

H & S Sector Group minutes, Tuesday 22 November 2016

Location:	EnviroNZ, 345 Neilson Street, Onehunga and by teleconference	
Present:	David Lindsay	Thames-Coromandel District Council
	Greg Dearsly	First 4 Safety Ltd
	Guy Smith	Waste Management NZ Ltd
	Jason Harvey	Smart Environmental Ltd
	Paul Bishop (Board Champion)	EnviroNZ Ltd
	Rick Barber	New Zealand Transport Agency
	Robyn Vallom (Chair)	EnviroNZ Ltd
	Sara Reade	Northland Waste Ltd
	Warwick Jaine	Auckland Council
In attendance:	Nic Quilty (Facilitator)	WasteMINZ
Guest:	Shane Stewart	WorkSafe New Zealand

1. Meeting open, apologies and agenda

- The meeting began at 1.05pm

2. Handling asbestos at refuse transfer stations – discussion with WorkSafe NZ

- In the scenario where asbestos is not accepted at transfer stations but it is suspected that it has been either illegally or inadvertently dumped in a load of waste at a transfer station (i.e. hidden asbestos being brought to site tipped into the pit and being identified at a later time by maybe the spotter or loader operator):
 - Would removal of the asbestos by an approved removal contractor be required if it was positively identified as asbestos?
 - WorkSafe: Does it need to be removed?
 - Steering Committee: Yes, as the load that the asbestos is in will be moved to a disposal facility.
 - WorkSafe: It would be classified as asbestos removal work but it can't be moved by a digger, as it may pulverise the asbestos.
 - Steering Committee: There would be an assumption by the loader/operator that it is asbestos. At a lot of transfer stations, if the workers suspect there is asbestos, they put the correct PPE gear on, wet it and cover it. Do we have to get a licensed asbestos removalist in, if we think there is asbestos?
 - Steering Committee: If we think it is asbestos, we don't touch it (and the rule is if in doubt, treat it as asbestos). We wet it, cover it, isolate it and call in a licensed asbestos removalist. When the licensed asbestos removalist arrives, we shut down the site until the asbestos is removed.
 - Steering Committee: In Guy's scenario, could they move the load from the pit to the corner of the site, rather than using a licensed asbestos removalist to do this?
 - WorkSafe: If the worker has received appropriate asbestos training.
 - Steering Committee: What level of training would you consider appropriate?
 - WorkSafe: Training that is equivalent to Class B licensing for basic non-friable asbestos work, which will cover issues like PPE, wrapping, enclosing and fit testing for respiratory protective equipment. WorkSafe is putting together a course, which will be at the lower level of Class B (Shane will find out when this training will be available). One of the most important things is to understand the decontamination procedures and why they are important. I would be quite happy for the waste industry to deem the competency of its own people.
 - Steering Committee: If it's cement, it could be handled by the staff on the site, providing they are properly trained and kitted up. However, if it's friable, it needs to be properly removed.
 - WorkSafe: It comes down to decontamination procedures.

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- Steering Committee: How are our workers meant to manually pull the asbestos aside without a digger?
 - WorkSafe: If you use a digger, you may end up pulverising the asbestos, and the asbestos then becomes friable. If you can't safely move it, call in a licensed asbestos removalist.
 - Steering Committee: If the asbestos is pulverised, everything needs to be picked up around it.
 - WorkSafe: The licensed asbestos removalist ensures that the correct controls are in place for the transportation.
 - Steering Committee: There don't seem to be any specific protocols in the regulations about transporting asbestos; when the asbestos is transported from a refuse transfer station to a disposal facility.
 - Steering Committee: In the previous regulations, there was guidance about asbestos going to a landfill, but not about asbestos going to a transfer station.
 - Steering Committee: If monitoring is being conducted, the labs only advise that asbestos is present, not the number of fibres present.
 - Steering Committee: If we get in a licensed asbestos removalist to remove the asbestos, we could get more asbestos in the next day.
 - Steering Committee: Refuse transfer stations should have staff trained in the removal of asbestos, which would handle your sheet and cement asbestos.
 - WorkSafe: The industry should develop some guidance (keeping transfer stations and landfills separate), submit it to WorkSafe and ask them to make the guidance a Safe Work Instrument. Need to show how the asbestos is being contained and controlled. The Safe Work Instrument could only address a certain task though. I will see if I can find a template.
 - Steering Committee: There would need to be four sets of guidance; friable, non-friable, more than 10m² and less than 10m².
- There doesn't seem to be any guidance in the following scenario: We receive a call from a supposed licensed asbestos person to remove a bin with asbestos in it. What documentation should we request from the removalist, how do we move the bin, how do we know it is safe to pick up and how to deal with it on-route? Who takes responsibility for ensuring the load is safe to move?
 - WorkSafe: The licensed person takes responsibility for ensuring the load is safe to move.
 - Steering Committee: How do we know that they are licensed and the load is safe to move? What are our responsibilities if we drop off a bin to someone who says they are a registered asbestos person? We also don't want to expose our drivers to any hazards or pass anything onto landfill workers.

