

## HEALTH & SAFETY SECTOR GROUP

- Date:** 27 May 2014 - 1.00pm to 3.00pm
- Location:** Auckland Council (Manukau), Kotuku House, Level 1, Charter Room, 4 Osterley Way, Manukau
- Present:** Brent Sutton (Earthcare Environmental Ltd), Charles Smith (Onyx Group Ltd), James Young (Auckland Council), Karen Murray (SULO Talbot Ltd), Mike Collins (Smart Environmental Ltd), Nic Quilty (WasteMINZ - facilitator), Paul Bishop (EnviroWaste Services Ltd – WasteMINZ board champion), Robyn Vallom (EnviroWaste Services Ltd - chair) and Warwick Jaine (Auckland Council)
- Apologies:** Colin Jessup (New Zealand Transport Agency), Courtney Taylor (Reclaim Ltd), Guy Smith (Transpacific Industries Group (NZ) Ltd) and Judy Buchanan (Accident Compensation Corporation)
- Agenda:**
1. Welcome, introductions and apologies
  2. Previous minutes of 18 February accepted?
  3. Actions arising out of minutes from 18 February 2014 meeting
  4. H & S Guidelines – progress report
  5. Steering committee elections
  6. Workplan
  7. Submission on discussion document outlining proposals for new health and safety regulations (submissions due 18 July)
  8. WasteMINZ conference – H & S session
  9. WCTL training and refreshers
  10. Safety alerts
  12. General business
  13. Next meeting

NOTES AND ACTION POINT SCHEDULE				
No.	Agenda item	Action point	Person responsible	Status
1	Welcome, introductions and apologies	Judy Buchanan would have liked to have joined the meeting but the meeting room did not have a teleconferencing facility.		
2	Previous action point schedule accepted?	Moved: Brent Sutton Seconded: Robyn Vallom		
3	Actions arising from the last meeting	<p>NZTA's SAFED NZ (Safe and Fuel Efficient Driving) programme:</p> <ul style="list-style-type: none"> <li>• Nic and Paul Evans will look through the programme and determine whether a workshop or a presentation is the right vehicle and who the target audience needs to be. They will then discuss this with Rick Barber and Eileen and get back to the steering committee.</li> <li>• Further notes: <ul style="list-style-type: none"> <li>○ SAFED NZ is a driver development course for truck, bus and coach drivers. The course helps organisations reduce fuel and maintenance costs, reduce CO<sub>2</sub> emissions and improve safety.</li> <li>○ Nic and Paul met with Rick Barber (NZTA's Auckland Regional Manager for Access and Use) last year.</li> <li>○ Rick suggested WasteMINZ could source funding to appoint a senior trainer to run the SAFED NZ programme for WasteMINZ members.</li> <li>○ At the time, the NZTA was running a pilot for the Bus</li> </ul> </li> </ul>	Paul Evans and Nic Quilty	This action was replaced. See further notes on left hand side.

NOTES AND ACTION POINT SCHEDULE				
		<p>&amp; Coach Association (24 instructors were being trained).</p> <ul style="list-style-type: none"> <li>○ Rick was going to advise what statistics NZTA needed, which will include accident rates.</li> <li>○ Nic has left a message for Rick to contact her with an update. Once she has one she will speak to Paul Evans and advise the steering committee of the way forward.</li> </ul>	Nic Quilty	
		<p>Health &amp; Safety Guidelines – progress report:</p> <ul style="list-style-type: none"> <li>● Part 2 (bag, bin and crate): <ul style="list-style-type: none"> <li>○ Speed restrictions for domestic collections: <ul style="list-style-type: none"> <li>▪ Brent Sutton advised that a research paper from Monash University recommended a limit of 30kph. The research found very little difference between the injury rate of pedestrians at 25kph and 30kph. Brent will forward the paper to Nic who will circulate to the steering committee.</li> <li>▪ The steering committee agreed that the speed limit in the Guidelines would not be influenced by the Monash paper as the Guidelines specify 25kph.</li> </ul> </li> </ul> </li> </ul>	Brent Sutton Nic Quilty	Not completed. Brent will forward. Can't complete until the above action is completed.
		<p>Drug use in the industry:</p> <ul style="list-style-type: none"> <li>○ WasteMINZ will talk to Fletcher Earthquake Recovery re what works and what they have been doing on this issue – which could potentially be a 'think piece' in</li> </ul>	Nic Quilty	Replaced by the action in the left hand column.



