

**Minutes For: BoP Safety Liaison Group Meeting**

<b>Meeting Number:</b>	36	<b>Venue:</b>	RSA (Oak Tree Function Room), Greerton, Tauranga
<b>Date:</b>	17 June 2016	<b>Time:</b>	1000hrs
<b>Chair:</b>	Deborah Harkin	<b>Minutes:</b>	Chris Graney

**Attendees:**

Name:	Company:
Scott McLean	Hawkins Construction
Deborah Harkin	Harkin Roofing
Julian Clayton	FORM
Chris Graney	Site Safe NZ
Sophie Donnelly	Classic Builders
AJ Staples	Hawkins Construction
Darach Cassidy	TCC
Arron McCormick	MARRA Construction

Name:	Company:
Kevan McCombe	Fulton Hogan
Tracy Kelly	Carson Construction
Greg Walker	Base Up Construction
Peter Musk	ACC
Marcus Bathan	Vertical Horizontz
Martyn Round	HADEN
Mark Lolesi	NZOSL
Vanessa Jones	NZL Group/Container Co

**Apologies:**

Name:	Company:
Greg Gillard	Waste Management
Terry Murphy	Watts & Hughes
Wayne Kohi	Firth Humes Group
Seb Allen	Unison
Gina Espange	Balance Agri Nutrients
Lynne Herring	WBOP DC
Michelle Kedian	WorkSafe NZ
Deb Rolls	ACC

Name:	Company:
Paul Johnson	SafetyWorx
Richard Goldthorpe	WBOP DC
Jo Brown	McMillan &Lockwood
Shirley Meredith	Letts Construction
Rob Kemp	TCC
Robyn Jensen	JSF
AJ Staples	Hawkins Construction
Rewi Hamilton	

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

Item	Action
The Chair welcomed all to the meeting and thanked them for their continued support.	All

**2. Previous Minutes:**

Item	Action
The minutes of the previous held on the 15 April 2016 were read. No outstanding points or actions were noted.	

### Matters Arising from Previous Minutes:

Item (previous minutes' item)	Action
None	

### 3. Guest Speaker(s):

Item	Action
Michelle Kedian from WorkSafe unfortunately could not present to the group due to urgent work commitments. It is hoped that Michelle would be available for the next meeting.	

### 4. General Business:

Item	Action
<p>a) WorkSafe NZ update. No one available for the meeting. <b>Number for anyone wishing to contact WorkSafe NZ ...0800 030 040.</b></p> <p>b) ACC update. PM updated the group outlining a new joint collaborative approach with ACC and WorkSafe to launch shortly, Reducing Harm in New Zealand Workplaces action plan to help support the government's target of reducing fatalities and serious harm by 25% by 2020. More information can be obtained from the ACC or WorkSafe websites. He also advised ACC working closely with manufacturing to raise awareness around long term health issues from exposure to dust and chemicals. With production of a Risk Calculator to help promote safer working environments.</p> <p>c) Site Safe update. CG advised the group contractor pre-qualification through SiteWise assessment remains strong across the construction industry with main contractor and client influence seen as a driver for engagement in the process. General safety training through induction entry level, safety planning and leadership training continues to be well supported and attended across the region and nationwide.</p> <p>d) SD raised a point around incident reporting notification and Duty Holder Review request as a result of a real incident involving multiple PCBU's. Coordinating the response and ensuring all PCBU's had contributed to the investigation process enabled the matter to be swiftly dealt with and closed out. The DHR process whilst voluntary would aid any investigation and comply with any request for information following such an event. The DHR document is attached to the minutes for reference.</p> <p>e) VJ advised the group a WorkSafe pop up safety event was held down near the port. Some discussion points from that, centred around the movement of overhead loads and exclusion zones required to maintain safe working areas. Construction sites have similar issues when cranes are in use, tower cranes or mobile cranes. To manage the risks associated with working under loads or falling objects a suitable and sufficient Risk Assessment would be appropriate</p>	

Item	Action
<p>as part of a safe system of work. If after all the controls in place leading up to a lift with certified machinery/slings/competent operator&amp; dogman and certified lifting points/tag lines with the right weather conditions barriers and restricted controlled work areas we should be afforded some level of confidence in the operation will be completed without incident. For reference Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 Section 24 Managing risks associated with working under raised objects. Section 25 Managing risks associated with falling objects.</p> <p>f) DC advised the group that Scaffold, Access and Rigging New Zealand (SARNZ) are holding their annual conference in Tauranga at Trinity Wharf 18 &amp;19 August 2016.</p>	

#### 5. Recent Accidents/Incidents/Prosecutions:

Item	Action
a) Construction workplace fatalities and injury rates are listed on the WorkSafe NZ website for anyone wishing to access the information.	All
b) The latest Prosecutions can be viewed on line under Media releases at <a href="http://www.business.govt.nz/worksafe/">www.business.govt.nz/worksafe/</a>	All

#### 7. Other Business:

Item	Action
<p>a) Future meetings for 2016 are as follows; please make a note for your diary. Meeting diary requests will be sent in future so dates can populate well in advance to aid attendance planning.</p> <ul style="list-style-type: none"> <li>• Friday 19 August 2016</li> <li>• Friday 21 October 2016</li> <li>• Friday 9 December 2016</li> </ul>	All

Meeting Close: 11:20 hrs

#### Next Meeting:

Meeting Number:	<u>37</u>	Venue:	<u>TBC</u>
Date:	<u>19 August 2016</u>	Time:	<u>1000hrs</u>
Chair:	<u>Deborah Harkin</u>	Minutes:	<u>Chris Graney</u>