

 Tauranga City	CITY SERVICES HEALTH AND SAFETY MEETING MINUTES	
Date: 9 August 2012	Time: 10.30 am	Location: Executive Room
Attendees and Apologies		
Attendees: Apologies: Copies to:	s 7(2)(f)(ii)	
Agenda Topics: <input type="checkbox"/> outstanding issues from previous minutes <input type="checkbox"/> Incidents <input type="checkbox"/> safety audits completed, observations, corrective actions <input type="checkbox"/> hazard management, new hazards identified	<input type="checkbox"/> corporate health & safety feedback <input type="checkbox"/> positive feedback <input type="checkbox"/> new issues <input type="checkbox"/> issues to take to Corporate Health & Safety Committee <input type="checkbox"/> Planned topics for 2012	

1. FOLLOW-UP FROM PREVIOUS MINUTES

Oropi Treatment Plant:

- s 7(2)(f)(ii) – no access gate fitted at the deep tank – possible danger.
ACTION: s 7(2)(f)(ii) to liaise with s 7(2)(f)(ii)
- Looking at purchasing scaffolding for use when working on CMF units. Once completed, details are to be given to Ange to enter into Vault.
ACTION: s 7(2)(f)(ii) to visit Joyce Road plant to confirm.
- s 7(2)(f)(ii) – Oropi’s duty phone is old and unreliable. Staff who work over the weekends are alone at the plant and need reliable communication systems at all times.
ACTION: s 7(2)(f)(ii) to ascertain whether it is the phone or reception difficulties.
- Lack of facilities at Oropi, Personal lockers, Lack of kitchen and toilet facilities. Oropi’s situation has changed (now have female member of staff) and needs to be reviewed. Additional problems arise when contractors are on the premises and need to use the facilities. Quote for lockers has been received.
ACTION: s 7(2)(f)(ii) has a meeting regarding resourcing on Monday.
- s 7(2)(f)(ii) has done an HSNO Audit of Joyce Road and recommended changes.
ACTION: s 7(2)(f)(ii) to check where things are at.

s 7(2)(f)(ii)

Health & Safety Strategic Plan for City Services – Outcomes:

- *Risk:* To meet with management team for instructions to look at identifying risks and hazards in specific areas and how these tie into performance agreements.
ACTION: Ongoing.

- *Strategic Safety Management*: Ian keen to find out how they are doing – linked to Procurement process.
ACTION: Last week all Divisional Managers were given a brief to identify hazards in their areas – this information to be passed down to all staff. Feedback to Exec Team after that. Ongoing.
- *People*: Training requirements - how do people know how they are doing and support for them.
ACTION: This is covered in the Strategic Plan and will be tied into job descriptions. Ongoing.

§ 7(2)(f)(ii) (Corporate):

- All safety reps will re-induct their staff once the TCC Health & Safety booklet has been reviewed. **ACTION: § 7(2)(f)(ii) to forward to § 7(2)(f)(ii) the completed ones – ongoing.**

§ 7(2)(f)(ii) (City Waters):

- § 7(2)(f)(ii) has been out with § 7(2)(f)(ii). H&S issues raised re reading meter boxes at the Port and other businesses. Big queues of trucks cause hazards when meter-reading. Cathy has met with John regarding automatic meter readers being installed.

ACTION: § 7(2)(f)(ii) to obtain an update from Cathy.

Email from § 7(2)(f)(ii) regarding water meter reading at the Port:

“The safety issue with the very dangerous meters in the Port area has now been resolved with the Port authority reading those particular meters themselves, including the one by the logging truck measuring station. This was not us passing the problem to them, but simply we had only been reading these meters historically and not for TCC requirements.”

§ 7(2)(f)(ii) (Chapel Street)

- Evacuation drill carried out two weeks ago.
ACTION ONGOING: § 7(2)(f)(ii) to send report to § 7(2)(f)(ii) to enter into Vault.
- Stationary containment check by § 7(2)(f)(ii) – two do not need certificates as they are under the limit that is required.
ACTION: Under way.
- § 7(2)(f)(ii) asked about Permit to Work for Wastewater. They are ready to be trained in using the new books.
ACTION: § 7(2)(f)(ii) to confirm a time that suits with § 7(2)(f)(ii) to give training – 22 August 2012 – ongoing.

§ 7(2)(f)(ii) (Libraries)

- Reviewing staff safety – need cameras installed over the Issues desk where cash is handled. **ONGOING.**
- Seismic restraints – ongoing.

§ 7(2)(f)(ii) (City Development)

- Confined Spaces SOP and Hazard has been updated.
ACTION: § 7(2)(f)(ii) to give changes to § 7(2)(f)(ii) for update in Vault – Completed
- Tablets – § 7(2)(f)(ii) trying to find holders for tablets to be fitted to steering wheels of vehicles. Also investigating holders for phone chargers and mobile phones. § 7(2)(f)(ii) has suggested blue tooth maybe the way to go for the Rovers. § 7(2)(f)(ii) has blue tooth and recommends it. **ACTION: § 7(2)(f)(ii) to check this out with § 7(2)(f)(ii) – ongoing.**

Ange (City Waters)

- Re-inductions for Water Treatment and Wastewater. Pump Stations will be included and these will be done annually.
ACTION: [§ 7(2)(f)(ii)] has sent email and now awaiting replies as to who wants them, and will liaise with [§ 7(2)(f)(ii)] and [§ 7(2)(f)(ii)] with names and will get them done one after the other.
To take place this month.

