

**Tuesday 10 November 2015, at WasteMINZ**

Present:	Alec McNeil	Marlborough District Council
	Greg Dearsly	First 4 Safety Ltd
	Jason Harvey	Smart Environmental Ltd
	Karen Murray	SULO NZ Ltd
	Paul Bishop (Board Champion)	EnviroNZ Ltd
	Rick Barber	New Zealand Transport Agency
	Robyn Vallom (Chair)	EnviroNZ Ltd
	Sara Read	Northland Waste Ltd
	Warwick Jaine	Auckland Council
In attendance:	Nic Quilty (Facilitator)	WasteMINZ
Apologies:	Guy Smith	Waste Management (NZ) Ltd

**1. Meeting open, apologies and agenda**

- The meeting began at 1.10pm.
- Apologies were received from Guy Smith.

## H & S Sector Group minutes, Tuesday 10 November 2015

### 2. Previous minutes of 1 September 2015 – accepted?

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

Moved: Robyn Vallom Seconded: Paul Bishop Carried: Unanimously

### 3. Minutes of the previous meeting and action points

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

Date raised	Action	Deadline	Allocated to	Status
24 Feb 15	Fact sheets: Speak to Paul Harrison about the possibility of ACC contributing to the creation of some fact sheets. Further information: <ul style="list-style-type: none"> <li>• ACC are unable to contribute funding, but may be able to help write content for relevant fact sheets (e.g. sharps, edge protection, fatigue)</li> </ul>	11 Sep 15	Nic Quilty	Completed – 11 Sep 15. See further information on left hand side.
1 Sep 15	Benchmarking: Liaise with Francois to see if he can attend the next H & S Sector Group meeting. Further information: <ul style="list-style-type: none"> <li>• The meeting needs to be timed with Francois' other visits to Auckland; this will be in the New Year.</li> <li>• Nic will schedule the Steering Committee's first meeting of the year on a date that Francois is visiting Auckland and keep the Steering Committee updated.</li> </ul>	18 Sep 15	Paul Evans	Completed – Sep 15. See further information on left hand side.
1 Sep 15	Benchmarking: Speak to Francois about the possibility of the Steering Committee using the Forum's benchmarking statistics. Further information: <ul style="list-style-type: none"> <li>• The Steering Committee could only use the Forum's benchmarking statistics if each organisation in the Steering Committee was a member of the Forum.</li> </ul>	18 Sep 15	Paul Evans	Completed – Sep 15. See further information on left hand side.
1 Sep 15	Primary occupational illnesses: Obtain report, commissioned by Auckland Council, from Dr Steve Culpan of CityMed once it's completed. Further information: <ul style="list-style-type: none"> <li>• The report is complete. It's with Blair McMichael, who is organising for Dr Culpan to speak to the relevant managers at Auckland Council regarding the findings.</li> <li>• Blair suggested that Nic approach Dr Culpan to speak to the Steering Committee</li> </ul>	2 Oct 15	Nic Quilty	In progress. See further information on left hand side.

