

Collaborative Forum Actions Summary

Location:	GMC Utilities Group – Ballycoolin Office, Dublin
Meeting Date:	05.09.2019
Attendees/Contacts:	CNL: L Treacy (LC), John Dillon (JD) Farrans: B White (BW) GMC: J Boland (JB); D Dolan (DDo) Shareridge: L Smith (LS) Ward & Burke: J Barron (JBa); M Abbott (MA) IW: T Harnett (TH); D Diamond (DDi); C McTernan (CMcT) Apologies A Grady (AG), P Daly (PD), J Ward (JW), B Duggan (BD), S Nemich (SM), C Ruane (CR), IW: P Gray (PG), M Smith (MS), P Harney (PH), K Murphy (KM)

Item	Description	Action	Due Date
1.0	WNP 'Top 5'		
	N/A		
2.0	Trends and Lessons Learned		
2.1	TH to finalise template for lessons learned and upload same to portal.	TM	Sept 2019 CLOSED
2.2	TH to include the No of Audits v the No. of Red Items raised in the IW Quarterly H&S Trends Report.	TH	Sept 2019 CLOSED
3.0	IW Documentation/systems and feedback		
3.1	PD presented SLG CH8 & shoring. PD to send presentation to TH for upload to portal.	PD & TH	Sept 2019 CLOSED
3.2	SM to circulate information on Temp Work Supervisor Training.	SM	Sept 2019 CLOSED
3.3	DD to review Monthly IW HSQE reporting template. All contractors discussed suitability. All completing the Appendix 2 IW HSQE template for each region. Paul Harney/Paul Moroney to confirm if they are happy with the current format of Coffeys Monthly HSQE report.	PH/PM	Sept 2019 CLOSED
3.4	DD discussed KPI's. JB to circulate request from each contractor if they would like to review or add KPI's to original contract documents (6.6.1 to 6.6.7) after reviewing email send on 13/11/18 in relation to new KPI's. All contractors agreed they want the current H&S Contract KPI's 6.5.1-6.5.6 to remain in place.	All	Sept 2019 CLOSED
3.5	Review undertaken on the Monthly Service Strike Report proposed by IW. Consensus is that it would be hard to capture the information requested. Dermot Dolan - GMC to carry out an exercise on recording the length of mains pipe laid on maximo and to review the non mains pipe laid activities and review utility strikes rates against this data. DDo presented at the meeting on the GMC Utility strike metric from WNP start to date. IW to contact GMC in relation to utility strike metrics for calculation of IW KPI metrics.	DDo TH/DDi	Sept 2019 CLOSED Dec 2019
3.6	Upload all IW HSQE Quarterly reports to the IW HSQE portal hub.	TH	Dec 2019
3.7	All contractors to send through any good practices/new initiatives from their sites to Timmy Harnett for the IW Asset Delivery Quarterly Safety newsletter.	All	Dec 2019

