

**Minutes For: BoP Safety Liaison Group Meeting****Meeting****Number:**38**Venue:**Hinton Lounge RSA Greerton, Tauranga**Date:**21 October 2016**Time:**1000hrs**Chair:**Deborah Harkin**Minutes:**Chris Graney**Attendees:**

<b>Name:</b>	<b>Company:</b>
Scott McLean	Hawkins Construction
Sue Hawkins	Connexis ITO
Julian Clayton	FORM
Chris Graney	Site Safe NZ
Robyn Jensen	JSF
Seb Allen	Unison
Deborah Harkin	Harkin Roofing
Gill Dawoch	Metro Glass

<b>Name:</b>	<b>Company:</b>
Shayne Lyons	BoPDHB
Arron McCormick	MARRA Construction
Dave Wilkinson	WorkSafe NZ
Shirley Meredith	Letts Construction
AJ Staples	Hawkins Construction
Rachel Tooman	Waterhouse
Ross Brough	Page Earthworks
Jo Brown	McMillan &Lockwood

**Apologies:**

<b>Name:</b>	<b>Company:</b>
Greg Gillard	Waste Management
Terry Murphy	Watts & Hughes
Wayne Kohi	Firth Humes Group
Malcolm White	Letts Construction
Deb Rolls	ACC
Greg Walker	Base Up Construction
Rob Kemp	TCC
Sophie Donnelly	
Allan Scott	Naylor Love
Gina Espange	Balance Agri Nutrients
Mark Lolesi	NZOSL
Peter Musk	ACC

<b>Name:</b>	<b>Company:</b>
Paul Johnson	SafetyWorx
Richard Goldthorpe	WBOP DC
Vanessa Jones	NZL Group/Container Co
Darach Cassidy	TCC
Tracy Kelly	Carson Construction
Martyn Round	HADEN
Miranda Clark	ACC Made Easy Ltd
Rewi Hamilton	
Andy Cook	Metlifecare
Maxine Young	Supermac Holdings
Kevan McCombe	Fulton Hogan
Lynne Herring	WBOP DC

## Agenda:

### 1. Welcome:

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

### 2. Previous Minutes:

Item	Action
a) The minutes of the previous meeting held on the 19 August 2016 were read and no outstanding points or actions were noted.	

### Matters Arising from Previous Minutes:

Item (previous minutes item)	Action
a) None	

### 3. Guest Speaker(s):

Item	Action
a) Sue Hawkins from Connexis delivered very informative and challenging presentation on Tips for building a risk based mind-set. With the recent law change and the shift from hazard management to risk assessment. Engagement with workers in the process to assess levels risk to determine appropriate and reasonable safety controls is seen as a key feature in effective health and safety leadership and worker engagement. 3 key words "what's your opinion".	

### 4. General Business:

Item	Action
<p>b) WorkSafe NZ update. Dave Wilkinson advised the group Asbestos Tool kits had been made available covering Assess-Test-Manage. These provided essential information to understand the requirements for managing the product and where the product can be found and likelihood of ACM's within buildings depending on age of construction. Further information is available on the WorkSafe website.</p> <p>Anyone wishing to contact WorkSafe NZ - 0800 030 040.</p> <p>c) ACC update. No one available</p> <p>d) Site Safe update. CG advised the group changes to Passport delivery system had being finalised and would start to be delivered commencing from the 1st December 2016. Further information is available on the website to assist when booking courses. Evening of celebration was taking place in Auckland 9 November 2016 for graduates who completed the Site Safety Certificate</p>	

Item	Action
<p>together with Construction industry safety awards with a record number of entries for this year.</p> <p>e) Shirley Meredith raised a general comment around the provision and exchange of safety information for a visiting contractor carrying out an ad hoc or routine maintenance task on a company premises. Whilst a full SSSP may not be appropriate general conditions of induction covering emergency, restricted areas and welfare facilities would be made known to the worker on arrival. The worker should have a procedure (SOP) to cover the task and depending on the level of risk should make this known to the company they are carrying out the work for. This would enable the task to be completed in an effective and collaborative way reducing the chance of disruption and maintain safety protocols.</p> <p>f) Seb Allen informed the group of Electrical industry safety notices and serve as a good reminder things go wrong and keeping informed to try and prevent re-occurrence. These are attached with the minutes for information.</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 9 December 2016</li> </ul> <p>b) Upcoming event through NZISM 2 November 2016 Managing Contractors in The New World at Tauranga Yacht Club from 5pm. Members free/non-members \$20 register on line <a href="http://www.vhnztraining.co.nz/event">www.vhnztraining.co.nz/event</a></p>	All

Meeting Close: 11:30 hrs \_\_\_\_\_

#### Next Meeting:

Meeting Number:	39	Venue:	RSA Greerton
Date:	9 Decmber 2016	Time:	1000hrs
Chair:	Deborah Harkin	Minutes:	Chris Graney