

Minutes For: Otago Southland Liaison Group

Meeting Number: 2/4	Venue: King Edward Tech – Site Safe Training Room
Date: 14/05/15	Time: 10:00
Chair: Chris Lambeth	Minutes: Fiona Singh

Attendees

Name:	Company:	Name:	Company:
Chris Lambeth	Breen Construction	Fiona Singh	Donaldson Construction
Bill Donaldson	Donaldson Construction	David Baker	Amalgamated
Allan McDonald	Calder Stewart	Ray McLellan	Calder Stewart
Kevin Haskins	bware	Clive Doubleday	Site Safe
Gary Clarkson	Southern DHB	John Galliven	TDDA
Michelle Muir	Foleys	Johan Bosch	Site Safe

Apologies

Name:	Company:	Name:	Company:
Alison Molloy	Site Safe	John Williams	bware

Agenda**1. Welcome:**

Item	Action
Chris Lambeth - Breen Construction, Welcomed everybody.	

2. Previous Minutes:

Item	Action
Taken as read	

3. Review/Matters Arising from Previous Minutes:

Item	Action
<p>a. Tele-handler Operator Training</p> <p>Ray McLellan – CS, The meeting of the Telehandler owners association NZ was held, they have agreed that they are going to follow the British Standard. They have spoken to the UK authorities that produced that standard and they are happy for us to take it as a base, everything needs to be signed off and approved through them due to crown copywrite. There is a meeting next week to go though it page by page to make sure that we won't be tied into something we don't want to be doing. The aim is that in a years' time it will be ready to be presented to Worksafe to be processed as a 'Best Practice Guideline'.</p>	
<p>b. Health & Safety re-imaging</p> <p>Allan McDonald – CS, this is a work in progress and will advise the group on what CS proposes with H&S posters etc once the report is complete</p>	AM

4. Site Safe Report:

Item

Johan Bosch – GM Delivery Site Safe

Site Safe are pushing increase the higher level courses by 15% this year, which also means increasing the number of advisors to cope with this.

We also went to the Philippines this year, we had just over 50 people graduate from the courses we did. This meant that when they fly into the country to work they are ready to start straight away, there is no stand down period while they wait to start training.

Site Safe have just updated the Commercial, Residential auditing templates. If you a large Company you should be doing your own audits and your own self auditing, then Site Safe come along as an independent auditor to provide positive feedback and recommendations in a Safety Report. You can benchmark against all construction companies or against construction companies of a similar size.

Most of our courses are redeveloped every couple of years, there are 15 different courses run by Site Safe.

Contractor Management, used to be called Construction Management, it's built more for Clients and Principal Contractors, or a medium company who works under a client that have their own subcontractors. It talks about the Health & Safety business case for making sure that your contractors have systems in place. The new legislation and your duties. The early influence that Architects and designers have in the safety in design methodology, and planning the whole job. Also covers the SSSP level and TA level if you have subcontractors make sure you look at their SSSP and or TA's and the overall plan for the build. They are using the Best Practice 6 steps of Contractor Management, then finishing off with Safety Leadership. There has been quite a high demand for this course already and we expect that a lot of subcontractors will start coming to this course to see what their responsibilities are with the new legislation.

As you are all aware Site Safe has bought AppCon (Sitewise) we have changed it a little bit and are keen to push the Contractor Management side of it not just the Prequal side of it check out the website www.sitewise.co.nz the prequal side of Sitewise is a 12 question evidence based assessment.

The Construction Safety Charter is being reviewed, it was intended to be for all sectors and all sizes of organisation but it actually turned out to be the big companies and some of the medium companies. Site Safe are focusing a lot more on the small to medium companies over the next couple of years because industry has asked us to do that, to make it more accessible to enable companies that only have a couple of small sites and can't be audited 10 times a year etc. There will be reward recognition, starting with a discovery stage where we audit then sit down and have a look at the systems in place, also the behaviour and leadership through the whole system irrespective of the level you're at, it is clearer around the use of KPI's. After the discovery stage we will issue an action plan, tell you how long it will take, how much it will cost, are you happy to proceed, if yes it becomes more of a partnership to move forward and plan. This is still to be launched.

5. Golden Rules of Safety in Construction:

Item

- Correct PPE
- Working at Height
- Right Tool for the job
- Housekeeping
- Manual Lifting
- Electricity
- Assess the Risk – Take 5
- Communication

Johan Bosch – SS, There seems to be different sets of “Golden Rules” for different areas of the country, has this moved on any further? Have we decided which way we want to go with this idea?

Chris Lambeth – BC, This seems to have gone onto the back burner a little bit, everyone seems to be using their own similar take on the symbol idea. Worksafe have recently put out a brochure for Employers and Employees on their website, using symbol based information showing what your rights are, more and more information is being provided using symbols etc. very clear, keeping it simple. It is a very well done brochure.

6. Risk Assessment:

Item

Chris Lambeth – BC, The Site Specific Safety Plan, how does this work for us going forward, has anyone had a look at this to see how they think the Risk Assessment model will fit into their current business?