NOTES AND ACTION POINT SCHEDULE				
		<p>Steering committee elections:</p> <ul style="list-style-type: none"> <li>• Paul Evans advised the following:               <ul style="list-style-type: none"> <li>○ The steering committee will be advised of the timelines, once they have been finalised.</li> </ul> </li> </ul>	Nic Quilty	Completed
		<p>Workplan:</p> <ul style="list-style-type: none"> <li>• Nic and Paul Evans will update the workplan and forward it to the steering committee to be finalised.</li> </ul>	Nic Quilty/Paul Evans	Completed
		<p>ACC's data on the waste industry:</p> <ul style="list-style-type: none"> <li>• Judy will organise combined road and workplace statistics.</li> </ul>	Judy Buchanan	Not completed
		<p>Injury portal pilot – progress report:</p> <ul style="list-style-type: none"> <li>• Brent will migrate the data to the WasteMINZ site.</li> <li>• WasteMINZ will then advise the four trial organisations when this is complete, so that they can input their data.</li> </ul>	Brent Sutton Nic Quilty	Not completed. Nic, Brent and Paul will be meeting in the w/c 3 June to migrate the data. Can't complete until the above action is completed.
		<p>General business:</p> <ul style="list-style-type: none"> <li>• Brent is attending a legal conference on how the model work health and safety laws in Australia have gone and will forward this information to Nic to circulate to the steering committee.</li> <li>• WCTL refresher training:               <ul style="list-style-type: none"> <li>○ This training will commence in 2016.</li> <li>○ WasteMINZ will discuss how this is being managed with the NZTA.</li> <li>○ Nic will advise the steering committee what she needs from them.</li> <li>○</li> </ul> </li> </ul>	Brent Sutton Nic Quilty  Nic Quilty Nic Quilty	Not completed. Can't complete until the above action has been completed.  Completed. Agenda item at the meeting on 27 May 2014. Nic will update the steering committee at the meeting on 27 May 2014.

NOTES AND ACTION POINT SCHEDULE				
		<ul style="list-style-type: none"> <li>○ Robyn/Warwick re chasing up Blair in relation to photocopies of WCTL licences being acceptable if wallet cards lost</li> <li>● Bag collection methodology:               <ul style="list-style-type: none"> <li>○ Paul will talk to Zefanja Potgieter (Christchurch City Council) about an article in revolve.</li> </ul> </li> <li>● More information on the proposed new Act:               <ul style="list-style-type: none"> <li>○ More responsibilities around monitoring and reviewing contractors, subcontractors... (need to have a method of assessment). Monitoring needs to be relevant to the work that is being undertaken.</li> </ul> </li> </ul>	<p>Robyn Vallom/ Warwick Jaine</p> <p>Paul Evans</p>	<p>Paul contacted Zefanja and is waiting to hear back. Paul will contact him again.</p>
4	H & S Guidelines – progress report	<ul style="list-style-type: none"> <li>● Nic gave the following update:               <ul style="list-style-type: none"> <li>○ Parts one, two, three and four:                   <ul style="list-style-type: none"> <li>▪ These parts were published on the WasteMINZ website on Thursday, 22 May and members were advised in our e-newsletter on Friday, 23 May.</li> <li>▪ Information on the guidelines, which included the link to the guidelines, was forwarded to ACC, NZTA and WorkSafe NZ on 23 May and they were asked to forward this out to their stakeholders.</li> </ul> </li> <li>○ Part five (landfills):                   <ul style="list-style-type: none"> <li>▪ The consultants WasteMINZ has contracted to develop part five are:                       <ul style="list-style-type: none"> <li>● Greg Dearsly (First for Safety Ltd)</li> </ul> </li> </ul> </li> </ul> </li> </ul>		

