

MEETING NOTES

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| Meeting: | Safety Leadership Team Meeting | Date and Time: | 6 th August 2021, 8am |
| Venue: | Board Room L9 and Teams | Chair: | Nick Wing |

Attendees:

- Nick Wing – H&S Director
- Troy Robertson – Contracts Director
- Greg Holland – Lifting Operations Manager
- Dave Chapman – Contracts Manager
- Paul Maguire – Commercial Director
- Bernard O'Reilly – Head of Civils and Structure
- Mark Goodenough – H&S Manager
- James Simpson – Head of Construction Engineering
- Darren Wickins – Head of Environmental Services
- Tom McGee – Operations Manager

Apologies:

- Seb Fossey – Managing Director
- Michael O'Brien – Plant Manager
- Shane Baker – Head of Piling
- Nick Taylor – Head of Demolition
- Jody Paxman - Contracts Manager

Agenda of the meeting:

- Statistics
- Incidents since last meeting
- Actions from management reviews of incidents
- Observation data
- Lifting Operations
- Temporary Works
- Learning and development update
- Covid
- CRM slides and various
- Wellbeing update
- 2021 H&S Objectives
- Actions from last meeting

| Point | Action | Owner/Date |
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| 1.0 | Actions from previous meeting | |
| 1.1 | Will be done with new IMS - The requirements for Frontline Supervisor and Plant Operator assessments to be in the subcontractor orders. Got the wording, needs finalisation. | PM August |
| 1.2 | Scaffold excellence course being revised from feedback for wider industry roll out (NTDG). | NT 08/09 |
| 1.3 | Suggested to investigate wellbeing machines that do BMI, blood pressure etc | NW 08/09 |

| 2.0 | New actions or progressed from last meeting | |
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| 2.1 | 2021 AFR target is 0.1 (current 0.00) and AAFR target 1.0 (current 0.97). | Note |
| 2.2 | Support required for future events MacMillan Coffee morning, Wear it Pink and Movember. | ALL Ongoing |
| 2.3 | TVs on some but not all sites. Software being rolled out that means communication on these screens can be from project or the business. | ALL 08/09 |
| 2.4 | TWC forum taking place late September | JS 30/09 |
| 2.5 | TW audit report to be sent out after completion of 30 SC. | JS 08/09 |
| 2.6 | Permit to load tag to be rolled out across projects | JS 08/09 |
| 2.7 | Review of temporary works requirements for edge protection required. | JS 08/09 |
| 2.8 | All to continue to support and contribute observations themselves. | ALL Ongoing |
| 2.9 | Gurpal Singh at OOC voted observation of month. NW to organise the award and all to encourage sites to put forward names. | NW/ALL ongoing |
| 2.10 | Diego Fenaroli was submitted because of his effort in creating a safe system and structure for the tunnellers at Admiralty Arch. He needs to be recognised. Discuss with Seb. | NW/BOR 08/09 |
| 2.11 | Review data to look at topics with lower numbers of observations and consider how to raise awareness and potential numbers in those areas | NW 08/09 |
| 2.12 | H&S reporting document for CRM was tabled. Will be integrated into the new CRM pack | Note |
| 2.13 | Sustainability needs to follow the same idea for the CRM pack as H&S. Discuss with Marc Byrne | NW 08/09 |
| 2.14 | Some compulsory Kallidus not complete chase staff to do so | ALL 08/09 |
| 2.15 | Diamond drilling team have been expanded to provide a service within McGee. Training being provided. H&S working with Conor McGee to ensure the H&S management is to the required standards. | NW 08/09 |
| 2.16 | Extraordinary meeting required with PMs to discuss labour shortages and requirements over the next six weeks. | BOR 09/08 |
| 2.17 | No significant plant damage requiring investigation in June | Note |

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| 2.18 | New Worker forum agenda available on teams is completed after this meeting each month. Projects to use and H&S team will support. | JP/DC/TR 08/09 | | | | | | | | |
| 2.19 | Lifting Supervisor meeting on 21 st August | GH 21/08 | | | | | | | | |
| 2.20 | Lifting accessory racks have been sent to site but some returned them. Will be raised with the Lifting Supervisors in their meeting. | GH/TR/JP/DC 08/09 | | | | | | | | |
| 2.21 | Ensure all projects have a First Aid risk assessment | NW 08/09 | | | | | | | | |
| 2.22 | Service coordinator role established at Project Vista and OOC. Training and roles and responsibilities required. | NW 08/09 | | | | | | | | |
| 2.23 | Consider the need for a McGee M&E Manager. | NT/BOR/NW 08/09 | | | | | | | | |
| 2,24 | Continue with work on 2021 H&S Objectives. Report next month. | ALL 08/09 | | | | | | | | |
| | <table><tr><td>Occupational Health</td><td>Darren Wickins [lead], Mark Goodenough, James Simpson</td></tr><tr><td>Workforce engagement</td><td>Bernard O'Reilly [lead], Troy Robertson, Paul Maguire, Greg Holland</td></tr><tr><td>Consistency of standards</td><td>Nick Taylor [lead], Michael O'Brien, Dave Chapman</td></tr><tr><td>Risk perception and management</td><td>Nick Wing [lead], Shane Baker, Tom McGee, Jody Paxman</td></tr></table> | Occupational Health | Darren Wickins [lead], Mark Goodenough, James Simpson | Workforce engagement | Bernard O'Reilly [lead], Troy Robertson, Paul Maguire, Greg Holland | Consistency of standards | Nick Taylor [lead], Michael O'Brien, Dave Chapman | Risk perception and management | Nick Wing [lead], Shane Baker, Tom McGee, Jody Paxman | |
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| Risk perception and management | Nick Wing [lead], Shane Baker, Tom McGee, Jody Paxman | | | | | | | | | |
| 3.0 | Next meeting 08 September 2021 – venue L9 Hatfields/Teams | | | | | | | | | |