
H & S Sector Group minutes, Tuesday 23 February 2016

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

1. Meeting open, apologies and agenda

- The meeting began at 1pm.
- Apologies were received from Greg Dearsly, Guy Smith, Paul Harrison and Rick Barber.

2. Processing food and green waste – proposed fact sheet

- Discussion with Mike Lord of Envirofert (member of WasteMINZ' Organic Materials Sector Group (OMSG) Steering Committee):
 - Mike: The OMSG Steering Committee would like some guidance to be developed addressing the hazardous and risks associated with processing organic waste. A lot of processing sites are similar to transfer stations or public landfill sites. There is large machinery, members of the public are present, material handling is involved (some material is hazardous and some is potentially hazardous) and there is specialised machinery (industrial shredders, moving parts and high speed spinning of drums).
 - Paul: Shredders can be hazardous. Processing is a moderately small market. Guidance on processing could be developed, together with guidance on collection and this could then be a complete module for the H & S Guidelines.
 - Mike: Has any guidance on processing been developed already? There are only a small number of operators that have their own gear, so contractors are being brought in. If we are hiring these companies, we need to make sure they have sound health and safety practices as well. These facilities often don't have trained people on site as well.
 - Robyn: So you would also like to provide some in depth guidance material for small operators.
 - Warwick: We might be duplicating what's already been done in the parks or arboriculture space. Work must have been done in that area from a machinery perspective.
 - Paul Bishop: The shredding aspect needs attention. Treescape and Parks and Reserves at Auckland Council may have some guidance.
 - Warwick will ask Parks and Reserves at Auckland Council if they have any guidance.
 - Alec: Manufacturers' instructions are a good place to start.
 - Mike: I will read through WasteMINZ' H & S Guidelines to establish what's been done already and meet up with Nic.

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- Jason: There are health hazards around bulk compost.
- Mike: There is also the bio-aerosol debate. When organic rich materials dry out, the dust can contain spores and be detrimental to health. There has never been a case of legionella that has come from a composting facility. However, this is a growing area of concern. Stockpiles should be set back a certain distance from houses or industry. The industry is right to exercise caution but from a worldwide perspective, there haven't been any major issues, particularly around green waste composting. Domestic food waste issues are similar to green waste.

3. Previous minutes of 10 November 2016 – accepted?

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

Moved: Robyn Vallom Seconded: Paul Bishop Carried: Unanimously

4. 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
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"> • 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. • Francois not in Auckland until about April. Nic will keep trying. • Robyn: The Business Leaders' Health & Safety Forum would like to know what companies put in their Board reports. Could we invite him to the meeting and discuss this and include benchmarking in this discussion? 	4 Dec 15 4 Dec 15	Nic Quilty Nic Quilty	In progress. See further information on left hand side
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"> • Invite Dr Culpan to a Steering Committee meeting next year (separate meeting to 	4 Dec 15	Nic Quilty	Completed. See further information on left hand side.

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	<p>Francois) – once the dates have been set.</p> <ul style="list-style-type: none"> Further information: <ul style="list-style-type: none"> There was a charge associated with this. Therefore he will not be coming to the meeting. The Steering Committee suggested that WasteMINZ could invite him to present at the WasteMINZ conference Warwick will find out the scope of Auckland Council’s report – as it may not be relevant to the waste industry. 			
1 Sep 15	<p>Dust monitoring:</p> <ul style="list-style-type: none"> Seek approval from relevant parties to release findings from the dust monitoring at New Zealand MRFs Ask Oji Fibre Solutions for EnviroNZ’s report Forward reports to Steering Committee 	20 Nov 15	Nic Quilty	Remove action from minutes
		20 Nov 15	Nic Quilty	Completed. It will not be released.
		4 Dec 15	Nic Quilty	Remove actions from minutes
1 Sep 15	<p>Fact sheets:</p> <ul style="list-style-type: none"> Review draft Refuse transfer station edge protection fact sheet that Greg has drafted and give feedback to him Update fact sheet with ACC content and forward updated fact sheet to Nic and Paul for their review Forward fact sheet to Steering Committee for review 	20 Nov 15	Nic Quilty & Paul Evans	Completed
		4 Dec 15	Greg Dearsly	Completed
		11 Dec 15	Nic Quilty	Completed
10 Nov 15	<p>H & S Survey:</p> <ul style="list-style-type: none"> Speak to Paul Evans about Steering Committee’s analysis of survey’s responses and proposed actions 	4 Dec 15	Nic Quilty	Completed
10 Nov 15	<p>Bags vs. bins:</p> <ul style="list-style-type: none"> Approach Christchurch City Council to ask if they would like to draft up an article for revolve on their pre-bins to post-bins statistics. 	4 Dec 15	Nic Quilty	In progress. Nic in discussions with Christchurch City Council.