2. REPORTS FROM REPS

[§ 7(2)(f)(ii)] (City Waters)

Accidents, Near-Misses or Incidents – None.

- Manhole covers are being lifted because of recent heavy rains but most have safety grilles fitted.
- His vehicle has been repaired – problem was found to be a pinhole in a short length of pipe. For future reference, this should have been reported as a near-miss incident, as his vehicle was stopping automatically on the road.
- New staff member – [§ 7(2)(f)(ii)] – moving to Drainage's section (taking over [§ 7(2)(f)(ii)] [§ 7(2)(f)(ii)] role).

[§ 7(2)(f)(ii)] (City Parks)

Accidents, Near-Misses or Incidents – None.

- Excellent month for Parks – just one incident which was a possible heart attack on Mauao.
- Some slips on Mauao as a result of rain, but all manageable.
- Tree Wise Men – have been given re-approval for their health and safety system.
- Fountain on the Strand was flooded, which resulted in an electrical fault. Contractor was not trained in confined spaces, so could not make the repairs. Decision was made to let the contractor do the work, with two trained City Care colleagues watching from above. Work took 20 minutes to complete and is all good now.

[§ 7(2)(f)(ii)] (Chapel Street)

Accidents, Near-Misses or Incidents – Three

- [§ 7(2)(f)(ii)] pricked his finger while moving a rag from pump.
- [§ 7(2)(f)(ii)] cut her finger when washing a beacon which broke in sink.
- Smoke alarm was smoking and it was discovered that smoke alarms were not activated during the day, as they worked on inputting alarm code. This has been changed and alarms working 24 hours now. They are also on an annual inspection.
- Gas detectors calibrated.
- Re-induction of Contractors, Impac. Entered all into Vault. [§ 7(2)(f)(ii)] Vault is currently being upgraded to web version, so cannot be used for data entry. [§ 7(2)(f)(ii)] to re-enter the information or send to [§ 7(2)(f)(ii)] for entry when the upgrade is completed.

[§ 7(2)(f)(ii)] (City Development)

Accidents, Near-Misses or Incidents – None.

- [§ 7(2)(f)(ii)] attended City Development's fortnightly meeting - explained the responsibilities relating to worksites.
- Bureta Physio coming to give talk about office set up, work stations, etc.
- CD considering putting a stand-up desk in the office.
- [§ 7(2)(f)(ii)] new ute has clips that he keeps bumping his head on.

- Safety harnesses will be checked with Wastewater's harnesses. s 7(2)(f)(ii); this may change to staff that have the working at heights/confined space qualification who can check each other's. The most important check is the one before use of harness.
- Job hazards – will complete this by end of August. Then will be entered into Vault by s 7(2)(f)(ii).

s 7(2)(f)(ii) **(City Projects, CS Admin and Corporate)**

Accidents, Near-Misses or Incidents – Nothing to report.

s 7(2)(f)(ii) **(City Waters)**

Accidents, Near-Misses or Incidents – None

- Two new staff at Oropi. Ange organising health and safety training and PPE gear.
- Two new volunteers at McLaren Falls – s 7(2)(f)(ii) doing PPE today. s 7(2)(f)(ii) will do TCC health and safety induction.
- Magnetic beacon and “Pass With Care” sign have been purchased for staff to borrow. Also, a GPS (TomTom) is available – sign-in book to be filled out.
- Safety boots – TCC will pay for up to s 7(2)(f)(ii) excl. GST, if the boots cost more than that, staff to pay the balance.
- s 7(2)(f)(ii) attended a City Care health and safety meeting this morning. CCL will inform s 7(2)(f)(ii) that their staff will wear long-sleeved shirts and long pants on all work sites. This also applies to anyone who enters a work site, whether from CCL or not.
- City Care mechanical side: One of s 7(2)(f)(ii) projects - Incident when a contractor working in a hole and not trained in confined spaces. s 7(2)(f)(ii) stopped the job at the time, contractor did not agree with s 7(2)(f)(ii). This should have been reported straight away as an incident, to s 7(2)(f)(ii) supervisor, s 7(2)(f)(ii) not just left as a warning. s 7(2)(f)(ii) might issue an email to all contractors setting out what constitutes a confined space and that contractors need to be confined space trained. Contractors must report these incidents.
- s 7(2)(f)(ii) looking into options of long sleeve shirts and pants with NZ Safety, for TCC staff. The options/samples will be brought back to H&S Meeting and to the field staff for input. Some other contractors have also adopted this policy.
- Department of Labour have changed their name to Ministry of Business, Innovation and Employment (MBIE). MBIE integrates the functions of four former agencies – the Department of Building and Housing, the Ministry of Economic Development, the Department of Labour and the Ministry of Science and Innovation.

3. TRAINING

Upcoming Training:

- Confined Space course - 18426 conduct entry only – Tuesday 14th August
- Permit to Work & Hazard ID – Monday 13th August
- Full Arrest Course for technicians at Oropi – **ACTION:** s 7(2)(f)(ii) to let s 7(2)(f)(ii) know dates that are convenient.

Meeting closed at 11.15 am.

Next Meeting: Thursday 13 September 2012. Executive Room, 10.30am