



MINUTES

**SiteSafe Foundation Passport Industry Review Project
Industry Steering Group (ISG) Meeting #1**
27 January 2021, 10:00am – 12:00pm , Site Safe NZ Offices, Auckland

Attendees

Name	Company	How	Name	Company	How
Billy Cavanagh					
Callum Pascoe	Aspec	In person	Rob Abraas	Leighs Naylor Love NZ Strong	Via Zoom
Desai Link	Brosnan	Via Zoom	Dean Henderson	NZDF	In person
Stacy Goldsworthy	CCNZ	Via Zoom	Gary Coxon *Geoffrey Hill *Rian Engelbrecht	Teak	In person
David Wood	Dominion	In person	DENISE STEELE	Site Safe	Engagement Project
Jo Prigmore	Fulton Hogan	In person	Adam Still (AS)	Site Safe	Sponsor
Laura Clifford	Hawkins	Via Zoom	Andrew Confait (AC)	Site Safe	Project Lead
Gus Burns	HEB	Via Zoom	Sherin Sunny (SS) Anne Marie	Site Safe	Secretariat
Karyn Beattie	ICON	In person	Bush(AMB)		
AJ Staples	Kalmar	In person			

Apologies

Frank O'Mara **Summerset**
*Jared Kane **NZDF** – represented by Geoffrey Hill and Rian Engelbrecht

AGENDA

TIME		ITEM	LEAD
10:00am – 10:10am	10 min	Welcome and introductions	Andrew C
10.10am – 10:25am	15 min	Context setting a. How we got here and confirm what we know b. Request by industry CEs to review the Foundation H&S passport c. What we want to achieve today	Andrew C
10.25am – 10:40am	15 min	Review and agree on Draft TOR and Stakeholder plan	Adam/ Sherin
10:40am – 10:55am	15 min	Break – Morning Tea	All
10.55am – 11:40am	45 min	Define goals for Foundation H&S – Facilitated discussion, brainstorming	Adam/ Sherin
11:40am – 11:55am	15 min	Next steps	Andrew / Adam / Sherin

Item	Details / Actions	By whom
1.	Welcome and introductions	AC
	Welcome and introductions by Andrew followed by a brief 'how and why' we are meeting and what we hope to achieve. Exciting to have reps from the Civil, Vertical and NZDF who are working closely with Naylor Love (more attendees via Zoom than originally expected).	
2.	Introduction and background	AC
	With 20 years delivering training and our engagement with the sector, comments have been made regarding the quality, subject matter and delivery of the training. This is a perfect opportunity to engage, involve and collaborate with Sector to enhance Site Safe training and delivery. Having already collaborated successfully last year with both the Civil and Vertical sectors in the creation and roll out of the Covid-19 Protocols for Industry, this is an opportune time to work again with our people with the sole aim of getting workers home safely every single day. To that we need to review standards and enhance learnings on site and empower workers. The Vertical Leaders have already provided Site Safe a mandate to review the Foundation H&S Passport. This meeting is a high-level attempt to agree on the what we want to achieve and then the how we will do that.	
3.	ToR and Stakeholder Plan	AS / SS
	All confirmed that ToR read and understood. Importance of ToR reiterated as it sets the foundation for this project. Feedback on the ToR requested .	
	Adam elaborated on the Engagement Plan document and how ISG will engage with SMEs for successful outcomes. Site Safe Development team will have final approval regarding making decisions, major touchpoints and on feedback.	

