

Location:	By team meetings	
Present:	Jason Harvey	Smart Environmental
	Cherie Logan	EnviroNZ Ltd
	Warwick Jaine	Auckland Council
	Greg Dearsly	First 4 Safety Ltd
	Ajith Fernando	Reclaim
	Guy Smith	Chair
In attendance:	Sharmaine Oakley (Facilitator)	WasteMINZ
Apologies:	Mark Devantier	InterGroup
	Wayne Plummer	Board Champion

1. Meeting open and agenda

The meeting began at 10.04am

2. Previous minutes of 10 February 2021 – accepted?

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

Moved: Guy

Seconded: Ajith

3. Actions arising out of minutes from 10 February 2021 meeting

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

Action Point	Allocated to	Deadline
Agreement was reached that there needs to be a complete review of WasteMINZ Health and Safety Guidelines: for the Solid Waste and Resource Recovery Sector – parts one, two, three, four and five by the year end	Steering committee	Dec 21
Specific topics need to be identified for networking and benchmarking – suggestion WasteMINZ to host webinars once topics have been agreed	Steering committee	Completed
Benchmarking: Circulate previous benchmarking research to steering committee to identify top 3 topics to focus on and grade them 1-3	Sharmaine	Completed
Hazard Safety Alert template to be sent to steering committee members to review and decide if useful	Sharmaine	Completed
Committee to review template and decide whether this is adequate. Who should receive those alerts and what information would go out to all members of the H & S sector group	Steering committee	Completed
Good practice industry guidance and training: identify what is available across the wider sector compile into one document the processes used from multiple organizations. Further action: Ajith has requested an extension to report back to the steering committee deadline is now 24 May 2021	Ajith	Not completed See further action on left
Good practice industry guidance and training: Guy to report back on the two-day workshop to review the WorkSafe guideline for working safer on roads Further action: Guy to give an update at the steering committee meeting	Guy	Completed
Communication: provide a summary to the steering committee of health and safety related articles published in revolve magazine since 2015	Sharmaine	Completed
H & S at work act & regulations: to circulate the new regulation on WorkSafe guideline around site traffic management and forklifts, vehicles mobile plant page	Mark	Completed
Waste Safe: retain this as an agenda item for future meetings – continue to refine scope & escalate when work program permits	Steering committee	May 21
KCTL: further review of pre-requisite training qualifications	Janine/Guy/Sharmaine	Completed

Action Point	Allocated to	Deadline
General business: further clarification to be sought from the authors of the report, MinterEllisonRuddWatts on fatality rates across the waste sector. WasteMINZ may need to create further communication as a right of reply.	Sharmaine	Completed

4. Decisions required from actions arising from previous minutes

Waste Industry Alert - Guy sent a revised template to the steering committee on 16th April 2021 taking into consideration feedback from the steering committee around the alert needing to be more of an opportunity of improvement to share industry learning which will only help to improve the industry. Flowchart to be created by end of May to show what would result in an alert being sent by WasteMINZ.

Benchmarking data – Discussion was had around focusing on event categories rather than the number of events, where are events occurring and what are the high risk profile areas and what do we have in place as an industry to apply the focus. An excel spreadsheet to be created and sent so steering group can return by mid-June.

H&S Guidelines – Committee has agreed that a full review of the guidelines parts 1,2,3,4,5 is scheduled will be over a longer time period given the work involved. The committee agreed with Greg Dearsly’s recommendation to review part 1 Introduction Legislation and Regulations and part 2 Generic modules and Waste Collection modules in 2021, part 3 Materials recovery facilities and Resource recovery parks in 2022, part 4 Refuse transfer stations in 2023 and part 5 Landfill in 2024.

5. Awareness around waste collection vehicles – Children safety campaign

Discussion was had around the potential to have a road national safety campaign was this something the sector needed to do and how best to approach this, Greg suggested an approach to the Forestry Industry to see if they would be happy to share their insight into how they managed their campaigns. Warwick agreed that a safety campaign is needed, and Auckland Council would be in support of this. The committee agreed there needs

to be an increase in awareness around safety. Committee will look into resourcing first. Guy will also contact Brake Road Safety to see how they can assist.

6. H & S at Work Act and regulations

Opened up to the committee to advise of any new regulations which would impact and invited to share these.

7. H & S Guidelines

In addition to above decisions, it was raised that parts 1 and 2 with part 2 generic modules point 1-22 would require a desktop review. There was mention to have an external review possibly by Impac Services Ltd depending on the costs involved and whether funding would be available. Part 2 Waste Collection modules point 23 onwards would benefit from more of an industry centered approach as this is more around the activities that are undertaken. Working groups would be called upon to review parts 2 point 23 onwards, part 3,4 and 5.

8. Waste Safe – training for the waste industry – way forward

Was agreed we need to identify the reasons why a WasteMINZ led Waste Safe training package programme is needed before making an application to ACC Workplace injury prevention grant. Is the training program something ACC would consider, accept or fund? Are ACC looking to only fund injury prevention initiatives not potentially training packages. Greg and Ajith both agree a systems approach would be best. Guy will be meeting with Waste Management's ACC partner and will seek their feedback on whether ACC would look at supporting the training package programme favorably.

9. KCTL programme – update

There are now two levels of KCTL Trainers

Trainers who only deliver training internally for the company the trainer works for and Trainers who deliver training and charge a fee for the service (Training Companies, those that deliver training for other companies) The updated pre-requisites were sent to the sector group on April 14th. Further details are available on WasteMINZ website.

10. CoPTTM

Guy presented to NZTA in April the proposed new Section I which would replace Section D of CoPTTM. NZTA were happy with what the working group had created in regard to the proposed new Section I. The CoPTTM review does not look to be completed until 2022 but the working group will look to see if they can progress with the document and drawings with the potential to release the updated document. NZTA are in support of the document being released prior to the CoPTTM review.

Guy attended the two-day workshop to review the WorkSafe guideline for working safer on roads and was able to provide input to WorkSafe on how the industry operate on the road side and what activities could be impacted. WorkSafe hope to have a draft available to circulate to wider industry for review mid July with a view to have the document live in September. Guy will keep the committee updated on progress.

11. Conference presentations and workshops

WasteMINZ are leading a Conference meeting with sector groups on 6th May to discuss conference topics.

12. Revolve article for August and weekly e-news items

Ajith will provide part 2 of Improving driver quality for August issue of Revolve. No discussion was had for weekly e-news items.

13. General Business

None

14. Next meeting Tuesday 3rd August 2021

Action items from this meeting:

Action Point	Allocated to	Deadline
Flow Chart to be created with steps to follow prior to completing a Waste Industry Alert	Warwick/Guy	31 May
Committee to review flow chart and approve circulation	Steering Committee	14 June
Spreadsheet to be created for committee to complete high profile risk data	Guy/Sharmaine	7 May
Committee to provide own industry data on past 12 months of top five risks from their incident data to determine the most high profile risk areas	Steering committee	16 June
Feedback to the committee on cost involved in having an external desktop review of H&S Guidelines parts 1 ,2	Sharmaine	20 May
Contact to be made with H&S Guidelines working group with update of review	Sharmaine	13 May
Approach contact within the logging industry and report back to committee	Greg	14 May
Approach contact from Brake Road Safety and report back to the committee	Guy	14 May
Provide feedback to committee re ACC potential interest into Waste Safe training programme	Guy	31 May

Meeting closed at 11.59am.