



National Wilding Conifer Control Programme
Health & Safety

Supporting your legislative requirements
November 2020

MPI funding expectations



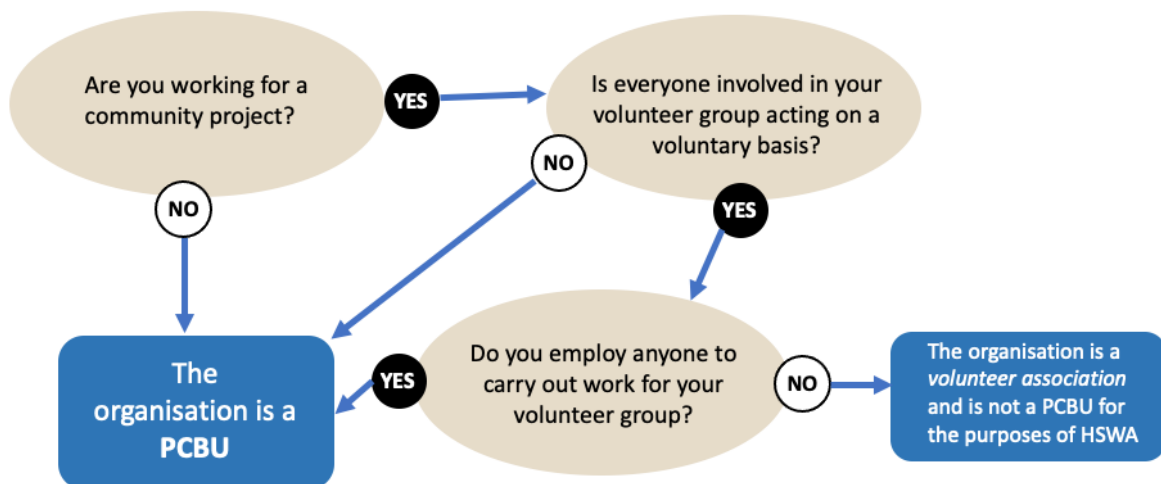
MPI funding agreements require involvement with:

- Priority
- Location
- Process
- Implementation



- Through our community partnership projects over the past year, we've learnt that people feel MPI is more involved than other funding providers.
- Because we know this looks like bureaucratic red tape to you, the purpose of today's presentation is to outline what our expectations are, specifically in the health and safety space, why we have those expectations, and what we have in place to support you fulfilling them.

The Health & Safety At Work Act (why it matters to you)



The Health and Safety At Work Act makes it clear that everyone has a role to play in ensuring health and safety at work. In effect, it provides guidance on how to prevent accidents from occurring (which is different to Australia, where the legislation is called the Chain of Responsibility, and is all about apportioning blame after an accident has occurred).

The HSWA places duties on all PCBUs.

A PCBU is a 'person conducting a business or undertaking'.

A PCBU may be an individual person or an organisation.

A 'business' is a profit making entity, whereas an 'undertaking' may not be commercial in nature.

Why MPI remains involved



The Health & Safety at Work Act, means members of the Governance Group **are liable for your actions.**