Item	Details / Actions	By whom
	<p>JP – Fortnightly meetings, need to be booked in asap due calendar already filled up to end April.</p> <p>Clarified that ISG meetings will be monthly 1-hour and SMEs (who will be nominated by ISG) meetings will be fortnightly and decrease as closer to goalpost. Critical for success will also be getting Contractors onboard.</p> <p>KB- Query on quorum. Query clarified that minimum quorum will be half of group + 1 [i.e. if group of 15, min quorum to be 7 +1].</p> <p>SS -When decisions sent out for agreement, will require quorum to sign off.</p> <p>David Wood – Quorum decides action to avoid getting bogged down.</p>	SS/AMB
	<p>Action/Agree : If feedback gets political, Site Safe to manage feedback in the interest of making it work to avoid getting political. 2-day turnaround for feedback. Quorum decides action. Terms to be reflected in ToR. ToR will be a living document.</p> <p>Opportunity to do something we haven't done in 20 years and we want to get it right.</p>	All
	<p>AS – Stakeholder Plan – designed to be very high level, key to take away, as ISG member where you fit and the SME. Decisions made at ISG, SME to provide Feedback from SME will go to Site Safe Development team and then sign off by ISG. Touchpoints – making decisions and providing feedback.</p> <p>AS - Confirm everyone read it, happy with it. No questions.</p>	All
4.	Defining Goals - Facilitated discussion / brainstorming session	
	Refer to table on following page.	
5.	Next Steps, Wrap up	
	Invites to be sent for participation in Training Course/Workshop	SS/AMB

Item	Discussion	Recommendation	Agreed	Action
1. Training:				
	<ul style="list-style-type: none"> what do we want to achieve from the Foundation H&S training? what does it look like for you? what outcome do you want for H&S and your people? <p>Intended audience for course</p>	<ol style="list-style-type: none"> People new to industry who haven't had any H&S training. People do the same course and say nothing's changed How do we grow the knowledge on our training course in view of the fact that <ol style="list-style-type: none"> Some people are not going to get a qualification in H&S Challenge for SS and sector – keeping them safe, try to ensure they don't get killed or kill anyone. <p>What information do we need to provide them with</p>	Development opportunity for individual Organisations (and not part of the training)	
	What do they need to know to be safe on site?	<ol style="list-style-type: none"> Evidence that new people can recite legislation and language but do not comprehend the meaning Objective could be to make it obvious and test their comprehension at end of course Targetting people new to the industry (includes 16-year old school kids) and new to the country 	<ol style="list-style-type: none"> How to keep safe Merge compliance and safety Workers to understand how it applies Their obligations How to ask for help and say 'no' Risks they can expect on site – hazard identification They may not be able to manage it so engage with a colleague Situational management Planning for your job day (relevant to new/young people) Worker empowerment – incorporate jargon in course so they are familiar with terms/slang used eg smoko shed Safety behaviours to deal with distraction, fatigue, stress, dehydration etc. 	
2. Testing / Assessment				
Questions around testing / assessments and comprehension around the course.	<ul style="list-style-type: none"> What do you want to achieve and how? Learning objective – to comprehend or competency Any other testing methods besides Pass/Fail? ConstructSafe require re-train and supervised during re-train. If tested at end of course, employer will have some clue to levels of comprehension how does Site Safe prove that someone went on a course and learnt something? How do you get assurance that the learner absorbed some knowledge 	<ol style="list-style-type: none"> Someone participate and observe learners from back of classroom? 	<p>Agree on the content:</p> <p>#1 What we want them to learn</p> <p>Agree on the how</p> <p>#2 How they will learn it (VR etc)</p>	
	Desired outcomes of training:	<ol style="list-style-type: none"> Delivery of Site Safe training aimed to make sure you don't fail Course really good, but still wonder how some people pass the course. Passport course designed to provide a consistent message and to avoid doing inductions on site. Wanted Passport to be the induction Some disconnect between classroom course (FH&S) and actual project on which learner is deputed to work on, creating some disconnect. Half day course cannot cover all aspects of what to expect on site 	<p>Individuals need a standard of what to expect when they arrive on site. They get told about behaviour etc but not what to expect when they turn up on site.</p> <ol style="list-style-type: none"> Experience shown that people turn up on site and need an induction Important to teach people how to ask for help – limited by cultural norms? Teach awareness NZDF requirement – an awareness of H&S, practical and theoretical combination of <ol style="list-style-type: none"> How to assess How to consider loss of control How to assess potential RISK What controls to put into place 	Website should state list of topics being covered in the course. This will help employer/Supervisor understand what comprehension learner should have after course completion

