

Minutes For:	Otago Southland Liaison Group		
Meeting Number:	2/4	Venue:	Breen Construction – Alexandra
Date:	12/05/16	Time:	10:00
Chair:	Chris Lambeth	Minutes:	Fiona Singh

Attendees

Name:	Company:
Chris Lambeth	Breen Construction
Bill Donaldson	Donaldson Construction
Allan McDonald	Calder Stewart
John Williams	Bware
Ray McLellan	Calder Stewart
Justin Doyle	Aotea Electric

Name:	Company:
Dave Furzeman	Site Safe
Fiona Singh	Donaldson Construction
Claire Deacon	ACC
Kevin Haskins	Bware
Kevin Wood	Site Safe

Apologies

Name:	Company:
David Baker	Amalgamated
Clive Doubleday	Consultant

Name:	Company:
Gary Clarkson	SDHB

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
No matters arising from the previous Minutes.	

4. Site Safe Report:

Item
<p>Dave Furzeman – Health & Safety Advisor and Trainer - Site Safe NZ</p> <p>I would like to introduce myself, I will be working alongside Kevin Wood as a Health and Safety Advisor and Trainer for Site Safe NZ in the Otago / Southland region.</p> <p>The new Site Safe Logo has now replaced the old with great feedback being received.</p> <p>All the training courses have now been updated to reflect the new Legislation, from the BCP upwards.</p> <p>The SSSP has undergone a significant upgrade to meet the new legislation, a new edition was launched in April 2016. This is free to download from our website in both PDF and interactive PDF</p>

Format. Including a new SWMS format which is already being widely used in the industry. Site Safe have provided a free explanation booklet on its use, entitled Plain Safe.

Also available is "The New Health and Safety at Work Act" This practical guide is designed to help small business owners understand the new health and safety legislation, new responsibilities and what this means for business. www.sitesafe.org.nz

A free 5 steps guide is being circulated which allows smaller construction businesses to review their current systems in five simple steps and helps them decide on the best way forward.

Safety by steps, Site Safe's H&S Management System is currently being updated and an interim version has been made available to those that have purchased the system within the last two years.

The website has been revamped, there has been a complete revamp of the Site Safe website which has seen an improvement in user satisfaction being much easier to navigate and use. It includes free guides and resources, course information and information on Site Safe itself.

Site Safe have scheduled a series of free seminars across the country to cover the key changes within the new act and what you and businesses need to do to ensure you are meeting their obligations. The seminars are targeted at small/medium businesses and are open to our Members and the wider community.

SiteWise is going from strength to strength with many large businesses, construction firms and local authorities utilising it as a means of contractor selection. Almost 2000 businesses are now registered with SiteWise and Site Safe have increased their staff presence to further improve support of it. A number of free information sessions have been held across the country to help companies come on board and our Safety Advisors are regularly responding to requests for assistance.

Dunedin is to have a new office / training room. Site Safe are moving out of the leased rooms at King Edward Court in Dunedin. We have opened a new office at 98 Macandrew Road, South Dunedin and will be shortly moving into new training rooms at the Dunedin Training Centre on Bridgman Street.

Finally Site Safe would like to say goodbye to Clive Doubleday and thank him for his work in the region over the past eight years. Clive has retired and by all accounts is enjoying himself as he should be after his many years in the Health and Safety industry. He has been replaced by Dave Furzeman who will now be working alongside Kevin Wood in the Otago / Southland region for Site Safe.

5. General Business:

Item
<p>SiteWise</p> <p>Is now being used by a lot of Companies, SDHB and Central Otago District Council to name 2.</p> <p>John Williams – Bware, Do you differentiate when providing that service, on what kind of service the provider is giving to the organisation that is requiring SiteWise compliance? For example, a company has an owner and a part time employee, they provide organisations with documentation, it's all done electronically, they don't visit the site. This organisation has asked this small company to get a SiteWise qualification.</p> <p>Dave Furzeman – Site Safe, We would look at what systems are appropriate to their risks.</p> <p>Kevin Wood – Site Safe, On the assessment we have an aspect of whether they are an on-site company or an off-site company, if they don't go on-site we wouldn't expect that company to have toolbox talks or site meetings etc. there is a definite clear line as regards to how they are assessed. With regards to what they are required to do when they are on-site, then if it's a one man band then again that is also taken into consideration. It's a prequalification of what somebody's status with regards to how they are currently managing health and safety, and it's evidential based and the process that helps in tender selection for companies and organisations to make an informed decision. It's not a complete solution to the problem, but if you use SiteWise to it's full potential you can use it to monitor performance during that contract, you can then see how they are performing in the post contract evaluation, so your using it in 3 steps around you as a PCBU managing contracts.</p>

If the solution or the product we are looking at is not for them then we will tell them it's not for you, this will not solve your problem. If SiteWise is the correct way for them to go we will make sure we have the communication with them to make sure they are using it correctly and to it's full potential specifically for them.