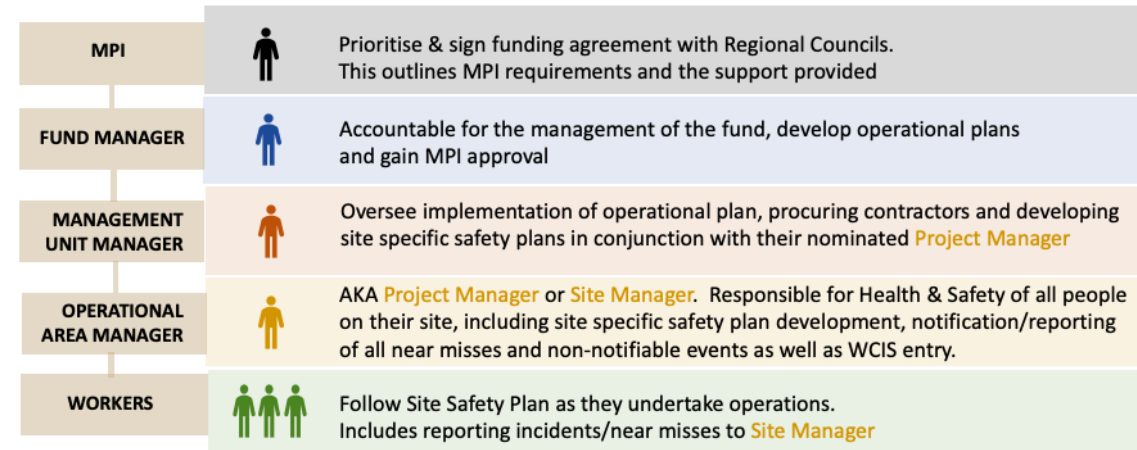
The Governance Group is comprised of representatives from:
Community Groups, Local Authorities, Federated Farmers,
NZ Forestry Owners Association, LINZ, DOC, Iwi,
New Zealand Defence Force, Biosecurity NZ



- Our Governance Group is the principal decision making body for the Programme. Members come from all key parties or sectors involved in (and impacted by) wilding pine eradication. This joint structure reflects the shared collaboration within the programme.
 - **BUT** it also means the representatives of that Group inherited the legal liability associated with an 'officer' as defined under the Health and Safety at Work Act 2015 (the Act). You may be aware of some discussion around this, which is why MPI had this clarified through additional (ie external) legal advice.
 - **AND** we don't want that liability to affect who agrees to be a member of that Governance Group. As the decision making entity for this Programme, it is important that every organisation and industry is included and has the ability to influence spending decisions / operational processes of the programme.
- To enable them to perform their duties as officers under the Act, we've had to develop and implement a range of health and safety initiatives:
 - A Health and Safety Charter,
 - A consistent risk assessment and reporting process,

- And appropriate procurement and contracting approaches.

