

**MinEx**  
**BUSINESS PLAN 2018 – 2019**

---

**Feb 2018**



# Contents

<b>Introduction</b> .....	2
<b>1. The current status</b> .....	2
1.1. Report card for 2017/18.....	2
1.1.1. Membership and funding.....	2
1.1.2. Achievements against 2017 business plan actions .....	3
1.1.3. Resources during 2017 – 2018 .....	3
1.1.4. Outstanding actions .....	4
<b>2. Goals and Actions: 2018 – 19</b> .....	4
2.1. To support the industry to achieve targets for 2021 .....	4
2.1.1. Actions.....	4
2.2. To provide resources to the industry to enable improved health and safety performance, prioritising: .....	4
2.2.1. Actions.....	4
2.3. To work effectively with Government to develop appropriate and practical Regulations and Codes of Practice for the industry and to ensure these are appropriately implemented and enforced. ....	5
2.3.1. Actions.....	5
<b>3. Resourcing</b> .....	5
3.1. Introduction.....	5
3.2. Additional Funding.....	5
3.3. MinEx Budget 2018 – 2019.....	5
<b>4. Three Year Strategy for 2018-2021</b> .....	6
4.1. Outcomes.....	6
<b>APPENDIX I - Proposed small mines HSMS awareness sessions</b> .....	7
<b>APPENDIX II – Detailed Activity</b> .....	8
<b>APPENDIX III – MinEx Board</b> .....	11

# Introduction

MinEx is the national health and safety council for New Zealand’s extractives sector. Our vision is to have a New Zealand Extractives sector free from fatalities, injuries and diseases.

MinEx’s mandate is:

- to be the main point of contact with officials on all extractives sector matters related to health and safety
- to develop an industry view on relevant legislation, regulations, guidelines and training matters through leadership and consultation, and work with WorkSafe and other agencies to adopt and implement those views.

A strategic review of MinEx was conducted in February 2017. That review agreed that success for MinEx would include:

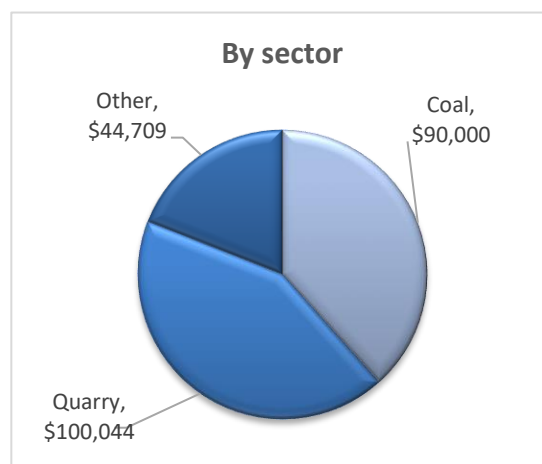
1. One collective group to represent the extractives industry would be more effective and provide greater value for money for the industry.
2. MinEx listening to, and clearly representing, the entire industry.
3. Effective industry representation through CEO support and involvement, with smaller sub-committees and groups as appropriate.
4. A funding model that supports the business plan.

After the strategic review, the business plan for 2017/18 was updated, funding secured, and a CEO appointed.

