there evidence of risk assessment?
	Is a documented analysis being carried out for all high risk activities?
	Is there evidence that a Tool Box Talk was attended in accordance with the SSSP?
	Is there a Training/Competency Register for all Subcontractor Workers on site?
	Is there a record of current Site Safe cards for all Sub Contractor staff?
	Do 3 in 4 Sub Contractor workers hold a current Site Safe access card?
	Is there evidence that all Sub Contractor supervisors hold a current Higher Level Learning Site Safe access card?
	Is Emergency Response Planning in place for high risk activity?
	Has the subcontractor provided a list of emergency contacts for all high risk activity to the Main Contractor?
	Is there evidence that WorkSafe NZ has been notified for all Main Contractor Notifiable Works?
	Do all Supervisors of Notifiable Works hold the relevant competencies?
	Is the Sub Contractor Accident/Injury Register available?
	Is a Subcontractor Accident/Injury Register being utilised?
	Is the Sub Contractor Accident/Injury Register reviewed regularly?
	Is there evidence of root cause analysis of accident/injury/near-miss Investigations?