Clear and consistent contracting chain

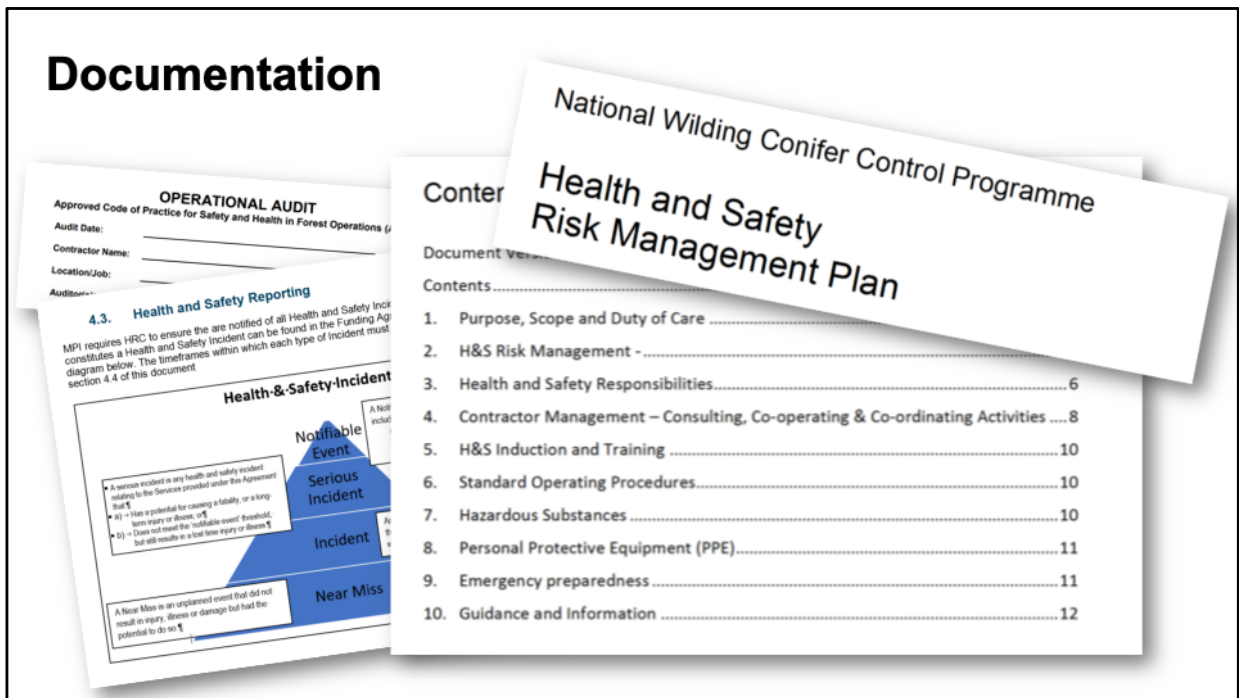


- This is why we have a clear contracting chain.
- For all operations funded by the Programme these are the roles that must be in place.
- Each role has different responsibilities, reporting and documentation that must be completed.

(talk to each role)

- The H&S at Work Act does not differentiate between volunteers and employed staff. This means that if you are undertaking operations, then the legal expectations of these roles is identical regardless of whether they are filled by a volunteer (e.g. on a community site), or a professional project manager working for a national organisation.

Documentation

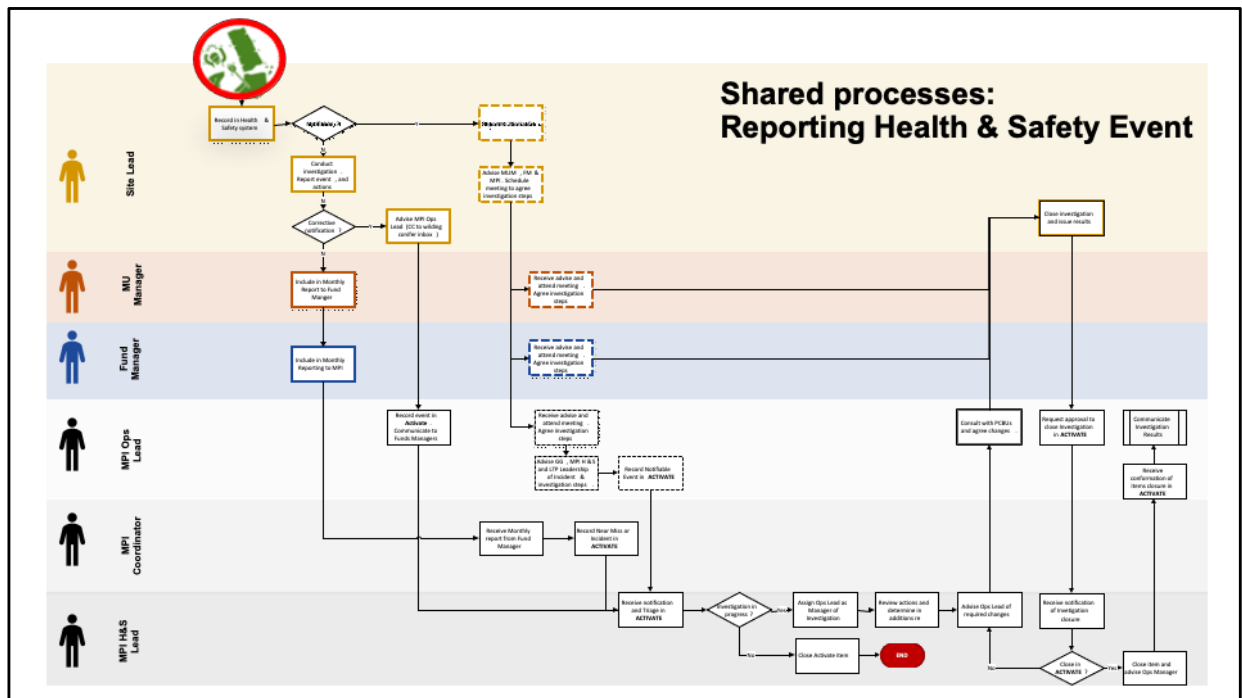


Supporting this structure, is Paperwork –there is always paperwork!