## 1. The current status

### 1.1. Report card for 2017/18

#### 1.1.1. Membership and funding



### 1.1.2. Achievements against 2017 business plan actions

#	2017 Goals	Achievements
1	<p><b>To support the industry to achieve targets for 2021:</b></p> <p>a) No fatal injuries</p> <p>b) 50% reduction in notifiable injuries from 2016</p> <p>c) 50% reduction in TRIFR</p>	<ul style="list-style-type: none"> <li>• There was one quarry sector fatality in 2017</li> <li>• Review of data collection completed and refocus on fatal hazards, and collection of high potential incidents</li> <li>• The Total Recordable Injury Frequency Rate has increased from 12 to 15 per million work hours during 2016/17.</li> <li>• Priority placed on engagement with sectors including meetings with IOQNZ, AQA, Alluvial gold miners, the Coal Association, Straterra and industry forums.</li> </ul>
2	<p><b>To provide resources to the industry to enable improved H&amp;S</b></p>	<ul style="list-style-type: none"> <li>• Mentor programme developed to assist applicants sitting their oral CoC exam. Pass rates for B grade improved from 40% to 78%</li> <li>• HSMS template for small mines developed and published</li> <li>• Worker Health guideline published</li> <li>• Weekly safety alerts now including NZ industry incidents</li> <li>• MinEx database increased to 1322 individuals and companies</li> <li>• Regular information flyers, Train Brain and Newsletters to inform industry.</li> </ul>
3	<p><b>To work effectively with the Government to develop appropriate and practical regulations and codes of practice for the industry and to ensure these are appropriately implemented and enforced</b></p>	<ul style="list-style-type: none"> <li>• Submissions to WorkSafe and MITO on proposed changes to CoCs and Unit Standards, supported by at least 40 other industry submissions</li> <li>• Industry Training Advisory Group established to drive improvements in training and competencies within the sector</li> <li>• Submission to incoming Government on H&amp;S issues in the sector and follow up meetings with the Minister and opposition MPs</li> <li>• Review of mining regulations ongoing and now includes regulations for quarries and alluvial operations</li> <li>• Regular meetings established with WorkSafe and BOE.</li> </ul>
4	<p><b>To communicate effectively with stakeholders on the industry's behalf</b></p>	<ul style="list-style-type: none"> <li>• Relationships established with all stakeholders</li> <li>• Many sites visited across the sector to understand the issues being faced by the entire sector</li> <li>• Lines of communication established with all stakeholders.</li> </ul>

### 1.1.3. Resources during 2017 – 2018

- Straterra office provides membership and administration support, policy advice, assistance with submissions, assistance in access to MPs and senior officials and a Wellington office close to Government.
- New MinEx CEO commenced 1st July 2017.

#### 1.1.4. Outstanding actions

These are:

- Participation in development of identified codes and guidelines. Change of government, and significant changes within WorkSafe, delayed much of this work.

## 2. Goals and Actions: 2018 – 19

This section sets out MinEx's goals and, for each goal, MinEx's actions to achieve them. Actions are focused on the period of this business plan, April 2018 to March 2019, but the goals are based on medium and longer-term outcomes and many of the actions will continue, or be modified in subsequent Financial Years, as required to meet the agreed goals.

Detailed actions are listed in Appendix II.

### 2.1. To support the industry to achieve targets for 2021

- **No fatal injuries**
- **50% reduction in high potential incidents year on year**
- **50% reduction in total recordable injury frequency rate.**

#### 2.1.1. Actions

- Secure specific commitment from member companies at Board and CEO level to achieve this goal.
- Improvements to health and safety data collection and reporting systems. Refocus data collection on fatal hazards and high potential incidents.
- Engage with WorkSafe, industry and professional associations, extractives sector operators and workers to support improvements in Health and Safety performance.

### 2.2. To provide resources to the industry to enable improved health and safety performance, prioritising:

- **Direct engagement with small operators**
- **Guidelines on lead performance indicators**
- **Guidelines on Worker Health**
- **Safety Alerts.**

#### 2.2.1. Actions

- Devote more resources to smaller quarry and mine operators to help them implement HSMS systems.
- Develop training material and facilitate training programs for small operators. Refer Appendix I
- Develop information flyers and booklets to assist workers with key H&S issues.

## **2.3. To work effectively with Government to develop appropriate and practical Regulations and Codes of Practice for the industry and to ensure these are appropriately implemented and enforced.**

### **2.3.1. Actions**

- Continue engagement with MBIE and WorkSafe on the new Act and regulations, and to ensure that these are fit for purpose.
- Ensure that codes of practice and good practice guidelines scheduled to be developed by WorkSafe are fit for purpose .
- Continue to raise awareness of requirements of the Act and regulations, codes and guidelines through ongoing communication.
- Work alongside AQA, IOQNZ, E tū, MITO and WorkSafe to improve industry training.
- Review the implementation of CoC requirements and liaise with WorkSafe, MITO, NZQA and the BOE as required.

## **3. Resourcing**

### **3.1. Introduction**

Successful delivery of this business plan will require the following resources:

- A full-time CEO, ideally with quarry expertise and credibility, with operational experience in the extractives industry, and with a network of industry and government agency contacts at the appropriate level.
- Communications capability and external consulting expertise as appropriate.
- Contractor assistance with facilitation of Small Mine SHMS Workshops.
- Continuation of the leadership, secretariat and policy capability provided by Straterra.