NOTES AND ACTION POINT SCHEDULE				
		<ul style="list-style-type: none"> <li>• Shane Burke (Burke Consulting Ltd)</li> <li>▪ The TWG comprises:               <ul style="list-style-type: none"> <li>• Adam Beadle, Transpacific Industries Group (NZ) Ltd</li> <li>• Alice Grace, Watercare Services Ltd</li> <li>• Carl King, EnviroWaste Services Ltd</li> <li>• Darren Hoskins, Wellington City Council</li> <li>• Dave Hanan, Delta Utility Services Ltd</li> <li>• Rangi Lord, Canterbury Waste Services</li> <li>• Tony Bryce, Tonkin &amp; Taylor Ltd</li> </ul> </li> <li>▪ The module went out for consultation on Monday, 26 May.</li> <li>▪ Consultation will close on Monday, 16 June (three week period).</li> <li>▪ The TWG will be reviewing the consultation feedback in the week commencing 23 June.</li> <li>▪ The module will be finalised by the end of July 2014.</li> <li>▪ WasteMINZ is aiming to incorporate this part into the guidelines and republish the guidelines by 22 August 2014.</li> <li>○ The steering committee asked if the covered e-waste and asbestos. Nic will raise with Greg and Shane.</li> <li>○ Warwick noted that the approval process for consultation feedback can be quite lengthy at councils. Nic will speak to Paul Evans about this</li> </ul>	<p>Nic Quilty</p> <p>Nic Quilty</p>	

NOTES AND ACTION POINT SCHEDULE				
		issue. One of the options could be to note the following in future consultation documentation: 'You can respond as an individual, rather than on behalf of your organisation'.		
5	Steering committee elections	<ul style="list-style-type: none"> <li>• Nic advised the following:               <ul style="list-style-type: none"> <li>○ On-line voting was due to commence on 26 May 2014.</li> <li>○ Consultation on the landfills module for the H &amp; S Guidelines commenced on this date.</li> <li>○ To ensure the voting process doesn't get lost in the mix, on-line voting for the steering committee will now commence on 3 June (and will close on 9 June). Nic has advised the candidates of this change.</li> <li>○ The steering committee will be announced on 16 June.</li> <li>○ Further information: Paul Bishop will set up a meeting with Tom Nichols to discuss Transpacific Industries' involvement in the steering committee.</li> </ul> </li> </ul>	Paul Bishop	
6	Workplan	<ul style="list-style-type: none"> <li>• The steering committee approved the workplan. It has now been finalised and Nic will forward the final version to the committee.</li> <li>• Activity 1.1 (identify key issues in the sector with the sector) will determine the rest of the workplan.</li> <li>• Could ACC give us a breakdown on the types of accidents that are happening? If so we could survey the industry, advising that this is where ACC says the accidents are</li> </ul>	Nic Quilty	



NOTES AND ACTION POINT SCHEDULE				
		<p>happening, where are your accidents happening?</p> <ul style="list-style-type: none"> <li>• Is there a common denominator on a national scale?</li> <li>• A technical working group needs to be formed to develop a survey that will identify issues in the sector. The survey could be sent out to non-members by the steering committee members. Brent, Karen, Mike and Warwick agreed to be on the TWG. Nic will set up a meeting.</li> <li>• Possible survey questions: <ul style="list-style-type: none"> <li>○ What are your top injuries?</li> <li>○ What is your most challenging health and safety item/issue?</li> <li>○ Are people inducted on their first day at work?</li> <li>○ Do you have a training programme for your employees?</li> <li>○ If you are a principal or a contractor on a contract, how are you educating your residents?</li> </ul> </li> <li>• Activities 1.2 (run relevant seminars and webinars for the sector) and 4.2 (run targeted seminar and webinars for government agencies and key stakeholders): <ul style="list-style-type: none"> <li>○ Could we run something on the key changes in the proposed new Act and how this will affect the sector?</li> </ul> </li> <li>• Activity 4.3 (advise the sector when submissions are being sought on updated/new legislation and make submissions where appropriate): <ul style="list-style-type: none"> <li>○ Nic will include a piece in this week's newsletter on</li> </ul> </li> </ul>	<p>Nic Quilty</p>	
			<p>Nic Quilty</p>	

