

Minutes For: Otago Southland Liaison Group

Meeting Number:	4/4	Venue:	Queens Park Cricket Pavilion – Invercargill
Date:	12/11/15	Time:	10:00
Chair:	Chris Lambeth	Minutes:	Fiona Singh

Attendees

Name:	Company:
Chris Lambeth	Breen Construction
Bill Donaldson	Donaldson Construction
Allan McDonald	Calder Stewart
Herman Morsink	H G Morsink Ltd

Name:	Company:
Grant Jukes	Amalgamated
Fiona Singh	Donaldson Construction
David Baker	Amalgamated

Apologies

Name:	Company:
Justin Doyle	Aotea Electric
Kevin Haskins	bware
Alison Molloy	Site Safe
Kerry Archer	Archer Construction

Name:	Company:
Gary Clarkson	SDHB
Johan Bosch	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. Pre Quals and Inductions</p> <p>Chris Lambeth – BC, has drafted a letter to go out to different organisations, to get together and discuss the idea of a joint Pre Qual along the lines of the Southern HSE and Site Safes 'Sitewise'</p> <p>Has received no feedback, he understands that SDHB and CODC are both going ahead with the Sitewise pre qual. AIG are looking at various pre quals, Chris to get in touch with them to see what direction they thinking of going.</p> <p>It's important to get the post contract evaluations completed by the on-site foreman on the sub-contractors they have worked with on their contracts, This helps develop a current and progressive record of on-site behaviour, record keeping etc. which gives a better idea of how much management, if any particular subcontractors require, and what areas need improvement.</p>	

Item	Action
Bill Donaldson – DCS Ltd, the larger companies in Southland are starting to push the HSE Passport, www.southlandinduction.co.nz , Powernet, Alliance Group, South Port NZ, Ballance, NZAS. The Sitewise pre qual is in line with the information being asked for in the HSE passport.	
b. Health & Safety re-imaging 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	AM
c. Telehandler Allan McDonald – CS, there is now an industry driven standard in the same format as an Approved Code of Practice, Worksafe are currently reviewing it. The telehandler standards are unit standards, the draft standard is based on the British standard. Chris Breen – BC, Worksafe have said that until this code of practice comes into play regarding training, the best thing to do would be to keep a log book, and provide training information booklets around the best use of a telehandler. So we get a certificate of training and in the front of the logbook there is basic information and pre-start checklists which stays in the machine.	

4. Site Safe Report:

Item
Johan Bosch – GM Delivery Site Safe
There were no Site Safe representatives at this Meeting so unable to provide a report.

5. General Business:

Item
Risk Assessment Bill Donaldson – DCS, Safety Manager has more information on Risk Assessment now. They line up with the Site Safe System 5x5 matrix which looks like it will be the baseline tool being used. Chris Breen - BC, we have decided to get our committee together and go through each hazard, as risk assessment is very individual, come up with a list of controls and if the risk matrix still comes out under Red then it needs to be reviewed and another solution found. David Baker – ABL, you have to try and not make your risk assessment too complicated, do the best you can at the time for the job being done.
House Keeping Herman Morsink – HGM, How much importance do you as contractors put on Housekeeping on site? We find it hard as subcontractors, to complain and get something done about mess and equipment left everywhere, which makes it hard for us to do our job properly and is a trip hazard. Grant Jukes – ABL, A lot of it depends on the Foreman on the job, also we don't tend to employ labourers anymore and a lot of that was their job. So it's a matter of re-educating everyone if you do a job and make a mess you need to clean it up. Chris Breen - BC, with the new legislation coming out, all contractors and subcontractors alike are going to be able to ask to have a toolbox talk on-site to bring up any issues that need to be discussed and sorted out, health and safety issues or any issues on-site.

Health Monitoring

Herman Morsink – HGM, Worksafe have issued a Prohibition Notice to a Company for not monitoring the health of their staff.

Chris Breen - BC, they are pushing the health side of things, particularly Eyesight, Hearing and Lung Function monitoring to be carried out annually. Could be a useful tool for pre-employment, then annually, then when they leave your employment.

OSLG Meeting Numbers

Allan McDonald – CS, We need to look at ways of increasing our numbers attending these OSLG meetings, it's great to have Herman here, he represents our subcontractors but how do we get more people to come along. The more people we have, the more ideas and issues we can deal with, rather than going over the same issues.

Chris Breen - BC, There are no Site Safe representatives here which means were down 3-4 in numbers today.

Meeting Dates for 2016

11th February 2016 – Dunedin

12th May 2016 - Alexandra

11th August 2016 - Invercargill

10th November 2016 - Dunedin

6. Next Meeting:

Item			
Meeting Number:	1/4	Venue:	Site Safe Training Room - Dunedin
Date:	11 th February 2016	Time:	10:00am
Chair:	Chris Lambeth	Minutes:	Fiona Singh

7. Meeting Close: 2.25pm