

TOSHA "IN TOUCH"

YOUR INDUSTRIAL UPDATE - Issue: August/September 2008

Visit our website: www.tosha.co.nz

IN THIS ISSUE:

- Fall Arrest Installations/Training
- Client of the Month
- Trainers Wanted
- Training Record Retrieval
- Recent DOL Fines
- Public Machinery Training in Auckland
- Asbestos Training
- Forklift/EWP Operator Training Changes
- HSNO Test Certification
- Safety Observer v Safety Observation
- Staff News
- Public Training

FROM MANAGEMENT - Greetings to our readers:

This August Newsletter covers introductions to new providers and services as the TOSHA expansion continues across NZ. We are privileged to continue our sourcing of top trainers, ensuring quality deliveries, and to increasing regionalised training to reduce travel costs.

Right now, a lot of training is being undertaken across the nation and it is heartening to see industry seriously budgeting to improve workforce and operational performance. Not only are skill sets being increased but bottom lines are vastly improving as a direct result.

On the home front, we have a staff change in our Training Administration role, a further promotion of our NP Manager, and we have created an Office Junior position. We have engaged two more part time administration assistants and will elaborate later in this letter. We have also established a third training room in NP which can also be hired by clients looking to move any training activities off site. View the "Snippets" section, and enjoy the read.

Rae Sulzberger, MD rae.sulzberger@tosha.co.nz

FALL SYSTEM INSTALLATIONS, AUDITS & TRAINING

Heartiest and Warmest welcome to **Thomas Croft** based in Auckland but works nationally. Thomas comes to TOSHA as a Work at Heights specialist – designing/installing systems, providing equipment advisory services and training in those systems, plus delivering the normal Work at Heights and Fall Arrest training programmes. Thomas has a high profile within his area of expertise and will be of extreme value to TOSHA clients and indeed industry at large. His advice is: design a system appropriate to your needs, purchase appropriate equipment for that system, then train your people in the system e.g. how to use the proper equipment, followed by industry best practice standards.

Julie Preston will be Thomas's PA – 0800 4 TOSHA

Thomas writes:

"I presently manage a height safety and height access compliance company. Before I started this business I worked as the Senior Rigging Supervisor on Auckland's Sky Tower, a position I held for 10 very interesting years. At the moment I sit on the IRAANZ (Vic president) executive committee, Industry Advisor with SIRRIT and work closely with the NZFS on a number of height access issues. I have over 23 years experience with all forms of working at height and I'm very pleased to have formed an association with TOSHA and look forward to an exciting future with them".

The complexities of Auditing and Designing Fall Arrest Systems

The installation of Fall Arrest Systems has been a growth industry over the last 10 years. Considering that these types of equipment are life protection systems, it's amazing that this industry has grown without any direction from any recognised governing body or association. According to the Industry Standard you either have to be a competent person or a registered engineer to design and certify or install these types of systems, but because there is no recognised qualification for installers and specifies the level of competence of a "so called" competent person, it remains very ambiguous.

This part of the height access industry is totally unregulated. Most companies who carry out this work do it as a “certified installer” for a particular brand of equipment, e.g. Guardian, Fall right, Latchway, Uniline etc. They complete a one day course on the installation of the particular product and normally do the first installation under supervision, then are left to it. Very often tradesman such as builders, plumbers or roofers are not used to carry out this work which in turn leads to issues about warranties of roofing, weather tightness and durability. Things you need to ask about are self certification, annual re-certification and validity of the warrantee.

We are often requested to audit or recertify existing fall protection and abseil systems. To protect yourselves, we suggest you always ensure:

- there are drawings or documentation to verify structural fixing or weather tightness;
- you are given proof that anchors have been installed correctly;
- you have written evidence that the proof load has not overloaded the system because of the wrong loads being applied;

These are just some of the many complexities identified when doing compliance work for abseil and fall protections systems. The sooner Fall Arrest Systems fall in line with IQP Regulations under the Building Code and Building Compliance Schedule, the better for installers and industries that use them.

Trainer Qualifications – Thomas Croft:

National Certificate for Industrial Rope Access

Workplace assessor for Industrial Rope Access

Certificate in Advanced Rope Rescue

Workplace assessor for Suspended Scaffolding

National Certificate - Certificate of Competence for Suspended Scaffolding

National Certificate - (L6 Dip) in Health/Safety and Injury prevention in the Construction Industry

Registered IQP for Auckland Region of Councils (Section K)

Training Courses available:

17600 – Working at Heights – 1 day

15757 – Fall Arrest Systems (DOL approved) – 2 days

21969 – Safety Harness Maintenance and Inspection – ½ day

ASBESTOS TRAINING ...look for it in your workplace.