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10 Nov 15	Operational guide for landfills: <ul style="list-style-type: none"> Forward EnviroNZ's operational guidelines for landfills once they have been finalised. 	30 Jan 15	Robyn Vallom	Remove from minutes. EnviroNZ has some SoPs addressing specific tasks, but not operational H & S guidelines for landfills
10 Nov 15	WCTL Working Group: <ul style="list-style-type: none"> Contact Nic ASAP if you would like to put anyone forward to be part of this group. 	16 Nov 15	Steering Committee	Completed
10 Nov 15	WCTL refresher workshops: <ul style="list-style-type: none"> 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. 	20 Nov 15	Rick Barber	Completed. Stuart Fraser advised that companies, whose employees' refreshers are due, were sent letters advising them of these employees' names and that their qualification had been extended to a particular date.
10 Nov 15	Safety alerts: <ul style="list-style-type: none"> Forward Rick a safety alert template for NZTA to complete one addressing rest breaks. Rick to complete and forward to Nic to circulate to relevant WasteMINZ members. Further information: <ul style="list-style-type: none"> WasteMINZ is happy to send out alerts from other organisations (with these organisations' branding on them), but will not be sending out safety alerts on WasteMINZ' template anymore. 	13 Nov 15 4 Dec 15	Nic Quilty Rick Barber	Completed Not completed. See further information on left hand side.

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	<ul style="list-style-type: none"> ○ Nic to advise Rick of this decision and, if he has approval, to send Nic the safety alert on NZTA's template instead. 			
10 Nov 15	<p>Work at heights:</p> <ul style="list-style-type: none"> • Forward Nic the strategies that the Livestock Transport Safety Group has put together to address this area. • Nic to circulate. 	19 Nov 15	Rick Barber	Completed
		20 Nov 15	Nic Quilty	Completed
10 Nov 15	<p>Reversing buzzers (including sick-duck reversing buzzers):</p> <ul style="list-style-type: none"> • Add as agenda item at next Steering Committee meeting 	30 Jan 16	Nic Quilty	Completed

5. Pending legislation

- The new Act is scheduled to be in place on 4 April 2016
- The regulations have been released
- We will need to amend H & S Guidelines once Act comes into force

6. Work plan

- Recap from the last meeting:
 - From the survey's responses:
 - Creating, driving and embedding a good safety culture is where help is required (one area that will support a culture change is understanding risks and hazards).
 - It appears that there is a lack of understanding of the implications of every person's actions or inaction within their organisation.
 - Next year's work plan will focus on risk management, leadership and engagement.

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- 2016 work plan discussion:
 - Goal 1: 'Provide a support network for those activity involved in health and safety in the waste management sector':
 - Remove 1.1: 'Identify key issues in the sector with the sector' (as this was completed when the survey was sent out last year)
 - Replace 1.2 with 'Run relevant WasteMINZ events for the sector'
 - Goal 2: 'Make available credible, targeted and relevant information'.
 - Remove 2.2: 'Conduct the Injury Portal Pilot trial and implement in the sector to enable benchmarking'
 - Goal 4: 'Provide a forum for discussions with government agencies and other key sector stakeholders on waste related OHS issues and regulations'
 - Remove 4.1: 'Identify key issues in the sector with the sector'
 - Remove 4.2: Replace 'Run targeted seminars and webinars for government agencies and key stakeholders' and replace with 'Run targeted WasteMINZ events for government agencies and stakeholders'
 - Goal 5: 'Encourage strategic and commercially relevant research and development'
 - Remove 5.1: 'Identify relevant research that is required with the sector'
 - Goal 6: Develop and promote relevant good practice standards or guidelines and encourage their adoption by the Sector:
 - Remove 6.1: 'Work with the NZTA to assess whether its Safe and Fuel Efficient Driving Programme could be rolled out to the industry and how this could be done'

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- Remove 6.2: 'Develop industry guidance on the new health and safety legislation'
- Insert a new activity "Remove content referring to the *Health and Safety in Employment Act 1992* in the *Health and Safety Guidelines: for the Solid Waste and Resource Recovery Sector – parts one, two, three, four and five* and replace with relevant sections of the *Health and Safety at Work Act 2015*
- Jason: Could we work with NZTA to develop an alternative fatigue management plan for the waste industry? There is a provision in the regulation to enable this. This would give us more flexibility and practicality. The current rule talks about half an hour break every five and a half hours. Our industry is stop-start, with manual handling. The current rules are for long-haul truck drivers.
- Sara agreed with Jason.
- Add an activity: Develop an alternative fatigue management for the sector and submit to NZTA for approval

7. Kerbside Collection Traffic Leader qualification (renamed from Waste Collection Traffic Leader) – update

- Nic will forward final slides once they have been finalised.

