



OPERATE SAFE NEWS

- STREAMLINING OPERATE SAFE ■ CO-BRANDED RED CARDS ■ BEST PRACTICE WINS CONTRACTS
- CLUSTER GROUPS ■ GOVT FUNDING SUPPORT ■ SAFETY TOPS FOR BLACKTOP GROUP

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Streamlining Operate Safe brings cost savings

From the beginning of March employers and operatives should feel a real difference in the way Operate Safe is administered - basically it will be quicker, cheaper and more efficient.

The reason for this is that InfraTrain and Operate Safe have been working together to set up, trial and migrate all the existing data from two old systems to a single new system, run by Operate Safe from the Roding NZ offices. This has allowed us to pass on some great efficiency gains for our members.

Previously cards were issued by InfraTrain after a two-step process on advice from Operate Safe. Now they will be issued direct by Operate Safe, on average within five working days as long as all the application details are correct. There will be no delays waiting for cheques to clear.

Benefits to members

This streamlining of the system will mean less steps in the process of applying for cards, resulting in cost savings to members. Cards are now priced at \$17.50 for new cards (instead of \$35) and \$12.50 for renewal or replacement cards.

Employers will also be able to transfer data online and invoiced payments can be made on line. Companies will be invoiced on a monthly basis for cards issued during the previous month and once a year for the annual fee.



"So now it's all done in one step?"

Administration of the whole system will be simpler as all company and staff records are now held in one place and all enquiries about Operate Safe will come through to our office. All forms and administration information are now located on our website at www.operatesafe.org.nz.

What about training?

InfraTrain will continue to look after national qualifications and NZQA records of learning, and provide qualifications that meet the requirements of Operate Safe:

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Why change?

Late in 2008 it became obvious that the existing administration database run by InfraTrain was in need of a complete overhaul. Originally developed as a training database it was being required to undertake administrative tasks and analysis that it was never designed for.

Operate Safe has therefore invested in a new purpose built database and has amalgamated all data into one system. As a result, InfraTrain has been able to re-focus on its core business and to re-deploy much needed staff time to developing and delivering training functions. This has already proved a win-win situation for us all.

A huge thank you to the team at InfraTrain for the sterling work they have put in over the years and especially to the ITO's Sharlene, Tracey and Stacey for their unstinting efforts to enable a smooth database migration.



WWW.NZSAFETY.CO.NZ | 0800 NZ SAFETY (697 233)

Streamlining Operate Safe brings cost savings (continued)

- Limited Credit Programme (LCP) in Health and Safety (Bronze Card)
- National Certificate in Civil Infrastructure Health, Safety and Environment (Operations) - Level 3 (Silver Card)

The Red, Bronze and Silver Card requirements have not changed; the application and other forms are the same, so are the details that you need to submit; the only difference is that Roading NZ will administer the whole Operate Safe process.

For those who still need to undertake the off site element of the Red Card, Site Safe will provide this, but once the co-branding trial has been completed (see separate article), all Red Card applications should come through Operate Safe.

Reminder – how it affects you and your staff

From March 2009:

- For all your Operate Safe card administration and all membership requirements you come to Operate Safe. For card applications specifically go to the Operate Safe web site – all the revised forms are set out there
- For all your Unit Standard training requirements talk to InfraTrain – they are your Industry Training Organisation (ITO) – www.infratrains.co.nz

If you have any questions at all about the new administration process, write to Operate Safe, PO Box 12-412, Wellington, phone 04 471 1184, email info@operatesafe.org.nz

