

**Minutes For: Otago Southland Liaison Group**

Meeting Number:	3/4	Venue:	Queens Park Cricket Pavilion - Invercargill
Date:	11/08/16	Time:	10:00
Chair:	Chris Lambeth	Minutes:	Fiona Singh

**Attendees**

Name:	Company:
Chris Lambeth	Breen Construction
Bill Donaldson	Donaldson Construction
Allan McDonald	Calder Stewart
Ray McLellan	Calder Stewart
Nick Hamlin	Arrow International
Chris O'Sullivan	Pat O'Sullivan Plumbing
Jacqui Saville	Worksafe

Name:	Company:
Dave Furzeman	Site Safe
Fiona Singh	Donaldson Construction
Bronwyn Campbell	ACC
John Frampton	Health & Safety Worksite
Bob Woodcock	Pat O'Sullivan Plumbing
Clint Goad	Donaldson Construction
Allison Molloy	Site Safe

**Apologies**

Name:	Company:
David Baker	Amalgamated
Kerry Archer	Archer Construction
Bill Batt	Batt Training

Name:	Company:
Michelle Muir	Foleys Plumbers
Kevin Haskins	Beware
John Williams	Beware

**Agenda****1. Welcome:**

Item	Action
Chris Lambeth - Breen Construction, Welcomed everybody. Had a round the table introduction of everyone as there were a lot of new faces which is great to see.	CL

**2. Previous Minutes:**

Item	Action
Taken as read	CL

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

Item	Action
<b>OSLG Meeting Attendance</b> Chris Lambeth – Breen Construction, it's great to see some new faces here today, the original groups intention was to get as many trades and sub-trades within the building industry to come along but this slowly figured down to the bigger players that attended on a more regular basis. I think it is more relevant now that we get do get more of the smaller guys in over the trades, for the simple fact that it's not up to the main contractor anymore to deal with all the new legislation and be the leaders, whilst we still have a leadership role to play within the industry it's more about how we communicate and deal with each other which is as much up to the smaller players as it is the big players as to how this happens. It's no	

Item	Action
longer about the big companies dictating to everyone, it's about everyone working together and communicating.	All

#### 4. General Business:

Item
<p><b>OSLG Meetings Going Forward</b></p> <p>Chris Lambeth – Breen Construction, We discussed last time about getting speakers to come along to these meetings and do different presentations, so if anyone within the group has any ideas around who would be good to do a presentation or put information forward to us I'm happy to try and organise that, I think it's up to us as a group to come up with these ideas. Worksafe in Dunedin and Invercargill have expressed an interest in being present at our meetings, we have Jacqui Saville from the Invercargill Worksafe joining us later today to answer any questions we may have.</p> <p>Bill Donaldson – Donaldson Construction, I think because we have a few new faces here today it's important we start a subject from a fresh point of view.</p> <p>Nick Hamlin – Arrow International, Can I ask what the purpose of this group is?</p> <p>Chris Lambeth – Breen Construction, The original intention was to try and bring some consistency into how we deal with Health and Safety on construction sites, the Site Specific Safety Plan was one of the things that come out in that format, that was developed by the different liaison groups throughout NZ and Site Safe. Since then we have tried things like getting a discussion going with Site Safe to come up with a consistent outline for Mobile Scaffold training, so everyone within the construction industry gets the same information, training, ideas including all the sub trades so when they come onto our sites they know what expectations are around mobile scaffolds or working platforms.</p> <p>Nick Hamlin – Arrow International, If we want to change something maybe the next session of this group should be about sharing a bit of information, in regards to Health &amp; Safety.</p> <p>Ray McLellan – Calder Stewart, That's what we have always said at these meetings, health and safety is not a secret and if we can share information it has to help.</p> <p>Chris Lambeth – Breen Construction, The inconsistent thing is that some of us use Beware, others use Mango Bolt, others sitewise, and there are other programmes being developed, the inconsistency keeps loading on top of itself, sitewise is gaining traction, we are getting requests all the time from clients asking us for our sitewise registration, the Central District Council you cannot do any work for them unless your registered on sitewise so they are leading the way there, Southern District Health Board is exactly the same. Is this where we maybe as a Group want to say sitewise is our minimum. Do we want to be seen as pushing sitewise, are we going to get kick back because we will have people that say were CPNZ why can't you accept that?</p> <p>Allison Molloy – Site Safe, A really big chunk of work that we are doing at the moment is around making sure that the systems we develop work with other peoples systems. CPNZ is a really good example and we are doing a lot of work with IMPAC at the moment, so if your registered with Sitewise we should be able to develop the system so that whatever goes into Sitewise if somebody else wants CPNZ the data just goes straight in rather than having to do it twice, so we are very much moving towards "If a contractor has already done CPNZ they shouldn't have to do IMPAC just because a client wants IMPAC today". Sitewise is a straight forward relatively simple tool at the moment its not as complicated as others, that's a good thing in some cases, other people want more, it should be that people who have very little margins don't have to pay twice to do the same thing, and we are doing a lot of work in that space at the moment.</p>
<p><b>New Legislation Compliance</b></p> <p>Chris Lambeth – Breen Construction, The Worksafe website now has really good information available on the new legislation and what is expected of everyone, I find it difficult to believe that any contractor in the construction industry doesn't know what is going on as far as their responsibilities go, its readily available, there is a good simple outline, its step by step, identify your risks, training etc</p>