Item	Description	Action	Due Date
4.0	Initiatives		
4.1	TH suggested LUGS training - Is it possible to compile Peter Ashcroft training with the 2day LUGS training. SM to discuss with CIF. <i>IW Capital Delivery & CIF are currently looking into this. Jonathan Barron to follow up with Sean Mannion and revert at next meeting.</i>	SM/JBa	Dec 2019
4.2	SM presented presentation in relation to Utility Industry Specialised. SM to coordinate meeting with CIF and stakeholders in relation to progressing the same. <i>Jonathan Barron to give update at next IW Forum meeting.</i>	SM/JBa	Dec 2019
4.3	All contractors to bring 1 H&S initiative/ incident to next IW Collab meeting in September 2019 and discuss/present. <i>All WNP contractors presented an incident including preventative measures/lessons learned.</i>	All All	Sept 2019 CLOSED Dec 2019
4.4	CIF Construction Safety week is running this year from 21 st to 25 th October. All contractors to take 1 topic and formulate a pictorial TBT and circulate to all other contractors by <i>Monday 14th October.</i> <i>Monday – Mental Health & Wellbeing – Farrans</i> <i>Tuesday – Working Safely with Electricity – GMC</i> <i>Wednesday – Work Safely at Heights – Excavation safety – Shareridge</i> <i>Thursday – Vehicle Risk and safety in Lifting Operations – Ward & Burke</i> <i>Friday – Working Safely with Hazardous Substances – Working with Asbestos - Coffeys</i>	All	Dec 2019
5.0	PSDP Role		
5.1	Each Framework contractor to discuss with their PSDP and PS Design Coordinator if they would like to attend a meeting with other contractors to discuss efficiencies in the process. Submit request to DM in relation to topics they like to discuss. <i>TH to speak to Dave Mitchell to confirm that all contractors responded.</i>	All TH	15/03/19 Sept 2019 CLOSED
6.0	IW HSQE Audits		
6.1	PM discussed Waste Mgt – questions would change on internal audit. PM indicated that external audits will take place in relation to waste mgt. PM to circulate one month in advance questions that will be asked during audit. <i>TH to provide details once IW have finalised this new audit template IW to update at next meeting.</i>	TH	Dec 2019
6.2	All WNP contractors requested IW to consider removing the ability to grade Q1 of Section 4 as an SI. (Plant and equipment on site generally in good condition and evidence of appropriate inspections). <i>Discussion at meeting. IW informed all contractors that the general rule is that a GA1 to be on site for all plant. During any IW HSQE audit if a GA1 is not available in hard copy/electronic copy then the contractor has until the end of that day to produce it and submit to the relevant HSQE inspector or an SI will be issued. But all contractors should have the relevant documentation for plant and machinery on site for inspection by the plant operator/site supervisor prior to completing the GA2 and the situation described above should only be in exceptional circumstances.</i>	TH	Dec 2019
6.3	Ward & Burke to circulate Pre-Inspection Plant form they use to check all plant arriving on site. <i>All contractors to review their own internal system for receiving plant to site from 3rd party hire companies and present at next meeting how this is managed and ensures plant coming to site is in good working order.</i>	JBa/ CR All	Sept 2019 CLOSED Dec 2019

Item	Description	Action	Due Date
7.0	AOB		
7.1	<p>TH to upload 5 why's in relation to root cause analysis to Portal IW presented during the meeting on the use of 5 Whys during accident investigations.</p> <p><i>It was agreed that for HIPO Incidents only, all contractors would trial out the use of 5whys and use the IW 5 whys template that will supplement the accident/incident investigation report. Timmy Harnett to circulate the IW 5 Whys template to all contractors to use.</i></p> <p><i>All contractors to carry on using their own accident/incident forms for reporting purposes. Review at next IW forum meeting.</i></p>	<p>TH</p> <p>All</p>	<p>Sept 2019 CLOSED</p> <p>Dec 2019</p>
7.2	<p>WL to forward information to TH in relation to FAR system support network to share with other contractors.</p> <p><i>JB to circulate details of person to contact in Ervia to gain access to FAR – Danny McDaid.</i></p>	JB	Sept 2019 CLOSED
7.3	<p>TH to circulate IW HSQE Audit & Inspection Guidance document to all Contractors for information.</p> <p><i>Guidance document to be uploaded to IW HSQE Hub.</i></p>	TH	Dec 2019
7.4	<p>Discussion on the LA Road Opening & Reinstatement Course to be in place by September 2019. Concern by all contractors that full compliance will not be met by this date due to lack of availability of the courses nationwide. IW to review/revert.</p> <p><i>Timeframe extended to End of April 2020. All contractors to respond to Circular RW 05 of 2019 by 27th September detailing Training Programme required.</i></p>	<p>DDi</p> <p>All</p>	<p>Sept 2019 CLOSED</p> <p>Dec 2019</p>
7.5	<p>Each contractor to share any info on ideas they have for their safety days etc, and each contractor to come up with a suggestion for a mental health initiative we could roll out across the programme for Q4-2019.</p> <p><i>Discussed at meeting – review at next IW forum meeting.</i></p>	<p>All</p> <p>All</p>	<p>Sept 2019 CLOSED</p> <p>Dec 2019</p>
8.0	Next Meeting		
	<p>Proposed date & time: 04/12/2019 at 10am.</p> <p>Proposed location: Shareridge Offices, Annacotty, Co. Limerick</p> <p><i>Liam Smith to send meeting invite and Shareridge office location map</i></p>	LS	Dec 2019