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			5. Requires ongoing assessment on site to make sure that the 4-hour learning is imprinted, and learning continues and is implemented 6. Before starting a task, Learner must consider is there any danger and ask him/herself, "Can harm occur from what I am doing?"	
	Discussion on Compliance vs behaviours:	1. Without foundational knowledge, cannot focus on compliance. Compliance and behaviour cannot be treated as separate entities 2. Agree that there is awareness of legal obligations however 3. Investigations prove that workers become complacent and hazards are not identified on TA 4. Situational awareness missing 5. Majority not completing a SWMS 6. Top 5 Critical Risks are not being articulated or discussed	Engagement to be encouraged by randomly talking to workers. For example, ask, 'Tell me how you are going to do XYZ'.	On recommendation of Dean, group agreed it would be a good idea to do a Foundation Passport BCP/Civil course to refresh selves of content. Andrew suggested a 1-day session - SiteSafe would offer a 4-hours for F2Fcourse with the latter half of the day used to discuss the course, outcomes etc as a collective.
	Suggestion – SS offer an online version if you want to check content only and unable to attend F2F training? Query raised by David Wood on delivery of on-line version of course: <ul style="list-style-type: none"> • What would you like to see? • How would they make a point of engagement? • Possibility of using learner’s case studies to encourage engagement and discussion by making it more relevant 	Gap identified - No follow up after course completed. Critical risks minimum standards not specified in NZ. UK and Australia do.		
	Aims	NZDF – Focus on legislation with a gentle reminder not to make it the main focus. Behaviour based safety is a big influence on looking at H&S differently Heaps of distractions on site with 30-40 different activities taking place simultaneously. Adding fatigue, family issues, dehydration (affects concentration), etc to the mix makes it more likely for a worker to miss an 'obvious' hazard and an incident to occur.	Outcome Priority # 1. Keeping people safe Outcome Priority # 2. Legislation secondary Whiteboard 1. How to keep safe 2. Merge compliance and safety 3. Workers to understand how it applies 4. Their obligations 5. How to ask for help and say 'no' 6. Risks they can expect on site – hazard identification 7. They may not be able to manage it so engage with a colleague 8. Situational management 9. Planning for your job day (relevant to new/young people) 10. Worker empowerment – incorporate industry specific jargon, 'Critical Risk' in course so they are familiar with terms as well as slang used e.g. smoko shed to aid comprehension 11. Safety behaviours – dealing with distractions, stress, fatigue, dehydration etc.	
	<ul style="list-style-type: none"> • What do you want to achieve and how? • Learning objective – to comprehend or competency • Any other testing methods besides Pass/Fail? ConstructSafe require re-train and supervised during re-train. If tested at end of course, employer will have some clue to levels of comprehension 	Smaller class sizes to enable trainer / assessor to assess one-o-one Verifications Take them through the training and get feedback Someone at the back of the class observing and assessing	Visual (picture) of a construction site with instructions to identify hazards for a 'good site' as well as on a hazardous site. With multiple questions, having someone observe a task is not as valuable as to verify	Possibility of Workplace Assessors?

Item	Discussion	Recommendation	Agreed	Action
	<ul style="list-style-type: none"> AC – how does Site Safe prove that someone went on a course and learnt something? How do you get assurance that the learner absorbed some knowledge 	Does someone participate and observe learners.		
	AC: Are we looking for Knowledge and comprehension or Competency?	Aim #1 Assess comprehension Aim #2 Building competency	AC: AGREE – will be tabled for consideration, opportunity for us to be more engaging and assessing as we go	If pass/fail, it is important summary goes back to employer so that Contractor does not take all responsibility for lack on learner’s part. (WorkSafe implications). Action: assessment – have a sheet to fill in at end of course to eliminate all barriers re culture, language and engagement levels Dean + others keen to sit o 4-hr course which will be followed by an interactive workshop.
				Agree and Arrange training / workshop dates.
		Jo P – send course slides		Site Safe to bring content of slides and go through during workshop
				All to send names of people who would be interested and valuable to participate in this group or the SME

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