

MEETING NOTES

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 Manger
- 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
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	
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

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 border="1"> <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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3.0	Next meeting 08 September 2021 – venue L9 Hatfields/Teams									