8. Fact sheets: Edge protection at refuse transfer stations and sleeping in bins - update

- Edge protection at refuse transfer stations:
 - Nic advised that the content has been finalised and it will be published shortly.
- Sleeping in bins:
 - A working group has been formed to develop a fact sheet to address the risks associated with sleeping in bins. The working group consists of:
 - Greg Dearsly, First 4 Safety Ltd
 - Leanne Smith, Oji Fibre Solutions
 - Peter Martin, Waste Management (NZ) Ltd
 - Robyn Vallom, EnviroNZ

9. Steering Committee elections

- Timelines for the 2016 elections:
 - Call for nominations opens – 9 May 2016
 - Call for nominations reminder – 19 May 2016
 - Nominations close – 26 May 2016
 - Voting opens – 2 June 2016
 - Voting closes – 16 June 2016
 - Steering Committee announced – 23 June 2016
 - Steering Committee members commence their roles – 30 June 2016
 - Call for nominations for Steering Committee Chair opens – 7 July 2016
 - Call for nominations for Steering Committee Chair closes – 12 July 2016
 - Voting for Chair commences – 14 July 2016
 - Voting for Chair closes – 21 July 2016
 - Chair announced – 22 July 2016

10. WasteMINZ' H & S webinars

- Jason: Engagement is one of the key drivers in the changes in the new legislation. Could we run a webinar on H & S representatives and committees, with a focus on running more effective meetings? Also, how do you engage workers on the shop floor?
- Robyn: We could ask Dr Hillary Bennett to speak on engagement, or her offside, Philip. We could also ask Paul Jarvie (Employers & Manufacturers Association) to present at a webinar on the Health & Safety at Work Act. We could involve a lawyer.
- Nic advised that WasteMINZ had held a health and safety briefing in February last year, where various stakeholders had spoken about the effect of the Act. The Steering Committee thought it would be timely to run a webinar.

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- What about a webinar on moving beyond compliance to a good H & S culture?
- Jason: I attended an event recently where Rob Sloane from Jennian Homes presented on creating a culture of safety from Canterbury Rebuild
- What about a webinar from WorkSafe, advising of their new role in education? They could also talk about the duty holder review. Robyn will give Nic a contact at WorkSafe.
- Nic: I will email the Steering Committee, reminding them of the proposed webinars they had put forward last year, asking them to review and re-submit.

11. Runners' gloves

- Sara: We are redoing a trial with new gloves from Ansell.
- Robyn: We did a glove trial for Manukau City Council. I will forward this research to Nic to forward to the Steering Committee.
- Jason: I will put together an item for WasteMINZ' enews on glove ratings from a standard.

12. Hot work permits

- This is a specialist area, where organisations would need to contract consultants.

13. General business

- NZTA is doing a big push to ensure the industry is using logbooks correctly. Nic will speak to Rick about their initial findings and ask if he would like to submit an item for WasteMINZ' enews (which should include a link to the logbook rules).

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Action items from this meeting:

Date raised	Action Point	Deadline	Allocated to
23 Feb 16	Processing food and green waste – proposed fact sheet: <ul style="list-style-type: none"> Ask Parks and Reserves at Auckland Council if they have any guidance on processing green waste and advise Nic 	2 Mar 16	Warwick Jaine
23 Feb 16	Processing food and green waste – proposed fact sheet: <ul style="list-style-type: none"> Read through WasteMINZ' H & S Guidelines to establish what's been done already and set up a meeting with Nic to discuss. 	4 Mar 16	Mike Lord
10 Nov 16	Benchmarking: <ul style="list-style-type: none"> Invite Francois to the next H & S Sector Group meeting. 	4 Mar 16	Nic Quilty/ Paul Evans
23 Feb 16	Benchmarking: <ul style="list-style-type: none"> Advise Paul that the Business Leaders' Health & Safety Forum would like to know what companies put in their Board reports and discuss whether we could invite Francois to the next H & S meeting to discuss this and include benchmarking in this discussion? 	2 Mar 16	Nic Quilty
23 Feb 16	Primary occupational illnesses: <ul style="list-style-type: none"> Talk to Paul about inviting Dr Steve Culpan to present at the WasteMINZ conference on primary occupational illnesses in the waste industry 	9 Mar 16	Nic Quilty
23 Feb 16	Primary occupational illnesses: <ul style="list-style-type: none"> Find out what the scope of Auckland Council's report was. 	9 Mar 16	Nic Quilty
10 Nov 16	Bags vs. bins: <ul style="list-style-type: none"> Approach Christchurch City Council to ask if they would like to draft up an article for revolve on their pre-bins to post-bins statistics. 	2 Mar 16	Nic Quilty
10 Nov 16	Safety alerts: <ul style="list-style-type: none"> Advise Rick Barber to forward the rest breaks safety alert on NZTA's template, if he has approval to do this, as WasteMINZ will not be sending out safety alerts on WasteMINZ' safety alert template going forward 	2 Mar 16	Nic Quilty
23 Feb 16	Pending legislation: <ul style="list-style-type: none"> Discuss when and how the H & S Guidelines will be reviewed (to incorporate the Health & Safety at Work Act 2015) and advise the Steering Committee 	26 Feb 16	Nic Quilty
23 Feb 16	Work plan: <ul style="list-style-type: none"> Remove activity 1.1: 'Identify key issues in the sector with the sector' 		

