

<b>Minutes For:</b>	<b>Otago Southland Liaison Group</b>		
<b>Meeting Number:</b>	2/4	<b>Venue:</b>	Queens Park Cricket Pavilion - Invercargill
<b>Date:</b>	11/05/17	<b>Time:</b>	10:00
<b>Chair:</b>	Chris Lambeth	<b>Minutes:</b>	Fiona Singh

## Attendees

Name:	Company:
Chris Lambeth	Breen Construction
Bill Donaldson	Donaldson Construction
Jonh Frampton	Health & Safety Worksite
Carl Stewart	Southern Insulation
Nic Johnson	Tonic
Herman Morsink	H G Morsink Ltd
Tom Simmons	Insol Ltd
Sam Riwhi	NuLook Windows
Garth Butson	ACC

Name:	Company:
Fiona Singh	Donaldson Construction
Kevin Haskins	Bware
John Williams	Bware
Bronwyn Campbell	ACC
Gregor Morsink	H G Morsink Ltd
Callie Arnold	Insol Ltd
Ryan Condon	NuLook Windows
Ray McClennan	Calder Stewart

## Apologies

Name:	Company:
Steve Robertson	Site Safe
Chris Cox	NZ Safety

Name:	Company:
Kerry Archer	Archer Construction

## Agenda

### 1. Welcome:

Item	Action
Chris Lambeth - Breen Construction, Welcomed everybody.	CL

### 2. Previous Minutes:

Item	Action
Taken as read	WD

### 3. Review/Matters Arising from Previous Minutes:

Item	Action
<p><b>OSLG Attendance Numbers</b></p> <p>Chris Lambeth – Breen Construction</p> <p>We would like to get better attendance at these meetings, does anyone have any suggestions as to how we do this?</p> <p>I would like to suggest that each region, Dunedin, Invercargill and Alexandra, when the meetings are in your region it's up to people from that region to organise a speaker or topics to be discussed. Is everyone happy with that suggestion?</p> <p><b>Garth Butson – ACC</b></p> <p>We are part of an Employers Forum in Invercargill and are happy to add your meeting information to their group Facebook page.</p>	<p>All</p> <p>All Agreed</p>

#### 4. General Business:

Item	Action
<p><b>ACC Presentation – Part 1</b></p> <p>Bronwyn Campbell – ACC Injury Prevention Consultant in Invercargill.</p> <p>I have 2 colleagues in Dunedin and 1 in Timaru and we cover the lower South Island.</p> <p>We are here to support business in any way we can with health and safety and injury management processes, return to work, putting things in place if anyone gets injured.</p> <p><b><i>“We don’t make people better in order to get them back to work, we get them back to work in order to make them better”</i></b></p> <p>(See attached information from ACC for answers below)</p> <p>Why is injury management important?</p> <p>Who can be involved in return to work?</p> <p>Biopsychosocial model.</p> <p>How return to work fits within a health and safety management system.</p> <p>What ACC is unable to cover.</p> <p>The bigger picture – ACC’s process.</p> <p>What if I don’t agree?</p> <p>If you aren’t sure what to do...</p> <p>Did you know that you can request a pre-employment check from ACC (Form attached) with the persons consent, and get a list of the persons work related ACC claims.</p> <p>Return to Work Policy example (attached).</p> <p>ACC Online Organisation Registration Form (attached).</p> <p>You can also get “Construction Health &amp; Safety Risk Cards”, that talk about Asbestos or ladder risks etc. you can get boxes of these, just send me an email Bronwyn.Campbell@acc.co.nz</p> <p>Garth Butson – ACC, will be here shortly to do the rest of the presentation.</p>	
<p><b>BeWare Report on Safety Manager Updates and Changes</b></p> <p>Kevin Haskins – Bware</p> <p>Presented the meeting with an update on some of the changes that Safety Manager has been through in the last 12 months.</p> <p>The biggest challenge over the last 2 years has been coming to terms with the legislation changes.</p> <p>We are looking at the management of contractors, trying to make it simple with the right templates and content to make it easy for contractors to use, the team will be working on this over the next few months and testing it to make sure it’s right before adding it to the Safety Manager programme.</p> <p>Support material, we are up to about 105 pages for a User’s Manual, which is too much, so we are looking at having on-line instructions where you can click on a page to find out how it’s used and it will have the information there with highlight boxes and descriptions that will step you through the process, this is about 90% complete now.</p>	

There have been a lot of updates based on legislation and some from requests from our clients. We are looking at in the next quarter our entry version to Safety Manager. We recognise that while we have a lot of large and medium size companies using our software now, we also have a lot of small companies and Safety Manager now has become quite technical and a lot of people don't know about, don't need to use or don't know how to use a lot of the functions. So, what we are doing is looking at what an entry level version would look like for the smaller businesses.