## H & S Sector Group minutes, Tuesday 10 November 2015

	<p>about health risks in the waste industry and vaccination requirements. The Steering Committee agreed.</p> <ul style="list-style-type: none"> <li>Nic will invite Dr Culpan to a Steering Committee meeting next year (separate meeting to Francois).</li> </ul>			
1 Sep 15	<p>WCTL: Report back to the Steering Committee on the outcome of the 14 September 2015 meeting with the NZTA (where the possibility of removing (unbundling) roadside collection from CoPTTM and setting it up as a standalone industry lead code will be discussed).</p>	18 Sep 15	Nic Quilty	Completed – 12 Oct 15. Discussing later in the meeting.
1 Sep 15	<p><i>Health &amp; Safety at Work Act</i>: Forward some information on the high risk list to Nic to distribute to the Steering Committee</p>	11 Sep 15	Guy Smith	Completed – 6 Nov 15.
1 Sep 15	<p>Dust monitoring: Seek approval from relevant parties to release findings from the dust monitoring at New Zealand MRFs and advise Nic of the outcome. Further information:</p> <ul style="list-style-type: none"> <li>Greg and Nic approached the relevant parties and are waiting for their response. Nic has taken over this action.</li> <li>Go to Fullcircle directly to get EnviroNZ's report.</li> </ul>	11 Sep 15	Greg Dearsly	In progress. See further information on left hand side.
1 Sep 15	<p>Dust monitoring: Advise Steering Committee if Greg was able to get approval to release findings from the dust monitoring at New Zealand MRFs</p>	14 Sep 15	Nic Quilty	Not completed.
1 Sep 15	<p>H &amp; S Survey: Send an email to the Steering Committee asking them to provide their own analysis of the survey's responses. This analysis should note the biggest risks that came out of the survey's responses (industry specific and general).</p>	8 Sep 15	Nic Quilty	Completed – 11 Sep & 30 Oct 15.
1 Sep 15	<p>H &amp; S Survey: Forward an analysis of the survey's responses to Nic.</p>	15 Sep 15	Steering Committee	Completed
1 Sep 15	<p>Fact sheets: Put together a fact sheet on edge protection for review by WasteMINZ, in the first instance, and then the Steering Committee. Further information:</p> <ul style="list-style-type: none"> <li>Greg has developed a draft and is waiting on further information from ACC.</li> <li>Nic and Paul are reviewing the structure and will give feedback to Greg.</li> <li>Once ACC has come back to Greg, he will incorporate the content and forward the draft fact sheet to Nic and Paul for their review.</li> <li>The fact sheet will then be forwarded to the Steering Committee for their review.</li> </ul>	11 Sep 15	Greg Dearsly	In progress. See further information on left hand side.
1 Sep 15	<p>Fact sheets: Forward Fact Sheet 4 to Nic to forward onto Greg Dearsly to assist with the</p>	3 Sep 15	Guy Smith	Completed – 1 Sep

## H & S Sector Group minutes, Tuesday 10 November 2015

	development of the edge protection fact sheet.			15.
1 Sep 15	Steering Committee vacancies: Identify nominees who missed out at the last elections, approach them to gauge interest and advise Steering Committee of outcome.	4 Sep 15	Nic Quilty	Completed – 2 Sep 15.
1 Sep 15	Finalise a new date for the next meeting with the Steering Committee	11 Sep 15	Nic Quilty	Completed – 28 Oct 15.

#### 4. Pending legislation

- The consultation period has closed for the employee engagement regulations.
- The consultation period for Good practice guidelines for employee engagement closes on 4 December 2015.
- The new Act is scheduled to be in place on 4 April 2016 and five regulations are meant to come out on the same day.
- There should be another set of regulations in two years.
- There is a big change in regard to notifiable incidents and there is hope that the good practice guidelines around this reporting aspect will be clear. There needs to be clarification of terms.

#### 5. H & S Survey results – actions going forward

- From the responses, creating, driving and embedding a good safety culture is where help is required:
  - Feedback from Steering Committee:
    - The NZTA has taken a zero harm approach and the agency’s aspirational goal is that by 2020 all contractors will go home safe and well. It’s about corporate social responsibility and how it contributes to the triple bottom line.

---

## H & S Sector Group minutes, Tuesday 10 November 2015

---

- The EMA ran a forum recently where they spoke about developing an industry charter, which is signed-off by the industry. SCIRT created a charter which Fletchers, Hawkins and Downers have signed onto. We could use the New Zealand Business Leaders' Health & Safety Forum's charter as a model. As part of the charter, there are 360 reviews on leadership and regular briefings are provided.
- Would the Business Leaders' Health & Safety Forum consider mentoring organisations that need help?
- From the survey's responses, it appears that there is a lack of understanding of the implications of every person's actions or inaction within their organisation.
- One area that will support a culture change is understanding risks and hazards.
- Next year's work plan will focus on risk management, leadership and engagement.
- A good health and safety culture affects the whole business.

### 6. Bins vs Bags

- Greg: Judi Sefton (EcoCentral) presented at the WasteMINZ conference. Christchurch City Council has seen an 83% reduction in injuries pre-bins to post-bins. The Steering Committee agreed that Nic will approach Christchurch City Council to ask if they would like to draft up an article for revolve.
- Manual collections vs. bins could be the issue not bags vs. bins.
- There is a place for manual collections.
- Street cleaning requires a large labour force and this is an area that hasn't really been taken into account when we have had this discussion.