Asbestos is not always an immediate hazard. In fact, if asbestos can be encapsulated and maintained in good condition, it is recommended that it be left alone with periodic surveillance performed to monitor its condition. Asbestos only becomes a hazard when it is disturbed or those materials become damaged. The fibres separate, become airborne, and immediately impose a health hazard.

Firstly, we need to recognise the presence of asbestos in the workplace, record on a register where it is located, and list the hazard management controls put in place when working around, near, or with the material.

Do not focus on the “scary stories” surrounding asbestos, but access training and good information about the type of asbestos you encounter so that the known hazards are recognized and effectively managed. SafeGuard Update has put out two interesting articles on Asbestos of late and this can be accessed via their website.

TRAINING: TOSHA has a half day training programme available “**Asbestos Awareness**) to US2138 L2/1cr
Ph: Kevin Wipiiti , on 0800 4 TOSHA

CLIENT OF THE MONTH

CONGRATULATIONS to Methanex NZ in winning the TOSHA July “**Client of the Month**” award. Well deserved indeed and TOSHA is proud to be associated with your organisation.

With a restricted start up timeframe and limited available skilled New Zealand workforce, Methanex has worked proactively to ensure that all staff and contractors engaged for the Motunui Restart Project understood the critical **Hazard Management** function. This meant that methods to protect people from harm were developed, agreed, implemented and monitored for all work site activities.

It took precision time management, effort, resources and commitment to ensure all personnel on the project were equipped with the knowledge and skills to identify and analyze hazards, implement measures to proactively mitigate risks to an acceptable level, hold meaningful discussions within work groups, and review each job to ensure the controls implemented were appropriate.

One key part of the Methanex process was not only to eliminate, isolate and minimize hazards, but to ensure the **monitoring function** was critically activated which enabled Methanex to determine the benefits of the Hazard Management initiative. We would like to congratulate Methanex on a job well-done! [Click Here](#) to view the award winning certificate.

Methanex wrote:

“Thank you TOSHA

During our 2008 Motunui Restart Project, the training services provided by TOSHA provided a number of benefits. These included an improvement in workers’ understanding of how to develop a proper Hazard ID Document and increased awareness of the importance of their responsibilities with respect to legislation.

“The obvious and most important benefit of the training is the avoidance of incidents,” stated Director of Manufacturing, Dennis Addison, “If through this training, even one incident was prevented it is worth every bit of effort and cost.”

While Methanex provided and paid for the training, the skills the workers’ learned are transferable to their next location of employment. Going beyond what is required is a key component of our dedication to Responsible Care® – a global industry commitment to the responsible management of chemicals through their entire life cycle and to social responsibility. It is ultimately a requirement of doing business the right way – the safe way”.

Methanex New Zealand Ltd

FORKLIFT AND EWP OPERATOR TRAINING CHANGES

Our training format has changed. You no longer have to wait for your training and assessment results – candidates and their manager knows **on the day**. From now on candidates will use indepth training manuals in the classroom when completing the theory component, THEN move to a one-on-one practical drive assessment. Upon conclusion, candidates will be advised they are competent or further training is required. If competent, an Operators Handbook is issued and in the back will be the Assessor’s signature qualifying the candidate to operate the equipment size assessed on until their formal certification card is received. This Handbook also contains a facility for a manager to give authorisation a candidate to operate machinery larger than used for the practical drive assessment.

Candidates are also given a **Skills Level Sheet** informing managers of operational areas to be worked on if candidates do not achieve a 100% pass. Managers find this sheet invaluable as it accommodates operators who have had very little machine time through to those with years of experience. It indicates the level of supervision required (if necessary) to ensure industry best practice and safe operation. Reassessment is available.

In Summary- this new system gives:

- a. Management and the Operator instant information regarding operating competency and skills level information following formal assessment;
- b. If further operator supervision is required;
- c. No waiting period for assessment results and formal certification;
No opportunity for incompetent operators to continue using equipment whilst waiting for formal results to be received by their manager;
- e. An instant pocket-sized Operator Guide providing critical operator information;
- f. An Operator ID card certification displaying machine size competency and licence expiry date

It must be understood, in Forklift or EWP Operator assessment, there are **two competency outcomes** at stake:

- a. The NZQA Unit Standard competency; and
- b. Operator Certificate competency

Talk to Julie or any machinery operator trainer on 0800 4 TOSHA

TRAINERS WANTED

TOSHA is desperately looking for highly reputable **Industry Driver and Machinery trainers** in Wellington, Auckland, Mt Maunganui and Christchurch.