Bronwyn Campbell – ACC, so how do we help contractors that spend 50Hrs a week working and don't have time to be on the computer getting this information, how do we get them to look at health and safety as an investment not a cost? Part of my role is to provide resources, options and information to help contractors get their planning together in a simple way that works, not volumes and volumes of paper.

Chris O'Sullivan – Pat O'Sullivan Plumbing, When a contract starts the main contractor should gather all of the subcontractors together in one place and say, this is how we are running this site, this is the information I need from all of you, any questions.

Jacqui Saville – Worksafe, Our big push in the construction industry especially is for sub-contractors, if we come on-site we are going to go straight to the sub-contractors, making sure they have been inducted, making sure they understand what they are doing on the site, making sure there has been some communication, we know that the contractors are the ones causing the grief. As part of our engage and educate programme we are looking at smaller contractors. There are very clear expectations for everyone on a site to co-operate and communicate, right from the head PCBU (if you have a name on the side of your vehicle you're a PCBU) through to the person sweeping the floor, this is very clearly defined in the new legislation.

With Worksafe, the days of the stick and clipboard are gone, we want to go on-site and instead of issuing a correction notice for 3 visitor hard hats that are out of date because the site shed had just been moved to the new site, we would say do you know you need these hard hats replaced? Please do it, we would give a verbal direction. Prosecutions don't come through us they come from the Courts and we have to satisfy 6 elements for it to even get close to a court. So now we go out, we come onto sites, we hold a conversation, we engage with contractors. For us to close something down there has to be immediate serious harm. 20% of what we do now is enforcement, the rest is about engagement and education, which is why we now get people ringing us to say can you come and help us, look at what we have in place to see if it's ok, or I've got nothing where do I start.

## 5. Site Safe Report:

Item
<p><b>Allison Molloy- CE Site Safe NZ</b></p> <p>It's always good to come down to Invercargill, I understand that you had a conversation about Low Level Scaffolding this morning and I remember my very first meeting 3 years ago coming down here and saying we will have a 4Hr and an 8Hr Course, I also understand it hasn't been that successful. Coming to these group meetings and listening and taking information away is a really important part of what I do, so I will be interested in following up whatever you talked about this morning with Dave on the way home because it is really important.</p> <p>The other thing I came in on the tail end of was the Passport renewal conversation, people doing the same thing every 2 years, why is it 2 years? That was us listening to the industry quite hard, getting some external research done which validated that the Passport was a really good 4Hr course as an induction but the repetitive nature of it was not so good. So what we are doing is developing currently what we call a 'Newbies' Passport, it's essentially for those who are joining the industry for the first time. The industry (large construction companies) is telling us they still want a 2 yearly renewal process, the Law talks about regular and on-going training as a requirement. What we are talking about for renewal is a mixture of face to face 4Hrs, face to face 2Hrs plus a number of on-line modules, which will enable people to pick and choose the bits that they want. We are working on the first 5-6 modules that people can pick 2 from and Risk Awareness and those types of thing are certainly in the mix.</p> <p>We have done quite a lot of research, and one of the other things that was talked about this morning was Competency, our research tells us you need knowledge, assessment and you need practice, so we are very much interested in moving to that sort of competency based model that means how can we help on-site, that's the follow up stuff as well, it's all very well to give somebody a Passport, that's just a bit of knowledge, how do we test it better than we currently do, we have a test at the end of the passport course but when you go onto site how do we help? Is it working is the knowledge that they have learnt being utilised on-site?</p>

So there is a bit of work going on in that space. We are launching the new Passport or Site Safe Safety Card System on the 1<sup>st</sup> December 2016, so the options for people will be available from then.

We had a Charter Accreditation Programme, we had about 15 companies, including Donaldson Construction, what we have tried to do with that is expand it so that smaller companies can be involved in a quality mark process which is underway, we will be piloting 20 companies from the end of August to the beginning December, with a Bronze, Silver, Gold approach to great safety systems.