ACC Update

Claire Deacon – ACC, an update on where WSMP / WSD is with the new legislation.

Letting people know that there are transition guidelines for Auditors, the audit tool won't be changing until 2017. We want to help companies move towards the new legislation and there will be some discretion between now and then with audits, as long as we can see companies are making changes to comply with the new legislation changes.

In 2017 there will be some minor changes to change the language, employee worker PCBU principal will change, and possibly more emphasis put on return to work.

If you get an audit done before March 2017 the discount will apply for the 2 year period regardless of if there are any significant changes later.

I recently had a team meeting in Christchurch and we had an update with the Canterbury rebuild team and the work that has been happening. There are a lot of resources available that we may look at bringing into our regions, particularly Queenstown with the amount of building going on there. I wonder if this was something this OSLG would look at bringing the right people together to do a targeted hit on how we can do it all safely.

Chris Lambeth – Breen Construction, the main problem we face in the industry in the Queenstown area, is compliance from our contractors, and if there are more consistent messages going out from all fields towards contractors, that would help all of us.

Claire Deacon – ACC, we will also be meeting with Work Safe in a month or so to find out how we will be working together in the future.

There are resources available on the ACC website in PDF form, you can hang these in your smoko sheds / site offices, a guide through toolbox talks etc and they are updating these to cover some of the major risks, confined spaces, excavation etc.

Part of my role is to get everything together to help you, to achieve the best outcome, so if you do want to hit on subcontractors, maybe that's a focus area we could work on. When you get a subcontractor who doesn't want to step up to the mark himself, providing you with the H&S information etc that you are now required by law to have before they can work on your site, you could say to them that there are sessions going on, on a quarterly basis make sure you are signed up for that. I'm happy to help if we can come up with some solutions between us.

New Legislation

Bill Donaldson – Donaldson Construction, Before the new legislation came about, Site Safe had seminars throughout the country on what to expect and how to prepare for the changes, there was always discussion of having a follow up, is there one planned for Invercargill?

Kevin Wood – Site Safe, What we are trying to do is get our resources together, the next one for the region is in Queenstown 10 June, I'll be putting on one in Invercargill probably July / August. Because we have had quite an influx of new membership in the Invercargill area, we are getting them up to speed first. These seminars will be published on our website and you will book it like booking a training course.

Allan McDonald – Calder Stewart, Where's the motivation for someone to get all of their systems in place, when they know that whatever main contractor they go to will have different requirements, I don't see where the motivation is for people to spend a lot of money and time particularly when they are time poor.

Chris Lambeth – Breen Construction, We are still having to interpret the new legislation and rules, we are not being given specific guidelines in terms of exactly what WorkSafe want and what they are looking for when they turn up on our sites.

Kevin Wood – Site Safe, There is a really good document that WorkSafe issued, which is the "Introduction to the Health and Safety Work Act" it goes through section by section and is a lot easier to read than the actual act.

Risk Assessment

Chris Lambeth – Breen Construction, Hazards versus Risk Assessment? How are we calculating the reduction on Inherent risk or your controls? What have you put in place to manage your consistent calculation around what controls to put in place?

Dave Furzeman – Site Safe, The new SSSP already has a SWMS form in it.

Allan McDonald – Calder Stewart, WSMP have always required some level of risk assessment, it's a matter of what it looks like and the consistency. Using the 5x5 risk assessment as a tool is great for the man on the ground doing the work. There aren't many businesses out there that don't understand what their core tasks are, of each task you identify the key risks, each risk you would see if you can reduce the residual risk by implementing different controls. The other thing our board are interested in doing is getting those critical risks with where we are with the current state of play, but each division has to come back and say how can I shift this further, what's my plan? The board is doing its due diligence by asking how can I understand this the best I can, I need to shift the oranges into the green, how do we do that? How you calculate the risk is strictly subjective, but after discussion with those that do it.