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- WorkSafe: WorkSafe has a list of licensed operators on its website. The licensed operator needs to have an asbestos management plan (AMP) on site with them and they should be on site when the bin is being collected. When collecting the bin ask for the AMP and make sure it has been signed off.
- Steering Committee: Waste companies could note their requirements in their terms of trade.
- If external general asbestos training has been done, would that be sufficient for transfer station employees to deal with asbestos of less than 10m²?
 - WorkSafe: If less than 10m², don't have to be licensed, but the asbestos has to be non-friable and it needs to be wet and wrapped.

3. Previous minutes of 23 August 2016 – accepted?

Resolution: That the Steering Committee receives and approves the previous minutes.

Moved: Paul Bishop Seconded: Robyn Vallom

4. Actions arising out of minutes from 23 August 2016 meeting

- Status of the action points from the previous meeting (outlined below).

Date raised	Action	Deadline	Allocated to	Status
23 Aug 16	Advise the Steering Committee if ACC will continue to be an advisor on the committee, and if so, who will replace Paul Harrison. Further information: <ul style="list-style-type: none"> ● ACC does not have the resources to provide someone. This action will be removed. 	26 Aug 16	Nic	Not required. See further information on left hand side.
23 Aug 16	Forward WorkSafe's response to asbestos handling issues to the Steering Committee	26 Aug 16	Nic	Completed
23 Aug 16	Contact Chris Jones from WorkSafe and ask him if a representative could attend the Steering Committee's next meeting to discuss asbestos issues	30 Aug 16	Nic	Completed
23 Aug 16	Discuss circulating the Cleanaway prosecution with Paul Evans. Further information: <ul style="list-style-type: none"> ● Federal work health and safety regulator Comcare began legal proceedings against Cleanaway in August 2016. It hasn't gone any further than that yet. ● Guy will forward a link to the re-enactment of the incident. 	26 Aug 16	Nic	Completed. See further information on left hand side.
23 Aug 16	Ask Wayne Plummer for a contact at the EPA.	26 Aug 16	Nic	Not required. WorkSafe is more relevant.

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23 Aug 16	Ask Mark Boocock if he would share his research on the biomechanics of newer workers versus older workers. Further information: <ul style="list-style-type: none"> Mark putting together an article for March 2017 edition of revolve on the influence of experience on manual materials handling and its implications for training. Nic will forward a summary to the Steering Committee. 	26 Aug 16	Nic	Completed. See further information on left hand side.
23 Aug 16	Forward contact details of potential speakers for Civic Contractors' managers strategy meeting to Nic	30 Aug 16	Greg	Completed
23 Aug 16	Give Sara Dominic Salmon's contact details at Hastings District Council	26 Aug 16	Nic	Completed
23 Aug 16	Forward Robyn's contact details to Sara to discuss Constellation Drive's setup and possibly a site visit. Further information: <ul style="list-style-type: none"> Sara did a site visit with someone from the council. 	26 Aug 16	Nic	Completed