Kevin Wood has moved to work with the Wellington Development Team, he has a lot of experience and ideas from working with the industry over the years, so we are happy he has made this move. We are looking at his replacement over the next month or so. I have also been interviewing for a replacement for Richard Giddings over the last few days, I'm hoping to make a decision in the next few weeks.

We had a Board meeting yesterday, Site Safe have signed an MOU with Safety N Action and Vertical Horizons, the first step was EWP Training, we don't do it, so if someone has got their ticket through either of these organisations they can use that as part of their Site Safe Certificate. The idea is that we are all trying to improve health and safety, so working together is a whole lot easier than being really competitive about it. We have taken quite a strong stance on we want to work with you and any other providers.

The AGM is on the 21<sup>st</sup> September in Auckland, when you get your voting papers can you please look closely at them and vote. I have asked Bill – Donaldson Construction, if he will consider becoming a Life Member for Site Safe, just recognising some of the amazing stuff he has done, it does require members votes so you will need to vote please. Peter Jackson (Queenstown) is putting himself up for re-election too, we are pretty keen to keep that regional support at the Board level.

I'm happy to answer any questions. What are we doing really well? What are we really bad at?

Nick Hamlin – Arrow International, This year I had to renew my Supervisors Gold Card, there were no courses being held down here so I was told by Site Safe Administration that I would have to do a Passport course. I think the passport does a good job in relation to PPE, working at heights and identifying those things, but what it didn't touch on was actual requirements when you come onto a construction site in regards to working in with the main contractor, filling out the SWMS, JSA, TA and doing a proper Risk Assessment.

Allison Molloy – Site Safe, I think the real challenge is to get contractors at all levels to say, what do we actually all agree on, that's where Site Safe can be the facilitator. We can say, you have all said these 5 things are the same, someone might want something else under their own letterhead and that's fine, but what your saying is if you turn up with this information you can work on our sites. That's where the original SSSP came from, the industry said these are the things that we want that are the same, and then you add on the variables bits.

Bill Donaldson – Donaldson Construction, We have 12 people due for a CPD renewal in September, is there any plan to hold any of these in Invercargill? If there is, our preference would be something on Risk Assessment and Risk Planning and the process behind this.

Allison Molloy – Site Safe, I will get something underway by the time I get back to Wellington today. One of the things we are thinking about is, as the number of graduates grows, running the CPDs quarterly rather than just once a year.

## Permit to Work – Risk Assessment

Bronwyn Campbell – ACC, So could the purpose of this group be that we all get our heads together and decide well this is the 'Permit to Work' if your working on your own, this is what we agree is going to be the standard, then make a prequel as well because as you say there are already prequals out there, maybe we need to get on board with that.

Chris Lambeth – Breen Construction, I'm happy to deal with that, the big question you have to ask is 'what is the purpose of the prequal?'

Allison Molloy – Site Safe, The other interesting challenge with permits to work is agreeing on what risks you want to cover off and then getting your client to agree.

Ray McLellan – Calder Stewart, We did an exercise with our employees, we asked them each to list the 'Top 5 Risks' they face within their industry, all of the answers were collated and from these they came up with the 'Top 5 Risks'.

Dave Furzeman – Site Safe, We have talked about the top 5 risks in your industry, perhaps if you can come up with the top 5 risks we could base the module passport system on these top 5?

Chris Lambeth – Breen Construction, I propose that for the next meeting all those that attend come back with their 5 top risks, we put them on the table and as a group using this information say these are the top 5 risks that we agree on. This will give us a premise to start work on the 'Permit to Work' idea.

## PCBU

Jacqui Saville – Worksafe, A home owner can build his own home without any interference from us as long as he is living on-site and has running water and sanitation. As soon as he employs someone to come in, say the plumber the sparky the roofer, he then becomes a PCBU.

## Telehandlers

Ray McLellan – Calder Stewart, Just to give you all an update on the best practice guidelines that have been written by the Telehandlers Operators Association of NZ. This is now in the hands of Worksafe, who have agreed to endorse this document as a 'Best Practice Guideline'. There is a Telehandlers Operators Certificate which is a unit standard.

## Meeting Dates for 2016

10<sup>th</sup> November 2016 – Dunedin

## 6. Next Meeting:

Item			
Meeting Number:	4/4	Venue:	Site Safe Offices - Dunedin
Date:	10 <sup>th</sup> November 2016	Time:	10:00am
Chair:	Chris Lambeth	Minutes:	Fiona Singh

7. Meeting Close: 2.06pm