Ray McLellan – Calder Stewart, We use a work method statement format but call it the critical risk register and each area in our organisation have been asked to produce their 5No. critical risks, they are all put together if everyone has the same critical risk it goes into the organisation critical risk list etc. Using the Safety Manager programme from Bware, this comes up with the inherent risk, we look at that and apply the controls, the end result is to have Red inherent risk, Green residual risk and there will always be the ones that have yellow in between and they are the ones that we discuss. That's our process, compile it, discuss it and put it out to be reviewed.

Claire Deacon – ACC, It's also important how these types of discussions are being recorded. We like to see how you came to the conclusions you did, why were those decisions made, it shows it's been thought about and discussed, it's all very subjective the whole risk assessment process.

Justin Doyle – Aotea Electric, Are you as main contractors discussing this with your subcontractors, are they coming to your site and saying these are our critical risks on site, this is what we are doing, is this enough?

Bill Donaldson – Donaldson Construction, We are asking people onsite to identify their risks with their work and what they are doing about it, we always have done. But the risk assessment has always been there to some degree, but it is more specific now.

Chris Lambeth – Breen Construction, If you look at the Codes of Practice, each one has the risks already laid out in terms of what those specific risks are.

Kevin Haskins – Bware, The issue is these guys are going through their organisations, getting to know what their critical risks are. They have guys out onsite who are implementing controls, they may have a residual risk with 5 controls but only implement 2 onsite, so you need the guys onsite to realise that ok I'm using minimise controls to manage this critical risk what are the other requirements on top of that, from the organisations point of view. From a contractors point of view, you need a risk profile, you have to understand the risks associated with your work, once you know the critical risks you can say work needs to be carried out to this standard and you need to have these competencies, then when they come onsite any of these critical risks associated with your work that's the administrative requirements and my supervisors need to carry out these observations while that work is being done onsite and see that you are actually following those.

Safety Manager

Kevin Haskins – Bware, Safety Manager is now in-line with the new legislation, we are looking at being able to change the title of TA's, JSA's or SWMS as some companies have different references so you will be able to reference your documents as required for the job your doing at the time.

We have changed the PPE field on your SSSP, it used to be all BLUE, which means it's mandatory and must be worn 100% of the time your on-site. Now you can double click on a PPE icon and it will go GREEN, which means wear as required.

The Agreement Form is now in line with Site Safe, you can also build documents and Forms and add them to your SSSP. All areas of Safety Manager will no be in line with Site Safe with the ability to create and add information required by other clients.

OSLG Meeting Numbers

Gary Clarkson – SDHB, along with Gary's' apology he expressed his concern regarding numbers that are attending, or not attending, the OSLG Meetings. It's not worth his/SDHB time to attend these meetings if there is not a good range of Main Contractor and Subcontractor numbers attending.

Dave Furzeman – Site Safe, we would like to see bigger groups, with it being held in different areas each time were not seeing the consistency we would like to see, we are trying to find a way that that can happen better. Whether that's through us having a Dunedin regular meeting with some way of co-ordinating those meetings on a 6 monthly or annual basis so we get together in one place, or whether we feed it through electronically to each other, what do you guys think? What I'm getting from the members in Dunedin is that they would like a Dunedin Group. I'm not saying get rid of it but just wondering how we could make it work better. It's a good way to work with WorkSafe and ACC they can get a speaker in to talk about a subject. The invite should go out to all Site Safe members. What about if Site Safe holds an annual meeting in Dunedin for all its members and then reports to this meeting? (*everyone agreed this was a good idea*).

Chris Lambeth – Breen Construction, when I took over the chair this was one of the first things we discussed as a group because the format back then was difficult. But the agreement was that if we splintered it off it would have a different aspect to it and not be as effective. The critical factor for the group itself is 'what is the group here to achieve'. Invitations do go out to subcontractors and contractors alike. It may be time to review the mailing list, to make sure we have current addresses and contacts etc. who else do we need to invite? From every meeting I attend I pick up something and bring it back to our company, something we could do better or need to start doing, or improve on, it's one of the few areas that we can collude where it's not deemed to be illegal.

Bill Donaldson – Donaldson Construction, the group started in Alexandra, from my point of view my company gets a lot out of the meetings and everyone's input. If we didn't have the group we would be a long way back from where we are now.

Ray McLellan – Calder Stewart, the other thing too is we are based in Milton, Dunedin is closer but we also work in Alexandra and Invercargill and Oamaru, so I think to move it around makes sense because in our case we have interests in different areas. If you drive around Otago and Southland the construction signage you see is mainly from the people that come to these meetings, so even if nothing is resolved from any meeting it's good to talk and see we are all having the same problems, so that's part of the drive too. Perhaps we could invite some more clients representatives to the meetings, Arrow Int. Becca, Signal etc.