One card beats two

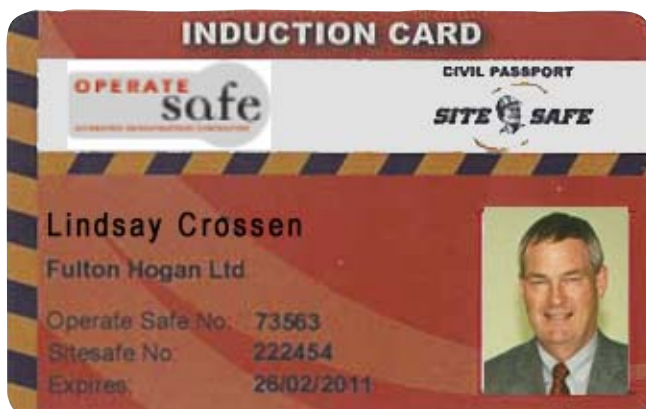
In future a co-branded Red Card will work right across the construction sector

To satisfy a huge call from our clients for a single induction card, we announced in the last issue of Operate Safe News that we were planning to issue a co-branded red card in conjunction with Site Safe.

From the beginning of April things will move a step closer to a combined card with the Allied Work Force running all their staff training through a joint training programme. They will be the first to trial the new joint card administration system.

The trial will run for a month and we expect that the new combined card will then be used by all Operate Safe members shortly thereafter. The exact costing structure will be rolled out following the trial and we are expecting that processing efficiencies will bring significant direct cost savings in the purchase price of the card element.

Operate Safe and Site Safe have been working together on this initiative, which will meet clients' needs by adding value while cutting a layer of administration.



The new co-branded Red Card.

The Red Induction Card is the entry level card, especially designed for new staff. It incorporates the employer's own company induction, any site specific or task specific inductions, and the completion of a Site Safe Civil Passport.

Obtaining the Red Card will involve the following steps.

Step 1 - All employees joining the industry should undertake the Site Safe Civil Passport - this link will take you straight to the Site Safe Civil Passport application, or you can go to www.sitesafe.org.nz on your web browser, click on Training and follow the links. Once the course is completed successfully this will be confirmed to the employer and the employees' photos and details will be sent straight to Operate Safe.

Step 2 - The employer should confirm to Operate Safe (using the Red Card Notification Form) that the staff member(s) have also completed the company specific induction and the job/site specific induction. This is done on the same form.

Step 3 - The three elements are automatically verified in our data base.

Step 4 - Cards are automatically posted straight to the company, normally within five working days.

This procedure will save time and resources and meet our clients' and operatives' expectations for one card to be issued. The new card will allow access to both Operate Safe and Site Safe sites and should be carried at all times.



Best practice is what wins the contracts



In order to sort out "the men from the boys" Operate Safe, in conjunction with the New Zealand Transport Agency (NZTA) is tightening the net on poor performers.

Members of the Operate Safe Accreditation Board, our independent reviewers for Operate Safe, have been working with NZTA to recognise good performance and weed out those firms that are only paying lip service to the health and safety regime.

NZTA is currently beginning its pre-qualification review process for June 2009. It has noted that the eligibility of firms whose Operate Safe status has been withdrawn to tender for works of the NZTA or territorial local authorities may be affected. The Operate Safe website will shortly list only those companies who have completed appropriate Stages, with their current performance; this list will be copied to the NZTA.

The Accreditation Board has been reviewing the performance of all Operate Safe member companies and has agreed on the following actions:

- All old OS Stage certificates (prior to 1 August 2008) have been deemed to have expired; NZTA has been advised of this.

- New Stage 1 and 2 certificates have been issued to those firms that have qualified for them.
- Where companies are making progress to an agreed improvement plan this has been recorded.
- Poorly performing companies have been asked to submit improvement plans, as required by the Operate Safe regime.
- Where no progress has been made and no improvement plan has been submitted, companies are deemed to have left membership of Operate Safe. Letters have been issued to a small number of companies confirming that they have been removed from membership.
- All these details have been circulated to the NZTA pre-qualification team.

