



## BoP Safety Liaison Group Meeting

|                        |   |                 |                              |
|------------------------|---|-----------------|------------------------------|
| <b>Minutes For:</b>    | <b>BoP Safety Liaison Group Meeting</b> |                 |                              |
| <b>Meeting Number:</b> | 47                                      | <b>Venue:</b>   | Tauranga Chamber of Commerce |
| <b>Date:</b>           | 20 April 2018                           | <b>Time:</b>    | 10:00hrs                     |
| <b>Chair:</b>          | Deborah Harkin                          | <b>Minutes:</b> | Chris Graney                 |

### Attendees:

| Name:          | Company:          |
|----------------|-------------------|
| Ray Buckley    | ASE               |
| Chris Graney   | Site Safe NZ      |
| Cathy Holden   | HEB               |
| Deborah Harkin | Harkin Roofing    |
| Gill Dawoch    | Metro Glass       |
| Kayne Kording  | Classic Group     |
| Rita Robinson  | Westaco           |
| Katie Howard   | RPC               |
| Mike Inglis    | WBOPDC            |
| Shayne Lyons   | BOPDHB            |
| Maxine Young   | Supermac Holdings |

| Name:            | Company:       |
|------------------|----------------|
| Chris Reid       | Metro          |
| Aaron McCormick  | MARRA          |
| Sheila Westerman | Watts & Hughes |
| Greg Walker      | Classic Group  |
| Dave Macfarlane  | ATL Group      |
| Joanne Brown     | Watts & Hughes |
| Tracy Henderson  | M&L            |
| Peter Musk       | ACC            |
| Chris Fryer      | Upshot         |
| Robyn Jensen     | Jensen Steel   |
| Chris Jobson     | Site Safe NZ   |

### Apologies:

| Name:            | Company:               |
|------------------|------------------------|
| Jo Bradley       | ACC                    |
| Malcolm White    | Letts Construction     |
| Rob Kemp         | TCC                    |
| Brian Miller     | Fletchers              |
| Gavin Williamson | Letts                  |
| Darach Cassidy   | TCC                    |
| Deb Rolls        | ACC                    |
|                  |                        |
| Gina Espange     | Balance Agri Nutrients |

| Name:            | Company:        |
|------------------|-----------------|
| Shirley Meredith | Letts           |
| Andy Cook        | Metlifecare     |
| Steve Ford       | KPMG            |
| Guy Dobson       | KPMG            |
| Riwa Keno        | Acon Industries |
| Simon Litten     | Naylor Love     |
| Rewi Hamilton    |                 |
| Gill Dawoch      | Metro Glass     |
| Mark Lolesi      | NZOSL           |



| Name:             | Company:            |
|-------------------|---------------------|
| Jo Norman         | Marra/Tower         |
| Mike Bowman       | C3 Construction     |
| David Woods       | Brunel              |
| Lynne Herring     | WBOPDC              |
| Amanda Barker     | Pillar Construction |
| Rachel Round      | Hauraki DC          |
| Sophie Donnelly   | ISS                 |
| Michelle Thompson | McLeod Cranes       |
| Karen Davidson    | WorkSafe NZ         |
| Marcus Batham     | VHNZ                |
| Julian Clayton    | FORM                |

| Name:          | Company:      |
|----------------|---------------|
| Cherie Palm    | Compass Homes |
| Gill Dawoch    | Metro Glass   |
| Shayne Lyons   | BOPDHB        |
| Myra Waddell   | Page Macrae   |
| Keith Campbell | Fulton Hogan  |
| Bruce Matheson | ASPEC         |
| Darren Wisbey  | CANAM         |
| Sue Hawkins    | Connexis ITO  |
| Scott McLeod   | McLeod Cranes |
| Kevan McCombe  | Fulton Hogan  |
| Scott McLean   | Hawkins       |

## Agenda:

### 1. Welcome:

| Item  | Action |
|---|--------|
| a) Deborah Harkin (Chair) welcomed everyone and thanked them for their continued support. | All    |

### 2. Previous Minutes:

| Item  | Action |
|---|--------|
| a) The minutes of the previous meeting held on the 23 February 2018 were covered 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 |
|--|--------|
| Luke from CONQA delivered an interesting presentation on an app supported QA system in use in the industry. Conqa is a cloud-based platform that transforms the traditional QA/ITP process into a real-time window of what's happening on site. H&S items can also be integrated to record on site inspections and worker engagement events together with prompts for submission of SSSP's and kick off meetings. An information sheet is attached |        |



| Item  | Action |
|---|--------|
| for reference and anyone interested in contacting Luke 0224257110 or luke@conqa.co.nz |        |

**4. General Business:**

| Item   | Action |
|--|--------|
| <p>a) WorkSafe NZ update. There was no one available from WorkSafe for the meeting.</p> <p style="text-align: center;"><b>Anyone wishing to contact WorkSafe NZ ...0800 030040.</b></p> <p>a) ACC update. Peter Musk updated the group saying more development around Safety Leadership Training, business awards and mentoring.</p> <p>b) Site Safe update. Chris Jobson (Northern Region) Manager updated the group about revision and updates of courses. The new Safety Excellence for Leaders (SEL) course will be rolled out in the near future, a 2 hour facilitated workshop aimed at business leaders from SME organisations.</p> |        |

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

| Item  | Action                |
|---|-----------------------|
| <p>a) Construction workplace fatalities and injury rates are listed on the WorkSafe NZ website for anyone wishing to access the information.</p> <p>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></p> | <p>All</p> <p>All</p> |

**7. Other Business:**

| Item  | Action     |
|---|------------|
| <p>a) Deborah Harkin informed the group she would be stepping down as Chair in preparation for the birth of her first child. Deborah, Chaired the group commencing in the role from December 2015. From a small group of interested and committed people the word has spread and the group has grown into what it is today. We would like to thank Deborah for her leadership, support and commitment to workplace safety and wish Deborah all the very best for future.</p> <p>b) The meeting closed with the next meeting planned for 22 June 2018 @ 10:00hrs venue Tauranga Chamber of Commerce.</p> | <p>All</p> |



**Meeting Close:** 11:15hrs

**Next Meeting:**

|                        |                     |                 |                                     |
|------------------------|---------------------|-----------------|-------------------------------------|
| <b>Meeting Number:</b> | <u>48</u>           | <b>Venue:</b>   | <u>Tauranga Chamber of Commerce</u> |
| <b>Date:</b>           | <u>22 June 2018</u> | <b>Time:</b>    | <u>1000hrs</u>                      |
| <b>Chair:</b>          | <u>Chris Graney</u> | <b>Minutes:</b> | <u>Chris Graney</u>                 |