Kevin Wood – Site Safe, It's a big commitment for a lot of people to travel for 1 meeting which is a whole day including travel. The implication is that when we're in Dunedin we are expecting a large number of Dunedin contractors etc, likewise for Alexandra and Invercargill, let's just see if we can build up the momentum and motivation. I know in some of the other groups we have had guest speakers which tends to attract people to come in and talk. At the next meeting could we come back with ideas on speakers that we could get to the different regions as a way of moving forward. Maybe WorkSafe could come and talk to us about the changes in the legislation and what they will expect from us?

Allan McDonald – Calder Stewart, it's good to see ACC here, it's disappointing that WorkSafe have stopped coming, historically they are on the invitation list. It's not a Site Safe meeting, it's a group of subcontractors and contractors that have a common interest in health and safety and doing it right. Right back at the beginning of these meetings it was to try and get some consistency among the main contractors as to what information we were expecting from the subcontractor group, we sent out a letter asking for some health and safety information, same letter asking for the same information. Then we worked on the SSSP, Site Safe said we can work on that it can be a benchmark. That's how the meetings started, it was the 'heads of agreement' saying this is how we will approach our subbies everyone send their letter now. So the subbies are being asked for the same information from the main contractors and they understand what we need. We have the Naylor's, ABL, Calder Stewart they deal with people in Dunedin, Alexandra and Invercargill which is why the meetings were moved around, we are all dealing with basically the same subbies. We need to come up with our next project so we have a focus.

Future Meetings

Chris Lambeth – Breen Construction, Perhaps we could get Worksafe along to talk about the new legislation and what they expect of us as an industry, communication etc. I'll put together a brief for the next meeting and try to get in touch with someone.

If everyone can send me their contact lists I can go through and compile an updated list, checking contacts and emails, if you have contacts and people etc that you think should be invited to our meetings send me their information. Let's get our mailing list a bit more extensive and up to date.

Claire Deacon – ACC, perhaps you could frame a meeting around the new legislation and communication PCBU's and responsibility, so everyone is on the same page.

Kevin Wood – Site Safe, perhaps we could get in an expert in asbestos removal and management.

Asbestos

Bill Donaldson – Donaldson Construction, I've discussed it with a few people here already, but as I understand there are new Asbestos regulations that have come out. Lately just about every job we have had we have come across asbestos, including in hard plaster, under a concrete floor in an electrical duct cast over super six roofing and gib stopping. Does anyone have any idea to what extent it is prudent or advisable to establish whether or not something has asbestos in it?

Kevin Wood – Site Safe, there is a diagram on Work Safes website that has a picture of a house and it shows you 103 places that you can find asbestos. The new regulations for asbestos management with regard to existing buildings, property owners have to have an asbestos management plan and register to notify people. Any removal needs to be notified 5 days in advance. They now have Class A and Class B for asbestos, licensing the certificate of competency is now gone it will still be recognised up to April 2018. I think it's prudent to think there is asbestos until proved otherwise.

Dave Furzeman – Site Safe, you need to establish where it is before you demolish anything, the client should be able to tell you where it is if there is any because they have a legal responsibility to have a register identifying it. They are saying if it's built before 1985 assume that it has asbestos in it.

Allan McDonald – Calder Stewart, that should be thrown back to the owner of the building we are demolishing on behalf of, we won't touch it or tender for it until they tell us what the asbestos is, and it needs to be removed under a separate contract otherwise you never know what you up against.

Chris Lambeth – Breen Construction, if in doubt we leave it up to the experts in that field, they know the regulations better than we do and it's their specialist area.

Claire Deacon – ACC, did you all know that there is a department in ACC that if you have workers that you know have been exposed to asbestos you can put them on a register, so that if in your 60's or 70's and end up getting sick or dying from it, its all preapproved medical care, it saves the process and investigation when you are ill. It's probably worth all your workers knowing about it especially if they have been exposed, it goes through their GP and the forms are on the ACC website, it just raises your awareness.

Meeting Dates for 2016

11th August 2016 - Invercargill

10th November 2016 – Dunedin

6. Next Meeting:

Item			
Meeting Number:	3/4	Venue:	Queens Park Cricket Pavilion - Invercargill
Date:	11 th August 2016	Time:	10:00am
Chair:	Chris Lambeth	Minutes:	Fiona Singh

7. Meeting Close: 1.40pm