If you have any questions about your company's status or would like further specific information about the various Stages of the Operate Safe system, please contact Tim Warren, direct dial 04 471 1183 or email tim@operatesafe.org.nz



Cluster groups underway

Last year's Operate Safe regional road shows were a great success, with nearly 300 people attending the ten workshops. At every venue contractors and their staff were able to hear from a range of speakers and in particular they found it valuable to meet with local Department of Labour staff and to discuss present and future work in the regions and to discuss critical issues face to face.

One of the clear messages from the road shows was for greater local engagement with Operate Safe. As a result two regional Health & Safety Civil cluster groups have been formed - in Auckland and Christchurch - specifically for the roading sector.

In both groups, local contractors work collaboratively with Operate Safe, Site Safe and Department of Labour regional staff to discuss and develop solutions to local roading H&S issues and opportunities. Additional groups are planned for Marlborough, Napier and Hamilton.

Northern cluster group meeting

(report by Graham Wainwright of Fulton Hogan)

The Northern Civils Safety Liaison Group met on 24 March at the Auckland Training Centre in Penrose. A number of key work streams are being pursued by this group, including the following:

Drug & alcohol policy

The team is co-ordinating existing member policies and reviewing them against current ACC and industry guidelines.

Site specific audits (Audit Template Workgroup)

The Auckland City Council audit template has been fully reviewed with the exception of the Confined Space section. This was discussed at length by the team, but needs an expert on the technical subject matter to assist with the issues. Team members were asked to review the topic in-house with own technical staff and report back early in April. The team will also add a section on Manual Handling.

Further objectives discussed included:

- Agreed standards for Civil Construction in Safety Management.
- Agreed Systems and Site Audit Tools.
- An industry forum for external agencies, associations, clients and suppliers to build these standards and tools and to monitor for improvement.

It was also proposed the group examine: injury trends (via ACC) and develop strategies for industry; unsafe practices (via Dept of Labour) and develop strategies for industry; and behavioural safety strategies for industry.

Mike Cooper from Auckland City Council gave an overview of the benefits of the electronic auditing process being conducted by Site Safe, namely:

- More consistency when tracking contractor safety performance
- Real time reporting
- Safety Improvement Reports are generated for contractors
- Benchmarking of contractors

Pete Oxley (ACC WSMP programme) informed the group of the roll out of the Police & ACC's Commercial Driver Notification. This is a process where any infringements by a driver while driving a company registered vehicle will result in a notification being sent to the employer.

The group will meet again on 28 April at the Auckland Training Centre, 31 Maurice Road, Penrose at 06:45 hrs with light refreshments at 07:00 hrs.

The minutes of the Northern group's meetings are now available on Site Safe's website.

Southern cluster group meeting

The Southern Civils Safety Liaison Group were due to meet in Christchurch on 26th March and we hope to receive minutes of this meeting in due course.



H&S cluster groups are forming in various centres.

Government continues funding support for Operate Safe Training

Given the current economic environment the government has committed itself to helping industry maintain employment levels. Part of the strategy includes the encouragement of fortnightly training sessions for staff in key industries. For the infrastructure industries subsidised training will be offered via the appropriate ITOs (in our case InfraTrain) or Polytechnics (e.g. the NZ Institute of Highway Technology or Tai Poutini Polytechnic).

The NZIHT in particular has been successful in gaining additional funded placements for 2009 courses aligned with the Level 2 National Certificate in Civil Infrastructure (General Introductory Skills); this includes Operate Safe training - for details go to www.nzihht.co.nz/civilindustry.

Roading NZ has promoted Operate Safe training as important in helping employers meet their Health and Safety in Employment Act obligations to ensure all worksite staff receive and understand pertinent health and safety instructions. Currently Operate Safe involves three levels:

The **Red Induction Card** is the entry level attainment, particularly designed for new staff. Employers will continue to fund this initial induction training.