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Date raised	Action Point	Deadline	Allocated to
	<ul style="list-style-type: none"> • Replace activity 1.2 with 'Run relevant WasteMINZ events for the sector' • Remove 2.2 'Conduct the Injury Portal Pilot trial and implement in the sector to enable benchmarking' • Remove 4.1: 'Identify key issues in the sector with the sector' • Remove 4.2: Replace 'Run targeted seminars and webinars for government agencies and key stakeholders' and replace with 'Run targeted WasteMINZ events for government agencies and stakeholders' • Remove 5.1: 'Identify relevant research that is required with the sector' • Remove 6.1: 'Work with the NZTA to assess whether its Safe and Fuel Efficient Driving Programme could be rolled out to the industry and how this could be done' • Remove 6.2: 'Develop industry guidance on the new health and safety legislation' • Add an activity under Goal 6: Develop an alternative fatigue management plan for the sector and submit to NZTA for approval • Add an activity under Goal 6: Remove content referring to the <i>Health and Safety in Employment Act 1992</i> in the <i>Health and Safety Guidelines: for the Solid Waste and Resource Recovery Sector – parts one, two, three, four and five</i> and replace with relevant sections of the <i>Health and Safety at Work Act 2015</i> 		
23 Feb 16	Work plan: <ul style="list-style-type: none"> • Discuss developing an alternative fatigue management plan for the sector with NZTA 	9 Mar 16	Nic Quilty
23 Feb 16	Kerbside Traffic Collection Leader qualification: <ul style="list-style-type: none"> • Forward the final slides for the KTCL qualification workshop to the Steering Committee, once they have been finalised 	11 Mar 16	Nic Quilty
23 Feb 16	Webinars: <ul style="list-style-type: none"> • Speak to Paul about the Steering Committee's suggestions for webinars: <ul style="list-style-type: none"> ○ Engaging workers on the shop floor (could ask Dr Hillary Bennett or her off-sider, Philip) ○ How to run more effective meetings (relating to H & S representatives and H & S Committees) ○ H & S at Work Act (Paul Jarvie (Employers & Manufacturers Association)) ○ Moving beyond compliance to a good H & S culture ○ Creating a culture of safety from the Canterbury Rebuild (Rob Sloane, Jennian Homes) ○ WorkSafe's role in education 	9 Mar 16	Nic Quilty
23 Feb 16	Webinars: <ul style="list-style-type: none"> • Email the Steering Committee, reminding them of the proposed webinars they had put forward last year, asking 	9 Mar 16	Nic Quilty

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Date raised	Action Point	Deadline	Allocated to
	them to review and re-submit		
23 Feb 16	Glove trial: <ul style="list-style-type: none"> • Forward glove trial results that EnviroNZ did on behalf of Manukau City Council to Nic 	2 Mar 16	Robyn Vallom
23 Feb 16	Glove trial: <ul style="list-style-type: none"> • Forward EnviroNZ's glove trial results to the Steering Committee 	3 Mar 16	Nic Quilty
23 Feb 16	Forward an item for WasteMINZ' enews on glove ratings from a standard to Nic.	9 Mar 16	Jason Harvey
23 Feb 16	Logbooks: <ul style="list-style-type: none"> • Speak to Rick Barber about NZTA's initial findings on whether the industry is correctly using logbooks and ask if he would like to submit an item for enews (which should include a link to the logbook rules) 	9 Mar 16	Nic Quilty

Meeting closed at 2.55pm