- Nic advised that a WasteMINZ member noted that there is added cost, in terms of labour, if staff are required to tear open bags, that have been placed in recycling bins. Staff also expose themselves to foreign objects like needles or glass. There are significant plant installation costs if a mechanical bag splitter needs to be used.

#### **7. People sleeping in recycling cages**

- WorkSafe advised that, in this most recent case, they weren't going to prosecute, but they noted that industry needs to manage this issue.
- There needs to be good practice guidelines, which would include taking the dynamics of a site into account and having adequate security.
- When hiring bins out, ask customers where the bin is going to be placed.
- People seek those cages out because they are warm and cozy and they deem them to be good places to sleep. Our fleet manager is looking at Infrared sensors to sense body heat; they are about \$10k per truck.
- We need to look at where are the bins are placed and the hazards that this creates.

#### **8. Operational guide for landfills**

- EnviroNZ are putting some guidelines together and would be happy to share once they have been developed.

#### **9. Feedback on H & S keynote and H & S session at WasteMINZ conference**

- Mark Boocock's presentation included some computer simulations of work done at AUT. The presentation was very good.
- Keynote: Basic questions were being asked, which could indicate a lack of understanding of the big picture.

**10. WCTL training and refresher training – working group to review pilot workshops and first meeting**

- Nic advised that she was putting together a working group and the tentative date for the group's first meeting is 2 December. Neil Greaves, an NZTA contractor, responsible for updating the WCTL qualification workshop content and developing the refresher content, will attend this meeting. We need some operational people on this group. Contact Nic ASAP if you would like to put anyone forward to be part of this group.
- Feedback from Steering Committee:
  - If waste vehicles are shown, their branding needs to be removed.
  - How well can the course be delivered if it's delivered by traffic management trainers? The workshops need to be delivered by waste industry trainers.
- Rick:
  - The kerbside collection module should be de-coupled from the CoPTTM.
  - The NZTA will put out a communication advising the industry about the refreshers and what to do if refreshers are due prior to the refresher being finalised. Rick will copy Nic into this communication.

**11. Safety alerts**

- Rest breaks: Nic will forward Rick a safety alert for NZTA to complete.

**12. Working at heights (specifically bi-lines)**

- What is the industry doing to control heights in vacuum tankers and front end loaders when workers are climbing on top?

## H & S Sector Group minutes, Tuesday 10 November 2015

---

- Platforms (with steps where workers can get in and out), harnesses, handrails and education.
- With older front-end loaders, there is a ladder up front and the cardboard waste tips on the cab protector. Trucks are getting higher. We had bi-lines where workers were harnessed. The other thing we are noticing was that the certification of the anchor points, height training and verification of harnesses was lapsing. We have approached specialists to assist with this.
- Rick: The Livestock Transport Safety Group has dealt with this issue. I will forward Nic their strategies to circulate.

### 13. General business

- Log books:
  - CVIU has done a blitz on log book reporting with the waste industry. Is this something that the industry needs to look at further or do individual organisations have this in hand?
  - Rick: The completion of log books and taking breaks (to manage fatigue) are very important.
  - Training could be carried out within organisations.
- Taking breaks:
  - NZTA's *Work Time and Logbooks: A basic guide to work time and rest time requirements and logbook standards for transport operators and drivers* notes that 'A driver may not exceed 5 ½ hours of continuous work time without taking a rest break'.
  - A lot of workers are on six hour shifts, so is this practical?
  - Workers should be taking breaks earlier than 5.5 hours.

