

# Health and Safety Advisory Group Terms of Reference



## Purpose of the Group

Oversee development of updated health and safety guidance for the water industry.

## Background

A Health and Safety Guide for use in the water industry in New Zealand was first developed in 1996 and was then updated in 2001. Subsequently there have been substantial changes to legislative requirements and supporting information related to health and safety in the workplace. The Water Services Managers Group has provided funding for a project to provide contemporary advice matched with best practice aligned with current legislative requirements.

The project is being delivered in three stages. The first stage of the project has involved a literature review and a review of legislation leading to a gap analysis. The second stage of the project will develop content in response to identified gaps. A suitably qualified consultant will be engaged to develop content for stage two. The third stage of the project will examine implementation options.

## Goals

Goals of the group are to:

- Select a suitably qualified consultant to undertake stage two of the project
- Ensure the consultants scope reflects the needs of industry
- Provide input on Health and Safety issues and needs into content development
- Review deliverables to ensure they are of an appropriate quality
- Assist in developing an implementation plan to ensure uptake of guideline contents

## Membership

The group consists of Water New Zealand members with an interest in ensuring the health and safety of workers in the water industry and the public at large. Membership is through invitation by Water New Zealand. Members are selected based on their ability to contribute to the groups objectives.

## Meetings

The group will meet via teleconference to provide advice and direction to Water New Zealand. Travel will be required only if the group deems a face to face meeting will be necessary to meet objectives. It is anticipated that four meetings will be required throughout 2016. In addition to group meetings the group will be required to review proposals and deliverables and submit comments electronically.

## Working Methods

Advisory Group administration and overall project and contract management will be co-ordinated by Rob Green of Green Infrastructure Services Limited in conjunction with Water New Zealand. Health and Safety guidance updates will be delivered by a suitably qualified consultant, selected by the Technical Review Committee.