A lot more of our clients are using the App on a tablet and or iPhone, this software has a lot less content than Safety Manager making it easier to use and navigate your way around it on site.

#### Safety Manager Updates (Copy of detailed presentation attached)

- Menu Slider
- My Action Landing Page

#### Information Section

- Document Builder
- Form Builder
- Form Administrator
- Worker Library

#### Governance Section

- Report Scheduler

#### Hazard & Risk Management Section

- H.A.R.M Register
- Planning Tools
- Linking Documents

#### Workplace Section

- Workplace Requirements
- Workplace Roles

#### Incident Section

- Incident Register

#### Responder App

- Working Offline
- Quick Actions
- Signing in & out
- Workplace Induction
- Risk Assessment
- Competency Assessment

We are working a lot around support and reporting this year and refining what we have rather than adding new functionality. We're looking at how we can demonstrate the 3 C's, Consulting, Co-operating and Co-ordinating the work with other PCB's, trying to make this simple.

This is what we have been doing over the past year.

## ACC Presentation – Part 2

Garth Butson – ACC Relationship Manager, Business Customer Relationship.

If you are having any issues with ACC regarding claims or anything you don't understand, talk to either Bronwyn or myself, we are based down here and we care about making sure that you do understand and know what your rights are.

As a side-line, unrelated to the conversations you have been having today, something that we are very proud of is, ACC are involved with the local RESPECT and IT'S NOT OK campaign people, all to do with family violence. Southland leads the amount of family violence in New Zealand which isn't something to be proud of. What we are doing as a Region in NZ is trying to put people in contact with the right people, people that they feel comfortable talking to. People who are in the midst of family violence don't know where to go, that is also from the perpetrator perspective as well, ACC is very proud to be a part of what is being done here, we are hoping that if the family violence thing strikes a chord with any of you, or if you think that as a workplace you may be interested in being a part of that, supporting this, maybe doing some training, please get hold of me or Bronwyn we would love to have a chat.

So, life after WSMP, the way that ACC from my perspective decided that halfway through a year decided that they weren't going to have incentive programmes anymore and if you wanted to get the next 2 years' worth of discount you had to have an audit before the 1 April 2017. It wasn't well managed from our perspective and I would like to apologise on behalf of ACC to those of you and the auditors that it put under great pressure to get this done. It was a bit of a shock, we were told that WSMP was being updated to be in line with new App technology, but then were told it was being dropped altogether so this did come as a bit of a shock to us as well. The incentive programmes were looked at to see how effective they were and how we could be doing better in NZ, because there were employers that were WSMP at different levels that were still hurting and killing people. But there were also companies that used WSMP very well and loved it, they had had a reduction in injuries so it wasn't one size fits all.

ACC have decided to focus more on trying to reward behaviour around trying to stop the injuries from happening in the first place.

Helping create healthy and safe workplaces (see attachment).

Experience Rating, what it is, how to move forward.

Audits

Worksafe Invercargill – Nick Perham happy to come along and be a part of this group and answer any questions we may have with individually or with ACC.

ACC are revamping their website, the current one has proven not to be very user friendly.

Some information from 2015 regarding New Claims, Active Claims, Cost of Active Claims and the Average Cost of Active Claims (see attachment).

Next meeting in dunedin

What do we want to cover at the next meeting ?

Increase attendance numbers – each region hosts are responsible to organise a speaker for their region

## 5. Site Safe Report:

Item

No Report Presented

a.

## 6. Next Meeting:

Item

<b>Meeting Number:</b> 3/4	<b>Venue:</b> Site Safe Training Rooms -Dunedin
<b>Date:</b> 10 <sup>th</sup> August 2017	<b>Time:</b> 10:00am
<b>Chair:</b> Chris Lambeth	<b>Minutes:</b> Fiona Singh

### **7. Meeting Dates for 2017**

10th August 2017 - Dunedin  
9th November 2017 - Alexandra

### **8. Meeting Close: 1.40pm**