Gary Clarkson – SDHB, we have done a wee bit of work with this, we are developing a model that will work for our own staff as well as any subcontractors that come onto site for us. For our in-house staff we have 3 tiers, for the regular on-going tasks that we do ‘Safe Working Practices’ will be drawn up with the teams and supervisors. When a job comes in it has a ‘Safe Working Practice’ and that’s the methodology that is used to do it, no need for paperwork, step back, take 5, do the job, easy, simple, without creating lots of paperwork. If it’s a job that’s unusual and or doesn’t have a ‘Safe Working Practice’ then they will be required to undertake a ‘Risk Assessment’ and develop a methodology statement for it, this will also apply to any subcontractors that come onto site. Identify the specific hazards, carry out an initial risk assessment, state your control measures, tick all the boxes. We have developed an in house training course on risk assessment and methodology statement fundamentals. You need to have this in place now and not wait to see what the legislation brings. Get the risk assessment down to something that makes sense to you and your company, it’s about getting your staff to stop and assess the work processes.

David Baker – ABL, It’s really hard for us to decide which system to go with and clients all want different systems if they know what they want at all. There is also the attitude that I don’t need to worry about that it’s someone else’s problem, whereas we are all in the same boat now, it will be everyone’s responsibility under the new legislation.

Chris Lambeth – BC, Is Site Safe looking at revamping the SSSP template to allow for risk assessment?

Johan Bosch – SS, Yes we are it’s a work in progress. In our BCP’s we have a basic 5x5 matrix, there are a lot of people that still don’t understand Hazard Management, or they think that Hazard Management and Risk Assessment are the same things, whereas a hazard can be to the person, a risk can be to the person, the business, the public, other people onsite, all sorts of things. The intention of the Minister is for high hazard activities to be very closely prescribed so people will know this is what I have to do, for the others they are just using the general regulations.

Allan McDonald – CS, The bottom line is the notion of risk is down to the individual, we struggle with this on construction sites with individuals risk perceptions. This is an ongoing issue with each new employee you take on, did they come from a background where they climbed trees and walked around on jungle gyms or have they been exposed to nothing and only ever played on computer games. Their different perceptions of risk are what we have to deal with as soon as we employ them and how we influence that thought process and risk perception is the challenge for us. It’s an ongoing process of showing them how we see things.

Johan Bosch – SS, I think the intent is certainly there with the Gateway Programmes and we are looking at going into schools. Skills NZ are also looking at reworking the requirements for apprentices giving them a stronger perception of risk management while they are going through their course.

Bill Donaldson – DCS, I think there are two elements to it, one is influencing behaviour which is different to risk assessment, the other assessing the risk.

Chris Lambeth – BC, At the last OSLG Meeting I asked Alison if Site Safe had a vision towards training in schools? We as business organisations need to understand that getting into schools is the key to getting kids to understand where Risk is, because schools aren’t doing it, parents aren’t

doing it, so if we want our future employees to understand before they start working for us we need to get this information out there. Are we able to use Site Safe to do this somehow?

Kevin Haskins – BW, We are already looking at the Risk Assessment side of things and trying to make it easier to follow and do, keeping it simple. Identifying what are the critical risks, looking at Good Practice Guidelines and what control methods need to be in place at different stages of work being carried out. Getting consistency of information throughout the process.

7. General Business:

Item
<p><u>Pre Quals and Inductions</u></p> <p>Bill Donaldson – DCS, There are a Group of Companies in Southland that have joined together and made 1 on-line Pre-Qualification & Induction for the Company and then each employee goes on-line and completes their individual induction. South Roads, Alliance Group, South Port NZ, Ballance Agri Nutrients, NZAS, PowerNet, Southern Institute of Technology and Dongwha Patinia NZ. To find it go to southlandinduction.co.nz, HSE Passport, very easy to follow, evidence based company induction and on-line induction for all employees. There is still a site specific induction required once any work starts for the different companies involved.</p> <p>Chris Lambeth – BC, What is Site Safe doing to promote the use of Sitewise to the smaller companies?</p> <p>Johan Bosch – SS, We have a new Marketing and Communications Team which are looking at a hard launch to promote Sitewise.</p> <p>Chris Lambeth – BC, I'm happy to draft a letter along with Gary Clarkson to go out to different organisations, DCC, Otago University, SDHB etc to get together and discuss the idea of a joint Pre Qual along the lines of the Southern HSE. Will draft the letter and get a list together of organisations to send it to.</p>
<p><u>New Legislation</u></p> <p>Bill Donaldson – DCS, In the early days we had a series of seminars around the region, I think when the details come out it would be good to go through this process again.</p> <p>Ray McLellan – CS, The draft Legislation as it is, will be what we get. We need to be looking at how to deal with it now.</p> <p>Johan Bosch – SS, Worksafe will be running seminars explaining the new legislation, Site Safe are looking at running some seminars which will be Construction specific.</p> <p>Last year they came out and said there were 5 Major Regulations that were going to support the 'Act' from day one. MBIE have them on their website, they are called 'Exposure Drafts to Regulations'. Three of them will be in effect the day the Act comes into effect. 1. General risk of workplace management, 2. Asbestos, 3. Major hazard facilities. A couple have been transferred from the HSE, Petroleum, mining and quarrying, and adventure activities regulations. Two of the ones that came out with the first 5, worker participation and hazardous substances they have been delayed. There are also 2 cabinet papers.</p> <p>APPENDIX ONE: Comparison of work health and safety regulatory frameworks (Copy Attached)</p>
<p><u>Meeting dates for 2015</u></p> <p>12th November 2015 - Invercargill</p>

8. Next Meeting:

Item			
Meeting Number:	3/4	Venue:	Alexandra
Date:	13 th August 2015	Time:	10:00am
Chair:	Chris Lambeth	Minutes:	Fiona Singh

9. Meeting Close: 1.55pm