HSNO TRAINING AND TEST CERTIFICATION

If you attend and gain competency in the TOSHA **HSNO (Approved Handler) US20465 training programme** and require Test Certification relevant to your site, in most cases all you need do is complete two forms and an approved Test Certifier will grant formal certification. If the form information indicates a site visit is required, then this can be arranged.

GROWSAFE TRAINING – TOSHA is delighted to promote Eddie Biesiek as a registered and accredited GrowSafe trainer for the horticultural industry and Test Certifier.

TRAINING RECORD RETRIEVAL

Candidates wanting to access their TOSHA training records and results can easily do so by taking the following steps:

- purchase a TOSHA Candidate ID Card.
- go to TOSHA website home page www.tosha.co.nz and click on the example ID Card
- enter your ID Card Number, your Christian and Surname, your date of birth

All reports are downloadable and printable

SAFETY OBSERVER VERSUS SAFETY OBSERVATION TRAINING

Many clients are confused with the two above training programmes and/or what will be covered in either. We have similar wording with entirely different meaning/outcome. Different workplaces have differing terminologies for the two roles which in turn confuses the TOSHA staff when requesting training – so our trainers explain:

SAFETY OBSERVER This is the role of an appointed person to watch or observe critical high risk activities or work environments to ensure they are continually managed as planned. They ensure a task is carried out safely without danger to people, the plant or equipment, or there is any impact on the wider environment.

Safety Observer is generally a role within work under permit control and the following terminologies meaning the same or similar things are applied e.g.

Confined Space Entry:

Door Watch, Top Person, Safety Watch, Top Hole Man, Spotter, Safety Observer

Excavation Work:

Safety Watch, Dogman, Bankman, Banky, Spotter, Safety Observer

Electrical Work:

A Safety Observer is an employee assigned the duty of observing and warning against unsafe approach to live equipment

SAFETY OBSERVATION This is all about watching and observing but the focus moves from critical controls established to maintaining safe work activities, to look for opportunities for improvement. A totally different application. Job Observation, Workplace Safety Observation, Behavioural Safety Observation, Safe Work Observation, Activity Bases Safety Observations etc is about reducing opportunities for accidents through the review of employee activities and behaviours, rather than just to focus on the work environment. It should be applied for both employees and contractors by looking at what is happening rather than who is doing what. High quality observations and properly administered feedback will help develop positive consequence for workers to reinforce safe work procedures and reduce at risk behaviours.

Organisations implementing SBO, BBSO, BSO (Behavioural Safety Observation), need to have good established Health and Safety programmes, a strong commitment at all levels and a desire to change the safety culture of their organisation. Evidence has often shown that the critical step bringing most benefit is employee feedback and impact through the discussion stage identifying opportunities for improvement. When the frequency of observation goes up, then correspondingly the number of injuries or potential for harm comes down. Either way, **SAFETY OBSERVER** or **SAFETY OBSERVATION** is all about checking to see that what we say we are going to do, is actually what we do and to continuously look for ways to do it better.

Any confusion, talk to Keith Sulzberger, 0800 4 TOSHA

RECENT DOL FINES

Types of fines. We will not be publishing names even though this is public information and comes under that legislative ruling:

- \$50,000 reparation - Tractor roll-over
- \$22,750 fine, \$7,000 reparation – employee caught in unguarded punch and forming press
- \$19,500 fine, \$3,400 reparation – leg fractured by blade of compactor truck
- \$7,500 fine, \$15,000 reparation – employee lost 4 fingers and part hand in mincing machine
- \$50,000 fine, \$81,403 reparation – fatal roof fall
- \$6,000 fine – employee working at height without fall protection
- \$42,000 fine, offer of amends \$50,000 – employee fatally crushed in machine
- \$40,000 fine, offer of amends \$25,000 – employee fell from height, multiple injuries

STAFF NEWS

Becky has decided to study insurance brokering, and whilst we are so sorry to see a wonderful employee leave the company, we are delighted to and totally support new opportunities for her development and growth. We are sure each and everyone of you who worked with Becky will miss her but wishes her well. We will advise Becky's replacement next newsletter. **Margaret Barnett** has been promoted to National Operations Manager and takes on her new role as of next month. **Loren McDonald** has filled a new Office Junior position and looking forward to a career within the industrial training sector. We warmly welcome Loren. **Jamie Te Pau Konui** has returned to TOSHA part time after five years of motherhood, and **Stacey Rumble (nee McCardle)** has returned after 10 years of OE, marriage, and family commitments. Stacey is one of TOSHA's original staff and we are delighted she is back. She will take up an Administration position either NP or Auckland but wants to begin a career in Safety and Health consultancy. We can promise her top tuition!!