## H & S Sector Group minutes, Tuesday 10 November 2015

- General business:
  - Reversing buzzers:
    - Greg: What's the industry doing about reversing buzzers (including sick-duck reversing buzzers)? A lot of work has been done in Australia. Nic will note as an agenda item at the Steering Committee's next meeting.
  - Experiences with cyclists:
    - Greg: What experiences has everyone had with cyclists on the roads?
    - Feedback from Steering Committee:
      - Issues with cyclists and trucks stopping
      - Blind spots

### Action items from this meeting:

Date raised	Action Point	Deadline	Allocated to
10 Nov 15	Benchmarking: Liaise with Francois to see if he can attend the next H & S Sector Group meeting. Further information: <ul style="list-style-type: none"> <li>• Contact Francois and schedule the Steering Committee's first meeting of the year on a date that Francois is visiting Auckland and keep the Steering Committee updated.</li> </ul>	4 Dec 15 4 Dec 15	Nic Quilty Nic Quilty
10 Nov 15	Primary occupational illnesses: Obtain report, commissioned by Auckland Council, from Dr Steve Culpan of CityMed once it's completed: <ul style="list-style-type: none"> <li>• Invite Dr Culpan to a Steering Committee meeting next year (separate meeting to Francois) – once the dates have been set.</li> </ul>	4 Dec 15	Nic Quilty

## H &amp; S Sector Group minutes, Tuesday 10 November 2015

Date raised	Action Point	Deadline	Allocated to
1 Sep 15	Dust monitoring: <ul style="list-style-type: none"> <li>Seek approval from relevant parties to release findings from the dust monitoring at New Zealand MRFs</li> <li>Ask Oji Fibre Solutions for EnviroNZ's report</li> <li>Forward reports to Steering Committee</li> </ul>	20 Nov 15 20 Nov 15 4 Dec 15	Nic Quilty Nic Quilty Nic Quilty
1 Sep 15	Fact sheets: <ul style="list-style-type: none"> <li>Review draft Refuse transfer station edge protection fact sheet that Greg has drafted and give feedback to him</li> <li>Update fact sheet with ACC content and forward updated fact sheet to Nic and Paul for their review</li> <li>Forward fact sheet to Steering Committee for review</li> </ul>	20 Nov 15 4 Dec 15 11 Dec 15	Nic Quilty & Paul Evans Greg Dearsly Nic Quilty
10 Nov 15	H & S Survey: <ul style="list-style-type: none"> <li>Speak to Paul Evans about Steering Committee's analysis of survey's responses and proposed actions</li> </ul>	4 Dec 15	Nic Quilty
10 Nov 15	Bags vs. bins: <ul style="list-style-type: none"> <li>Approach Christchurch City Council to ask if they would like to draft up an article for resolve on their pre-bins to post-bins statistics.</li> </ul>	4 Dec 15	Nic Quilty
10 Nov 15	Operational guide for landfills: <ul style="list-style-type: none"> <li>Forward EnviroNZ's operational guidelines for landfills once they have been finalised</li> </ul>	30 Jan 15	Robyn Vallom
10 Nov 15	WCTL Working Group: <ul style="list-style-type: none"> <li>Contact Nic ASAP if you would like to put anyone forward to be part of this group.</li> </ul>	16 Nov 15	Steering Committee
10 Nov 15	WCTL refresher workshops: <ul style="list-style-type: none"> <li>The NZTA will put out a communication advising the industry about the refreshers and what to do if refreshers are due prior to the refresher being finalised. Rick will copy Nic into this communication.</li> </ul>	20 Nov 15	Rick Barber
10 Nov 15	Safety alerts: <ul style="list-style-type: none"> <li>Forward Rick a safety alert template for NZTA to complete one addressing rest breaks.</li> <li>Rick to complete and forward to Nic to circulate to relevant WasteMINZ members.</li> </ul>	13 Nov 15 4 Dec 15	Nic Quilty Rick Barber
10 Nov 15	Work at heights: <ul style="list-style-type: none"> <li>Forward Nic the strategies that the Livestock Transport Safety Group has put together to address this area.</li> <li>Nic to circulate.</li> </ul>	19 Nov 15 20 Nov 15	Rick Barber Nic Quilty
10 Nov 15	Reversing buzzers (including sick-duck reversing buzzers):		

## H & S Sector Group minutes, Tuesday 10 November 2015

---

Date raised	Action Point	Deadline	Allocated to
	<ul style="list-style-type: none"><li data-bbox="338 368 1070 402">• Add as agenda item at next Steering Committee meeting</li></ul>	30 Jan 16	Nic Quilty

**Meeting closed at 3pm**