5. Benchmarking

- The committee, agreed in principal, to the following:
 - On an annual basis, contributing organisations would forward their data to an independent third party.
 - The third party would have a non-disclosure agreement in place and WasteMINZ would never see the raw data.
 - The New Zealand Business Leaders' Health & Safety Forum's benchmarking measures would be used (so that there is consistency), but the measures would need to include contractors (which the Forum's don't).
 - The third party aggregates the data, so that individual data of companies can't be identified.
 - All that is released to WasteMINZ and the industry are the average figures for each measure, and potentially the range.
- Nic advised that:
 - Each company would know their own data, so could compare themselves against the average and also the range.
 - WasteMINZ's Strategic Investment Fund could perhaps fund the first year of this project.
 - If the Steering Committee sees value, the project would need to be self-funded after the first year.
- Feedback from Steering Committee:

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- Would it be difficult to keep the data anonymous?
- Benchmarking would disadvantage companies that didn't meet the industry average.
- Would it just be the relevant Steering Committee members' organisations that would contribute their data to the first year?
- Nic advised:
 - The third party non-disclosure agreement would ensure the data remained anonymous and confidential.
 - I will speak to Paul about who would contribute data in the first year.

6. Health and Safety at Work Act 2015 and regulations

- Greg: The hazardous substances regulations will take effect on 1 December 2017.
- Guy: WorkSafe will commence an update of the guidelines for controlling reversing vehicles in the New Year (they are currently forming a committee and will contact me in the New Year). I also asked them to update the compactor guidelines, but I haven't had a response yet.

7. H & S Guidelines – update on review

- Update from Nic:
 - The working group had their last meeting on 15 September and all of the amendments have now been incorporated into the guidelines.
 - I am currently tidying up the document and would like to have it finalised before the Christmas break.

8. General business:

- Industry emergency response – any learnings/issues relevant to the industry from the recent earthquake?
 - Communication is key; Facebook gave people a better forum for communicating.
 - Where can you get official information from that you can trust? Social media information may not be correct.
 - Mobile phones aren't enough.
- Remote workers who are going to work on a site, that is not the primary site; we are doing some work around communication.
- Learnings around contractor management – in light of the recent prosecutions related to the Onyx fatal:

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- WorkSafe are asking questions about vehicles being fit for purpose.
- Handling the incident from a non-health and safety point of view.
- One person in the organisation should deal with the media.
- Dust issues for staff operating MRFs – are there any guidelines about what a worker should wear to reduce dust inhalation or is it best practice to have misting systems installed?
 - In the first instance, you need to find out what the issue is; get an expert in (a hygienist) to do some environmental monitoring.
 - Engineer out the hazard as best you can.
 - PPE is the very last measure.
 - There is a lot of information on WorkSafe’s website regarding health surveillance.
- Transfer station incident at Putaruru:
 - Nic read out South Waikato District Council’s incident report to the Steering Committee.
 - Jason: Long bone fractures are a notifiable incident. I will forward the relevant section on WorkSafe’s website to Nic to forward to the Steering Committee.

9. Next meeting

- Nic will send some proposed dates for all of next year’s meetings to Robyn. Nic will then send the invites to the Steering Committee.

Action items from this meeting:

Date raised	Action Point	Deadline	Allocated to
22 Nov 16	Asbestos: Find out when WorkSafe’s asbestos training will be available and advise Nic	30 Nov 16	Shane
22 Nov 16	Asbestos: Forward a template for a safe work instrument to Nic	30 Nov 16	Shane
22 Nov 16	Asbestos: Discuss creating four sets of guidance; friable, non-friable, more than 10m ² and less than 10m ² with Paul Evans	25 Nov 16	Nic
22 Nov 16	Cleanaway incident: Forward a link to the re-enactment to Nic to circulate to the Steering Committee.	25 Nov 16	Guy
22 Nov 16	revolve article: Forward summary of Mark Boocock’s research on the influence of experience on manual materials	25 Nov 16	Nic

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Date raised	Action Point	Deadline	Allocated to
	handling and its implications for training to the Steering Committee.		
22 Nov 16	Benchmarking: Ask Paul who would contribute data in the first year.	25 Nov 16	Nic
22 Nov 16	Notifiable injury: Forward the relevant section on WorkSafe's website regarding notifiable injuries to Nic to forward to the Steering Committee	25 Nov 16	Nic
22 Nov 16	Next year's meetings: Send some proposed dates for all of next year's meetings to Robyn.	2 Dec 16	Nic
22 Nov 16	Next year's meetings: Send the invites for next year's meetings to the Steering Committee.	5 Dec 16	Nic

Meeting closed at 3pm