MONTHLY PUBLIC TRAINING - AUCKLAND (NOW AVAILABLE)

FORKLIFT OPERATOR (DOL CERT) AND "F" ENDORSEMENT

Now available on a monthly basis in Onehunga through Liftrucks Ltd (Komatsu). The programme is half day theory to US10851 and US18496 if 'F' Endorsement is required, and a half hour practical drive assessment per candidate. Forklift hire is also available through Komatsu and www.liftrucks.co.nz is the hyperlink address to their website for additional information.

ELEVATING WORK PLATFORM OPERATOR

This monthly public training programme is also available in Onehunga and will be held at Hire Towers. The programme is to unit standards if required and includes half day theory and a practical drive assessment for one piece of equipment. Additional equipment operation can be assessed outside this course. TOSHA has three registered assessors with the Opportunity ITO and the unit standards have recently been released on the NZQA Framework for theory, scissor, vertical lift, boom lift, truck mounted, and trailer mounted.

PLEASE NOTE: Public training can be held anywhere in NZ so long as a training venue and candidate numbers (10 minimum) are in place.

Other training programmes run by resident Auckland trainers include:

- **Many** Health and Safety training programmes
- Health and Safety Rep Stages 1 and 2
- HSNO Approved Handler
- Emergency Response
- Back Injury Prevention
- Asbestos Awareness
- Confined Space Entry
- Work at Heights and Fall Arrest Systems
- Electrical Equipment Testing
- First Line Management
- Plus much more

ELECTRICAL SAFETY/HEALTH MANAGEMENT SYSTEMS

AUDITOR TRAINING – PUBLIC TRAINING

This three day course is available in Gore, South Island 1,2,3 September 2008, AND in Hamilton, North Island 8,9,10 October 2008. Both courses have **2 available registrations**. We have been asked many times to run this course covering generics of S/H Management Systems plus legislative and industry best practice applications specifically for the Electrical Networks industry. PLEASE do not miss out. **This same course can be run specific to any industry TOSHA has the expertise to deliver within.**

SNIPPETS

READER WRITER SERVICES

TOSHA will provide this service wherever possible across the nation. Only qualified Reader/Writer personnel are used OR recommendations from clients themselves.

BACK INJURY PREVENTION TRAINING – AVAILABLE IN AUCKLAND AND NATIONWIDE

Training plus assessment exercises – half day training programme US17592, L3/4cr, V3

TRAINING ROOM FOR HIRE – NEW PLYMOUTH

Air conditioned training room central city with sea views, seats 14 for “U” shaped training facility or 18 oval shaped boardroom style. Modular units allow reducible table size/s or alternative setup. Toilets and catering facilities available on same floor and/or am/pm teas.

TRAINING RECORDS INFORMATION REQUIRED

Please be reminded when sending staff on TOSHA training programmes we **must** have the candidate’s name, date of birth, and NZQA National Student Number. The latter only if NZQA credits are to be registered. Without D.O.Bs, training competency results will attach themselves to the first same name in the register meaning downloadable reports will be incorrect. We do understand how difficult it is to get this information or in some instances clients are unable to release the information. Please understand that without DOBs:

- credits cannot be registered with NZQA
- downloadable training records cannot be recorded or printed

TRAINING RECORD RETENTION

TOSHA holds electronic training results forever but assessment hardcopy materials for 2 years. After this period, assessments need to be again undertaken. If training assessments are late (submitted after the allocated cutoff date) and the training pack has been processed and archived, we will charge to retrieve and process late assessments if no prior arrangements have been made.

SPONSORSHIP – SPECIAL NEEDS CHILDRENS’ EXTRAVAGANZA

Last month TOSHA sponsored toward a fun/gift day for our regional children with special needs. The day was run by Classic Hits out of Wellington utilising voluntary labour. [Click Here](#) to access some of our website photos.

