

Location: Waste Management, 86 Lunn Avenue, Mt Wellington and by teleconference

Present:	David Lindsay	Whangarei District Council
	Greg Dearsly	First 4 Safety Ltd
	Ian Gill	Veolia
	Jason Harvey	Smart Environmental
	Rachel Elliott	Northland Waste Ltd
	Robyn Vallom (Chair)	EnviroNZ Ltd
	Warwick Jaine	Auckland Council

In attendance:	Nic Quilty (Facilitator)	WasteMINZ
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Guests:	Glyn Davies	Waste Management
	Jacqui Apiata-Coyne	Northland Waste

Apologies:	Guy Smith	Waste Management NZ Ltd
	Wayne Plummer	Board Champion

### 1. Meeting open, apologies and agenda

- The meeting began at 1pm.
- Apologies from Guy Smith. Glyn Davies is attending in his place.

**2. Previous minutes of 27 November – accepted?**

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

Moved: Greg Dearsly

Seconded: Robyn Vallom

Carried: Unanimously

**3. Actions arising out of minutes from 27 November 2018 meeting**

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

27 Nov 18	Forward EnvironZ's critical risks to Nic	Robyn	5 Dec 18	Not completed
21 Aug 18	Re-prioritise the critical risks, based on the Steering Committee's feedback and send re-prioritised list to the Steering Committee	Nic	20 Dec 18	Completed
21 Aug 18	Discuss the list of critical risks and identify what needs to be done to manage each of these risks at next year's first meeting	Nic	Feb/Mar 19	Completed
21 Aug 18	Insert logo onto safety alert and forward to Nic	Robyn	3 Dec 18	Not completed
21 Aug 18	Discuss EnvironZ's safety alert with Paul Evans and see if it can be circulated to the industry	Nic	5 Dec 18	Not completed as didn't received updated alert
27 Nov 18	Contact EROAD and set up a meeting (to be attended by Nic, Chris and Guy) to discuss developing an alert, which would activate when it is nearing a school zone in pedestrian times, or a congested area.	Guy	19 Dec 18	Completed
27 Nov 18	Talk to Paul about setting up a facilitating 'Learning Teams' session with key stakeholders to discuss issues surrounding LEVs and liaise with Greg	Nic	5 Dec 18	Completed
27 Nov 18	Ask Neil Greaves what NZTA's KCTL course content review timelines are, talk to Paul Evans and look at setting up a working group	Nic	5 Dec 18	Completed
27 Nov 18	Contact WorkSafe NZ and ask them to consult with WasteMINZ on the plant and structures regulatory reforms. Further information: <ul style="list-style-type: none"> <li>• Greg: It's not about vehicles it's about plant, buildings, scaffolding and it's supposed to be implemented by the end of the year.</li> </ul>	Nic	6 Dec 18	Completed. See further information on left hand side.
27 Nov 18	Forward through information on the Dräger system to Jason	Rachel	7 Dec 18	Completed

27 Nov 18	Approach WorkSafe NZ and see if they would like to teleconference into the meetings to give an update on what's happening and be available to answer questions (standing agenda item for 15 minutes each meeting). Further information: <ul style="list-style-type: none"> <li>We will invite WorkSafe to Steering Committee or Working Group meetings when we want to discuss an issue with them</li> </ul>	Nic	20 Dec 18	Not required. See further information on left hand side.
27 Nov 18	If Nic doesn't hear back from Rick Barber, contact Simon Kennett (NZTA) to find a suitable person to be an advisor on the committee	Nic	20 Dec 18	Completed. NZTA will not be putting forward a representative.
27 Nov 18	Liaise with Robyn and forward invites for next year's meetings prior to Christmas	Nic	18 Dec 18	Completed
27 Nov 18	Set up meeting with EROAD	Guy	19 Dec 18	Completed

#### 4. Identifying the industry's critical risks

- Greg: I had a look at the list and identified the following 12 hazards:
  - Driving vehicles
  - Hazardous substances
  - Mobile plant and equipment
  - Fitness for work
  - Fire and explosion
  - Falling objects
  - Electricity
  - Confined spaces
  - Manual handling

- Uncontrolled energy
- Remote and isolated work and personal security
- Working at height
- The Steering Committee gave their feedback.
- ACTIONS:
  - Nic to add investigating issues surrounding left hand driven low entry vehicles to the 2019 work plan.
  - Nic to look at the General Risk Management Guidelines part 2 to identify what risks have to be managed under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (GRWM Regulations).
  - Nic to circulate the 12 hazards identified earlier in the meeting to the Steering Committee, noting the risks that have to be managed under the GRWM Regulations.

**5. 2019 work plan**

- ACTION: Nic will update the work plan and forward it to the Steering Committee for their input.

**6. Update on meeting with EROAD**

- Nic: EROAD have appointed a project manager to scope a project where an alert could be added to waste collection vehicles when they enter sensitive areas. The project will commence at the beginning of March.
- The Steering Committee gave their feedback.

**7. Benchmarking H & S data - update**

- Nic: A thorough review will be completed once the trial has finished (in a couple of months).
- ACTION: Nic to ask IMPAC if they can send the terms and definitions to Jason.

**8. Good practice guidelines to manage the collection, receipt, transport and disposal of asbestos waste - update**

- Nic:
  - The guidelines were published in mid-January
  - The guidelines were released without a section addressing low-concentrations of asbestos-contaminated soil at a landfill as agreement could not be reached between the ALGA representatives and the waste operators in the working group on the content of this section.
- Nic put forward a proposed course of action.
- ACTION: Nic will keep the Steering Committee updated on the course of action going forward.

