



WORKSAFE COMMITTEE MEETING MINUTES



Date: 29th January 2021 **Time:** 12:00 – 13:00 hours **Venue:** Newark (Junttan Meeting Room) and Remote via Teams

Present: Ian White (IW) – STEQ Advisor – Chair, Stuart Devine (SD) – STEQ Advisor, Kevin Hague (KH) – Managing Director, Peter Handley (PH) – Senior Director, Dale Noon (DN) – Piling, Dean Lumley (DL) – SRW, Jack Maggs (JM) – Centrum, Luke Hemingway (LH) – Plant, Harrison Marshall-Lack (HML) – Office

Apologies: Robert Speakman (RS) – STEQ Manager, Iain Landsborough (IL) – Geo

This was the third meeting of the re-formed WorkSafe Committee – discussions centred around: -

- Legal requirement for consulting with the workforce
- Actions from previous minutes
- Accident & incident statistics update
- Current Focus / Issues
- “Step into the Blue”
- Company Policies – Updated
- AOB

<u>Discussion points</u>	<u>Action</u>	<u>Responsible</u>	<u>Date</u>
1. IW introduced the meeting and explained the purpose of the Committee and proposed agenda.	No further action.	N/A	N/A
2. This was the first meeting for more than 12 months, largely due to Covid-19, and there are a number of new members on the Committee, so introductions were made by everyone in attendance and the Committee structure was shared.	Headshot photos of all committee members to be included on structure chart.	IW / SD	Next Mtg
3. The law pertaining to workforce consultation – the Health and Safety (Consultation with Employees) Regulations 1996 – applicable where the employees are not represented by a Union, was explained.	Incumbent on members to make every effort to attend each Committee meeting where possible and liaise beforehand with colleagues in their department to bring any issues/observations to the forum.	ALL	Next Mtg



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<p>The legal framework provides a minimum requirement for consultation and involvement of the workforce in H&S matters, but the most effective method is to provide a collaborative setting whereby everyone feels involved and can freely and openly discuss matters.</p>			
<p>4. The focus of this committee will be to try and engender that collaborative approach primarily by identifying hazards and risks in the workplace, discussing any concerns or complaints, promoting different safety topics, and reviewing accident trends.</p> <p>In doing so the Committee should achieve its objectives of improving health and safety awareness, communication, and behaviours, and increasing worker involvement, all of which can ultimately help to reduce accident/incident rates and save lives.</p>	No further action.	N/A	N/A
<p>5. Action points from previous meeting discussed and IW advised that those concerning the commitment statement/poster, safety observations, welfare, bulk mixer isolation lock off procedure and mobile phone usage had been dealt with or closed out.</p>	No further action.	N/A	N/A
<p>6. Committee reminded of toolbox talk schedule which has recently been updated for 2021, and details circulated to managers/supervisors.</p>	Responsibility on all teams to ensure that the TBT schedule is adhered to and briefing registers completed – further review at next meeting.	ALL	Next Mtg



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7.	Opportunity to deliver soft skills training has been interrupted by covid and general availability of relevant people to take part. Training partner Dewey can assist, and remote delivery should be possible once availability and dates can be established.	Work ongoing to confirm training requirements and arrange suitable provision.	RS / IW/ SD	Next Mtg
8.	Site drainage and flooding is still an item under consideration, especially at this time of year. Although no specific issues reported it was reminded that we should not work near or walk-through pools of water.	Options still being reviewed to find a more lasting solution.	SLT	Next Mtg
9.	A discussion took place during the previous meeting around introducing a 'rewards' system for health & safety, specifically for recognising long periods of accident-free lost time.	Potential reward system/structure still under consideration.	SLT	Next Mtg
10.	Issue discussed again regarding safe working at height (WAH) methods when accessing/egressing piling rigs on low loaders, with mention made previously re possibility of a ladder which could hang onto the underside of the running board.	LH advised that this was still on the radar but has been unable to complete so still requires further review – still to progress.	LH / DN	Ongoing



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11.	Unloading precast piles with telehandlers still needs to be given proper consideration, which should include training/familiarisation requirements for new operators, the most suitable plant/equipment/methods for the task.	DN has agreed to take an action to review the operation of unloading precast piles.	DN	Next Mtg
12.	Dust control measures in Centrum yard and Robot shed previously reported and some actions discussed to help provide some mitigation. This included possibly concreting the hard standing areas in the yard and providing a suitable extraction system in the shed. JM provided an update advising that it has been difficult to maintain suitable monitoring of dust levels in the yard due to winter weather and amidst other priorities and challenges.	Further monitoring to take place when better weather arrives on levels of dust being generated. Engineering controls that were previously discussed should be left on the table and review when further monitoring has taken place.	JM SLT	April / May 2021 Later in 2021
13.	Suitability and effectiveness of PPE was discussed after some recent changes to supplier and all parties were satisfied with the provision in place at this time.	Flame retardant wear identified as an area for action and needs some focus to ensure that welders are properly protected.	STEQ Team	Next Mtg