CONGRATULATIONS

Heartiest CONGRATULATIONS to the Wipiiti Family. Kevin’s daughter Daneka has recently been selected for the Silver Ferns, soon to play Australia. Go Daneka and the Ferns.

NEW CODE OF PRACTICE ON THE WAY

- A principal’s guide to contracting to meet the HSE Act 1992 (currently out for consultation)

RECENT RELEASE INFORMATION FROM THE DOL

Click on the link below to access latest releases from Health and Safety, Department of Labour
<http://www.osh.dol.govt.nz/news/whatsnew.shtml>

LINK TO APPROVED CODES OF PRACTICE LIST

<http://www.osh.dol.govt.nz/order/catalogue/index.shtml>

PUBLIC COURSES AUGUST – DECEMBER 2008 (NP & AUCKLAND)

The Registration forms are all available on our website : www.tosha.co.nz

Do look out for your monthly updated Public Course mailout. If you do not receive it and wish to, please contact Julie 06 757 8889 or email julie.preston@tosha.co.nz

209 FORKLIFT

New Plymouth

6 August 2008
15 August 2008
12 September 2008
26 September 2008
13 October 2008
29 October 2008
10 November 2008
1 December 2008
15 December 2008

Auckland

10 October 2008
31 October 2008
10 November 2008
28 November 2008
8 December 2008

211 DANGEROUS GOODS

New Plymouth

15 September 2008
17 November 2008
12 December 2008

Auckland

29 September 2008
9 October 2008
30 October 2008

372 HSNO (Approved Handler)

Auckland

8 September 2008
15 October 2008

200 CLASS 2 to 5

New Plymouth

3/4 September 2008
22-24 October 2008
3/5 December 2008

392 ASBESTOS AWARENESS

New Plymouth

20 November 2008

Auckland

1 October 2008
12 November 2008

304 HEALTH / SAFETY REP – Stage I

New Plymouth

17/18 November 2008

Auckland

13/14 October 2008

300 ACCIDENT REPORTING INVESTIGATION

New Plymouth

22/23 September 2008

Auckland

23/24 October 2008

205 WHEELS / TRACKS / ROLLERS

New Plymouth

29 September 2008

204 DEFENSIVE DRIVING (Corporate)

New Plymouth

2/3 October 2008
27/28 November 2008

Auckland

12/13 November 2008

398 WORK PERMIT RECEIVER

New Plymouth

17 September 2008
22 October 2008
18 November 2008

Auckland

3 November 2008

227 ELEVATING WORK PLATFORM

New Plymouth

2/3 October 2008
22 September 2008
7 November 2008
17 November 2008
8 December 2008

Auckland

27 August 2008
24 September 2008
29 October 2008
26 November 2008
10 December 2008

FIRST AID

Auckland

2/3 September 2008
1/2 October 2008
11/12 November 2008
8/9 December 2008

396 PRE HOSPITAL EMERGENCY CARE

Auckland

13-20 September 2008
11-18 October 2008
1-8 November 2008
6-13 December 2008

NATIONAL CERTIFICATE – OCC HEALTH/SAFETY, LEVEL 3

Expressions of Interest called. If a minimum of 12 candidates are interested in completing this Nat. Cert., TOSHA will commit to running it – a total of 58 credits, U/Std's covered:

- | | | |
|--------------------|--------------------------------|-------------------------------|
| - 497 Protect H/S | - 17601 Accident Investigation | - 17588 Work Permit Receiver |
| - 17602 Haz ID | - 18426 Haz of Confined Spc | - 17595 Contractor Management |
| - 18408 Fire Wardn | - 17593 Safe Work Practices | - 17600 Work at Heights |
| - 6401/2 First Aid | - 17596 Safety Observer | - 20645 HSNO Approved Handler |
| - 20198 H/S Rep | | |

WE APPRECIATE your feedback regarding the value of this Newsletter – Please be frank.
email your comments to: rae.sulzberger@tosha.co.nz

WHO TO CONTACT FOR TOSHA ASSISTANCE?

We so often get asked this question. ([Click Here](#)) for quick access to a Contacts List printout.

Feel Free to forward this mailer to anyone whom you think it will be of benefit to. We welcome new contacts and all they need do is submit their email address and permission for TOSHA to add them to the recipient's list.

If you wish to subscribe or unsubscribe to this e-newsletter please email

emily.jackson@tosha.co.nz