We’ve made this easier for you, by creating documents relevant to each role in that contracting chain.

These include:

- Risk Management Plan – a template with all the topics to be considered
- Work site safety plan, operational audits and other templates
- Reporting Framework – helps identify what might need improving, or when something isn’t working as well as it could.
- The Charter reminds us of our shared commitments and the Reporting Framework helps us to work together and meet those commitments.



When an event happens, this shows the unambiguous process flows that confirm

1. The agreed process we have in place
2. The role and responsibility of each role, so that every organisation in the contracting chain can easily understand what is required of them.

We developed this at the request of the Operational Advisory Group, who wanted clarity around the key steps.

(talk through main steps – bold boxes)

This isn't just about what MPI needs to fulfil duties under the Health and Safety at Work Act (as important as that is!).

It is making things easier for those working in operational areas. We know this because:

- It used to take about a month for a health and safety incident report to be completed
- With these clear processes and reporting frameworks in place, it is now taking roughly 24 hours for the draft report, and only a few more days for the final report.
- And less time spent on paperwork means more time for taking action,

which is what we're all here for.

We also have a Reporting Framework, which makes it easier to align on critical risks, share learnings, gain confidence that our H&S mitigations and processes are working, or when they might need revisions.

So, the Charter reminds us of our shared commitments and the Reporting Framework helps us to work together and meet those commitments

“We’re a community group”



- If MPI funding is being used for your operations, then the same roles, documentation and processes must be followed.
- The Health and Safety at Work Act doesn't differentiate between professional or volunteer worker.
- This means, if you are fulfilling the site manager role, then you are responsible for ensuring your site has all the required health and safety signage and documentation, including Emergency Plans and SOPs.
- Your workers, regardless of whether they are volunteer, seasonal or professional, must all have the required PPE gear, site-safe training, etc.

Support already in place

TEMPLATES		MINIMUM CRITERIA
	SITE SAFETY PLAN	



We have already developed a range of tools to support your H&S requirements. These include:

- Easy to follow templates that can be downloaded and used, like the ones shown earlier
- WCIS reporting – cloud based tool so accessible anywhere, if you can online shop you can use it!
- Draft Site Safety Plans that you can complete, prepopulated with all the areas you need to consider
- A guide outlining the minimum criteria
- Support - we're just a phone call/email away.

We want you having more time to take action in removing these invasive pests, so we're trying to make it as easy as possible for you to meet the Health and Safety at work obligations.

Expanding this support

- Health and Safety Senior Advisor
- Expanding WCIS to include mobile capable on-site checks for common tasks in addition to incident reporting
- Developing a templated procedure, documentation and qualifications for key techniques used by the programme.
- Reviewing our Health & Safety Charter
- Implementing other policies and guidelines as required



- Health and Safety Senior Advisor: someone dedicated to the national programme, so H&S advice is easily accessible for you
- Expanding WCIS to include on-site checks for common tasks
- Developing a templated procedure, documentation and qualifications for key techniques used by the programme.
- Reviewing our Health & Safety Charter. We created this a year ago, based on your feedback. We're keen to understand how it's working for you, so will be coming out shortly with that review.
- Implementing other policies and guidelines as required
- We're constantly learning from and listening to you, and will implement other policies and guidelines as required. We'll keep you informed as these are updated, so please make sure you've signed up to our mailing list.

Questions?

Near Misses 4	Incidents 6
Serious Incidents 7	Notifiable Events 0

This is how we're going for the 20/21 year (Note: this was taken out of WCIS on 23/11/20):

We're here to support you adhere to the requirements of the Health & Safety at Work Act, because we can't manage this pest without you.

Happy to answer any questions, especially if there's anything I've mentioned today that you are unclear on.

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WILDINGPINES.NZ