**9. H & S at Work Act and regulations**

- Rachel: In June 2019 some agrichemicals changes come into force. In the past, approved handlers could only deal with hazardous substances. With these new changes, more chemicals awareness training needs to be undertaken if you are taking in agrichemicals.
- ACTION: Rachel will find out more and forward some information.
- Robyn: Regarding the asbestos guidelines, chest x-rays are no longer required, the national register was only a recommendation and NODS is now defunct.
- ACTION: Robyn will forward out some information on Typhoid.

**10. Potential topics for H & S webinars**

- The Steering Committee put forward some potential topics and presenters.

**11. Agreeing the goal or scope of the Learning team sessions**

- Greg:
  - I propose that the goal of the two sessions is understanding the experience of the driver and members of the community when a low entry vehicle is operating in a suburban environment.
  - In the first session (on 6 March) we are not going to talk about what we could do better . We want to predominantly hear from the drivers and the community group representatives. We want to know what these groups experience day-to-day
  - In the second session (14 March) we will refresh the discussion from the 6 March meeting. Then we can start talking about what can we do about this situation. No-one is committing that we can do all of this stuff.
  - The Chatham House Rule will operate in both sessions.
- Suggested additional community group representation:
  - Auckland Primary Principal Association.
  - Living Streets (Andy Smith is in Auckland).
- ACTION:
  - David will forward Living Streets' contact details.
  - Nic will discuss approaching the Auckland Primary Principals Association and Living Streets with Greg.

## 12. General business

- Research topic:
  - Steering Committee: Could there be some research done on the overload of information (visual and audio stimulants in a waste collection vehicle) that drivers are expected to absorb? Cognitively, drivers are swamped.
- Reviewing content of KCTL workshop:
  - Steering Committee:
    - The working group could consist of representatives from EnviroNZ (Craig Luxmoore), First 4 Safety (Greg Dearsly), Waste Management NZ, Auckland Council, Auckland Transport, Smart Environmental, Northland Waste, Christchurch City Council and Nelson City Council.
  - ACTION: Nic will start contacting potential working group members.
- Hazardous substances management workshop:
  - Nic: WasteMINZ is looking at running a hazardous substances management workshop in mid-April. We are working with a consultant and hope to be able to promote this next week.
- Helium tanks:
  - Nic:
    - One of the sector groups has asked where can they be disposed; inorganic collections, transfer stations, community recycling centres? What should be done to the tanks before they are presented at any of these facilities e.g. should the tank be empty? Are there costs involved? Are there any H & S risks if the tanks are not empty?
  - Steering Committee feedback:
    - Auckland Council don't collect these in the inorganic collection. They should be taken to a transfer station or a scrap metal place. They must not be placed in a recycling bin.
    - Transfer stations' fees vary to dispose of these items.

- Ideally, the tanks should be empty, as they could be potentially explosive.
- ACTION: Nic will pass on the above to the Jenny Marshall, who facilitates the sector group.

### 13. Next meeting

- Tuesday, 21 May 2019.

### Action items from this meeting:

Date raised	Action Point	Allocated to	Deadline
19 Feb 19	Safety alert: Forward safety alert that EnviroNZ would like circulated to the H & S sector, so that Robyn can put EnviroNZ's logo on it	Nic	22 Feb 19
19 Feb 19	Work plan: Add action on work plan around identifying issues surrounding left hand driven low entry vehicles from the driver's and community's perspectives	Nic	1 Mar 19
19 Feb 19	Critical risks: Look at the General Risk Management Guidelines part 2 to identify what risks have to be managed under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (GRWM Regulations)	Nic	1 Mar 19
19 Feb 19	Critical risks: Circulate the 12 critical risks to the Steering Committee, noting the risks that have to be managed under the GRWM Regulations	Nic	1 Mar 19
19 Feb 19	Work plan: Update the work plan and forward it to the Steering Committee for their input	Nic	1 Mar 19
19 Feb 19	Benchmarking trial: Ask IMPAC if they can send the terms and definitions to Jason	Nic	22 Feb 19
19 Feb 19	Asbestos guidelines: Keep the Steering Committee updated on the course of action going forward for the development of the low-concentrations of asbestos-contaminated soil section	Nic	8 Mar 19
19 Feb 19	Legislation: Forward information on June's agrichemicals changes to the Steering Committee	Rachel	1 Mar 19
19 Feb 19	Legislation: Forward out some information on Typhoid to the Steering Committee	Robyn	1 Mar 19
19 Feb 19	Webinars: Discuss potential webinar ideas with Paul	Nic	4 Mar 19
19 Feb 19	Left hand driven low entry vehicles: Forward Living Streets' contact details to Nic	David	22 Feb 19
19 Feb 19	Left hand driven low entry vehicles: Discuss approaching the Auckland Primary Principals Association and Living Streets with Greg	Nic	22 Feb 19



Date raised	Action Point	Allocated to	Deadline
19 Feb 19	Research: Discuss conducting some research on the 'overload of information (visual and audio stimulants in a waste collection vehicle) that drivers are expected to absorb' further with the Steering Committee	Nic	8 Mar 19
19 Feb 19	KCTL: Start contacting potential working group members	Nic	7 Mar 19
19 Feb 10	Helium tanks: Pass on Steering Committee's feedback to Jenny Marshall	Nic	1 Mar 19

**Meeting closed at 3pm**