NOTES AND ACTION POINT SCHEDULE				
		feedback sought by MBIE on the proposed new health and safety regulations.		
7	Submission on discussion document outlining proposals for new health and safety regulations (submissions due 18 July)	<ul style="list-style-type: none"> <li>The steering committee decided that, due to time commitments, the sector group would not be making a submission on the proposed new health and safety regulations. Organisations can make their own submissions.</li> </ul>		
8	WasteMINZ conference – health and safety session	<ul style="list-style-type: none"> <li>Nic advised that the conference runs from 20 to 23 October in Wellington. Site visits and the TA Forum are on 20 October and all other sessions commence on 21 October.</li> <li>The Call for Papers is issued on 9 June. Suggested guidance on health and safety abstracts for the Call for Papers:               <ul style="list-style-type: none"> <li>Impact of the reform bill</li> <li>Implications of an aged workforce</li> <li>SMEs and compliance</li> <li>Contractor management</li> <li>Fatigue management</li> <li>Health and safety innovation</li> </ul> </li> <li>Could we have a panel which would discuss the key issues in the sector with the sector?</li> <li>We could also look at having a panel who would discuss the impact of the reform bill (WorkSafe, barrister (defence), MBIE (prosecution)).</li> </ul>		

NOTES AND ACTION POINT SCHEDULE				
9	WCTL training and refreshers	<ul style="list-style-type: none"> <li>Nic advised that she met with Stuart Fraser (NZTA), Greg Dearsly (First for Safety Ltd), Shane Burke (Burke Consulting Ltd) and Tom Kiddle (Auckland Transport) on 15 May to discuss Greg and Shane reviewing the WCTL training and developing refresher training.</li> <li>Stuart, Greg and Shane will be meeting on 29 May to scope the project.</li> </ul>		
10	Safety alerts	<ul style="list-style-type: none"> <li>Robyn: Electrical testing and tagging of equipment. We've found a contractor changing the tags but not testing. Robyn will be issuing a safety alert at EnviroWaste and will forward to Nic to circulate to WasteMINZ members.</li> <li>Nic received a safety alert from Mike. Nic will review and circulate to WasteMINZ members.</li> </ul>	Robyn Vallom Nic Quilty Nic Quilty	
11	General business	<ul style="list-style-type: none"> <li>ACC's Safe and Fuel Efficient Driving Programme:               <ul style="list-style-type: none"> <li>Nic advised that Paul Evans and Judy Buchanan met early last week to discuss this programme and its suitability for the sector.</li> <li>Paul Evans is on leave until 3 June. Nic will report back to the steering committee, once she has discussed the outcomes of the meeting with Paul.</li> </ul> </li> <li>Health and Safety Guidelines:               <ul style="list-style-type: none"> <li>The steering committee asked whether an organic collection module could be developed for the guidelines. Nic will discuss with Paul Evans.</li> </ul> </li> <li>Bin safety meeting:               <ul style="list-style-type: none"> <li>Nic will ask Paul Evans if any minutes were taken</li> </ul> </li> </ul>	Nic Quilty  Nic Quilty  Nic Quilty	

NOTES AND ACTION POINT SCHEDULE				
		<p>from this meeting.</p> <ul style="list-style-type: none"> <li>• The OHSIG conference is being held on from 10-12 September 2014. Go onto <a href="http://www.ohsig.org.nz">www.ohsig.org.nz</a> and click Conference 2014.</li> <li>• ICAM (Incident Cause Analysis Method) investigation model: <ul style="list-style-type: none"> <li>○ Auckland Council has adopted this model for investigations. One of the benefits is consistency.</li> </ul> </li> </ul>		
12	Next meeting	<ul style="list-style-type: none"> <li>• 26 August 2014.</li> <li>• Nic advised that the new steering committee will be in place at the next meeting. Nic will cancel the meeting invites for the year and forward out invites to the new steering committee (on the same dates).</li> </ul>	Nic Quilty	