

20210309

**Whakatauki – Darlene Lang**

**1) Attendees**

- a) Ricci Matthews
- b) Bernard Petersen
- c) Louise Morgan
- d) Jenny Rooney
- e) Joy Hewlett
- f) George Lewis (Chairperson)
- g) Darlene Lang GM
- h) Mike Collins
- i) Fleur Denize
- j) Wendy Mosely

**2) Apologies**

- a) No apologies
- b) Donna Powell late

Minutes confirmed from last meeting – George Lewis

**3) New Incident Investigation Activity**

- a) February Monthly
  - i) 250a Victoria St, Dargaville Member of the Public Complaint regarding Waters Contractor (LOGOIMA received) (Darlene Lang advised)  
Member of Public has formally complained regarding KDC Contractor. Ongoing Investigation. Until then blanket restriction of access to this address.
- b) Quarterly Data
  - i) 2-Nov-2020 Mangawhai Vehicle vs Vehicle Collision resulting in Vehicle Damage KDC not at fault. Look at Smartrak learnings, (what notifications can/are generated when vehicles are in incidents/accidents).
  - ii) 24-Nov-2020 Dargaville Office Threatening/Aggressive (Behaviour towards CSE Staff)
  - iii) 1-Dec-2020 Security Breach Dargaville Doors left open (SME's to discuss security of doors in team meetings – please encourage staff to close doors behind them and also report when they find doors have been left open)
  - iv) 15-Dec-2020 Team Vege/Ventia Worksafe Notification – Amputation open incident, has been escalated to Risk Owner/GM Jim Sephton. BP confirmed that the investigation may be forthcoming as a further request from Ventia Contract Manager Tim Ward. Investigation expected by the end of the week. Caution applied with Contractors and KDC Prequalifications on the back of this open incident. BP brief – TeamVege subcontracting to Ventia carrying out mulching works on KDC site. Using a new piece of high risk plant, operator had ended with the toe-hook jamming, and the operator has tried to release, resulting in a pinch injury. Injured worker has opted for amputation as a result of that work related injury. Currently reviewing every aspect of the competency assessment and prequalification.
  - v) 18-Dec-2020 Office Threatening/Aggressive Behaviour – Member of the Public – Donald Harrison resulted in trespass order that was not served. Ongoing monitoring
  - vi) 1-Jan-2021 Matakohe Vehicle Near Miss resulting in minimal Vehicle Damage. Flat tyre not at fault.
  - vii) 27-Jan-2021 1572 Millbrook Rd, Paparoa Concealed barb wire First Aid Injury (Building Inspector)
  - viii) 29-Jan-2021 119 Aranga Station Rd, Aranga – Peter Neilson KDC Trespass Order

SaferMe Developers have provided a presentation Dascha and Emma, brief outline on the workflow of who needs to be notified within the PCBU, based on the risk and the person/employee/worker reporting.

**4) Policies and Procedures Review**

OHS Communication and Consultation Policy (Draft)  
SaferMe Incident and Injury Management Procedure

Working Group required SME's

- Wendy Mosley
- Bernard Peterson
- Customer Experience SME required

**5) Risk Assessment and Control Plans**

a) AMO Risk Assessment/Job Safety Analysis – finalised by AMO SME's (action to send to JSA) completed

i) Managing Aggression and Violence in the Workplace

**6) Property and Equipment (New)**

**7) Subcommittee/Working Groups**

a) Wellness Committee Calendar

b) Safe Driving Standard – Overspeed

i)

c) KDC Contractor/Supplier Prequalification  
New Supplier Process

**8) New Business**