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<p>14. Accident & Incident statistics/reporting:</p> <ul style="list-style-type: none">• Firstly, with detailed graphs showing combined Lost Time Accident Frequency Rate (LTAFR) for Aarsleff and Centrum – taken over a 12-month rolling period and calculated as no. of accidents in the period divided by total hours worked in the period and multiplied by 100,000 – to come up with a rate of 0.8 days lost over the period. That number has stayed roughly flat over the reporting period (2020) aside from a couple of months when the figure was 0.5.• Aarsleff LTAFR had remained at zero for a period from March but then increased to around 0.35 from Sept because of a lost time incident that month due to a manual handling injury.• Centrum's rate peaked at 3.1 in the middle of the year but fell to 2.0 for the last couple of months – this was due to a couple of lost time accidents, one lasting 135 days after an operative broke a bone in his back falling from a pile stack; and another lasting 8 days due to a fractured hand bone.• Slips/Trips/Falls, and cuts/abrasions were the most common cause of other accidents/incidents recorded during the period.	<p>Encourage near miss and safety observation reporting to help keep accident occurrences low.</p>	<p>ALL</p>	<p>Ongoing</p>



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<p>15. Issues which are of particular focus at present:</p> <ul style="list-style-type: none"> • COVID-19 remains a huge threat and all members were reminded of the need to maintain strict adherence to the procedures and controls implemented by the business. Any concerns should always be raised immediately with line managers. • Manual Handling – intention to provide bespoke training across all Centrum, Aarsleff and plant workshop disciplines throughout 2021 after entering a 3-year agreement with a specialist training provider. • TBTs and Inspection Reports – weekly TBT schedule has now been circulated and more emphasis now being placed on completing these as well as improving the frequency of managers/engineers inspection reports. • Wet signatures on documents has been identified as an area where improvement is required as very often there are documents still being prepared and issued to clients/sites with either an electronic signature or none at all. • Mental health awareness – a topical subject anyway due to the current climate but particularly a focus in the construction industry – members reminded of resources available (Mental Health First Aiders, EAP) should any support or assistance be required. 	<p>Complete weekly COVID-19 site audits.</p> <p>No further action at this time.</p> <p>Complete and return registers/inspection reports – these are being tracked through My Compliance and response numbers reported to management.</p> <p>Memo to be issued to all operational management.</p>	<p>ALL</p> <p>N/A</p> <p>ALL</p> <p>PH</p>	<p>Ongoing</p> <p>N/A</p> <p>Ongoing</p> <p>01/03/21</p>



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16.	My Compliance Often referred to as MYC, this is the new software system which went live on 1 November 2020 and allows for all incidents, audits, inspections, training etc to be reported and info held on the cloud-based system. Mobile app can be downloaded to help managers/supervisors/engineers to more easily upload documents to the portal.	Continue rolling out access and training to system over the coming weeks.	STEQ Team	Ongoing
17.	Step into the Blue PH and KH explained what step into the blue (STIB) means in terms of company culture and how each and every employee can embrace it through the core values of 'life and health', 'trust' and 'responsibility'.	This is already being delivered to all new employees and will eventually cover all existing employees with roadshows planned during 2021 when it's safer to do so.	SLT	Ongoing
18.	Company Policies All policies were updated in October 2020, setting out the company commitment in relation to each policy area, but the levels of briefing being provided to ensure all employees have an awareness and understanding has been identified as an area for improvement.	Committee should help spread the word and set an example by reading and understanding the 2020 policy documents.	ALL	Ongoing
Any Other / New Business				
19.	Geo rep IL gave his apologies as he could not attend the meeting but asked if consideration could be given to reverting back to HIAB lifts to offload grout equipment from the trailer bed.	IL to take an action to review this and feed back to committee at next meeting.	IL	Next Mtg



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20. PH expressed concern regarding the prevalence of agency workers due to limits being placed on AGE resources and how we must maintain vigilance and focus in this regard to ensure agency workers are treated to the same scrutiny and standards when it comes to training etc that we expect from Aarsleff employees.	All personnel involved with recruitment, training, supervision etc of agency workers to continually ensure that compliance with Aarsleff and Centrum management standards and systems is being adhered to.	ALL	Ongoing
21. DN asked for information on recent piling accidents to see if anything can be shared with colleagues on site. Normally a safety alert is circulated by the FPS in response to such events but KH intimated that not enough facts are available at present and there is no point in circulating rumour and speculation. Once more facts are known then a communication will be issued to all staff.	Further update to follow in due course.	STEQ Team	Next Mtg
22. KH asked that we continue to consider standards on each and every site and if any aspect of the works appears different from what has been planned then we should not proceed to undertake the work.	Incumbent on all site personnel to ensure these standards are always being met.	ALL	Ongoing



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23.	HML added that he would like to extend his appreciation on behalf of all office staff for the efforts and work done to implement COVID safe controls and procedures around the business.	No further action.	N/A	N/A
24.	Date of Next Meeting	Agreement by all members that meetings should continue on a quarterly basis from now on – date TBA for April/May 2021.		