The **Bronze Operatives Card** is designed for all staff who are responsible for site plant and machinery or those who work on their own or lead small work teams. Bronze Card training requires people to pass the assessment for two compulsory unit standards plus at least three other elective units. Tai Poutini Polytechnic and the NZ Institute of Highway Training (NZIHT) are the main providers of external training, while InfraTrain offers a workbook-based in-house study programme. *Click here* for training guideline details. NZIHT has a limited number of fully subsidized Bronze Card placements available for the first half of 2009.

The **Silver Supervisor Card** is for forepersons, supervisors or other staff who have responsibility for worksite operations and staff management. Silver Card training follows on from Bronze Card training and involves completion of 11 compulsory unit standards plus around four or five other elective units. NZIHT has a limited number of subsidized Silver Card placements available for 2009; this includes courses related to Temporary Traffic Management unit standards.

Update on the Update Course

In addition to the training necessary to obtain the above competencies, all Operate Safe candidates are required to undertake short On-Site Update Courses (OSUC) every two years. These courses focus on areas of concern for H&S and injury prevention. The free course material has been developed and is mailed out to all registered Operate Safe members so that in-house training can be conducted to suit each company's own work commitments and training needs.

Reports on these courses from our membership, as well as from operatives and from ACC and the Department of Labour, have been very favourable. This feedback has led us to propose further free training units for later in 2009.

Full details of training components for all levels of cardholder may be obtained from Operate Safe, either from our *website* or by phoning 04 471-1184.



NZIHT Health & Safety courses

The NZIHT has announced its 2009 course dates for the Health & Safety, Part A (Bronze Card) courses. Date and locations are as follows:

New Plymouth	18 March
Tauranga	27 March
Palmerston North	15 April

Dunedin	30 April
Napier	14 May
New Plymouth	21 May
Christchurch	28 May
Auckland	5 June

For registration forms and other details click here.

Safety is tops for Blacktop

The Blacktop Group is a strong supporter of Operate Safe and two of its companies, Blacktop Construction Ltd and Roadsafe Ltd, recently obtained their ACC tertiary certification. Blacktop's teams are committed to reaching the targets established by the Operate Safe programme.

Blacktop has been trialing the new registration process for the Operate Safe cards and reports that from a member point of view there is very little difference in this process and the trial proved successful with all the cards being issued without fault.

Blacktop currently has 13 staff members enrolled in the Silver Card programme and they anticipate that this number will rise to 25 by the end of March.

They are presently training in-house assessors, as they have experienced delays between completing modules and having units assessed. This will also be a saving for them as the InfraTrain completion subsidy will now represent money back for the company, as opposed to being used to pay for external assessors.

Blacktop Construction Ltd, along with partners Leighton Contractors and MWH, have been operating in the new partnership known as the Auckland Road Maintenance Alliance - West (ARMA-West) with Auckland City Council since July 2008. Staff from all four organisations make up the ARMA-West team who are all co-located in the heart of Auckland Cities CBD area. The project has an anticipated duration of five years plus a possible five year extension and involves all road maintenance, road renewals, emergency response and professional services activities in the western third of the Auckland City Council Isthmus. It has an estimated annual budget of \$30m to \$40m per year and will be judged a success when they can demonstrate significantly better



ARMA-West building in Auckland.

performance against a set of common benchmarks when compared with the areas serviced under traditional contracts. Value for money and fit for purpose improvement strategies to achieve the targeted level of service within the available budget are paramount.

Although the ARMA-West Alliance team are located in separate offices to Auckland City Council, both teams collaborate very closely to ensure best for project outcomes. It is not unusual to see

the ARMA-West and Council teams together either inspecting sites or at each other's offices discussing work programmes, methodologies and making strategic decisions together.

Through the adoption of the Operate Safe standards and training, self audits and external council audits the team at ARMA-West are able to compare their performance in health and safety with other contractors working in Auckland City.

Both Blacktop Construction and Leighton Contractors are active members of the Rounding New Zealand Health and Safety Committee and are involved in the continual improvements and updates being made to the Operate Safe system.

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