### **3.2. Additional Funding**

With the exception of items identified in this plan that require additional funding, the business plan actions can be completed with the funding outlined in the budget. Additional actions that could add value to H&S in the sector, with relevant costs, are:

Direct engagement is critical to improving H&S amongst small operators. Following on from training sessions there is a need for regular visits to smaller sites to assist with development of HSMS. While the CEO can do some of this, other priorities may necessitate the employment of a part time assistant to work with smaller operators.

### **3.3. MinEx Budget 2018 – 2019**

- This 2017/18 business plan provides for MinEx to focus on working with government agencies and progressing improvement activities across all sectors, with an emphasis on small operators.

## 4. Three Year Strategy for 2018-2021

### 4.1. Outcomes

Successful delivery of this business plan, and subsequent plans over the next three years will deliver:

- Engagement with the entire sector to deliver improved health and safety outcomes, and compliance with relevant legislation, for all sites, including smaller sites.
- Significant improvements in the quality and delivery of industry training, to ensure all extractives sector workers, supervisors and managers have the skills, knowledge and experience required to manage operations safely and productively.
- Fit for purpose regulations, codes of practice and guidelines for the entire sector, including quarries and alluvial gold miners.
- Appropriate industry resources to assist operations with compliance and improved health and safety outcomes.

# APPENDIX I - Proposed small mines HSMS awareness sessions

---

Three-hour sessions on HSMS, including provision of a simple HSMS template with forms.

Topics to be covered:

Introduction to HSMS, what they are, how to develop one.

Elements covered:

- Risk Management
- Workplace Inspections
- Plant
- Training & Competency
- Emergency response

Sessions to be held between 3.00pm – 6.00pm, followed by refreshments and general discussion. Follow-up if required. This may be done by inspectors.

It is assumed that the MinEx CEO will facilitate these in conjunction with budgeted travel. It is assumed that contractors may be required for 8 of the 17 sessions.

## Proposed venues (based on small quarry locations):

Kerikeri	Dargaville	Paeroa	Whakatane
Te Awamutu	Gisborne	Stratford	Taumarunui
Palmerston North	Masterton	Blenheim	Nelson
Greymouth	Ashburton	Oamaru	Invercargill
Cromwell			



## APPENDIX II – Detailed Activity

Goal	Action	Detailed activity	Resources
<p>To support the Industry to achieve targets for 2021:</p> <ul style="list-style-type: none"> <li>a) No fatal injuries</li> <li>b) Progressive reduction in high potential incidents year on year</li> <li>c) 50% reduction in TRIFR</li> </ul>	<ul style="list-style-type: none"> <li>1) Secure specific commitment from member companies to achieving this goal</li> <li>2) Improvements to H&amp;S data collection and reporting systems</li> <li>3) Engage with WorkSafe, industry and professional associations, extractives sector operators and workers to support improvements in Health and Safety performance</li> </ul>	<p>Signoff from Senior Executives to this business plan</p> <p>Refocus data collection on fatal hazards and high potential incidents. (Notifiable and those incidents that had the potential to harm)</p> <p>Update data collection software and restructure reports into new format.</p> <p>Regular meetings with WorkSafe staff, including BOE</p> <p>Attendance at IOQNZ and AQA executive meetings</p> <p>Re-convene regular Mine Managers Forums (2x each year)</p> <p>Frequent visits to sites, IOQNZ Branch meetings, Alluvial Gold meetings</p> <p>Support CPD delivery as appropriate</p> <p>Participate in industry forums and conferences</p>	<p>CEO</p> <p>Straterra Office support</p> <p>Straterra Policy support</p>
<p>To provide resources to the industry to enable improved H&amp;S performance, prioritising:</p> <ul style="list-style-type: none"> <li>a) Direct engagement with small operators</li> <li>b) Guidelines on lead</li> </ul>	<ul style="list-style-type: none"> <li>1) Devote more resources to smaller quarry and mine operators to help them implement HSMS systems</li> <li>2) Develop training material and facilitate training programmes for</li> </ul>	<p>Visit sites as requested</p> <p>Attend IOQNZ, Alluvial Gold meetings</p> <p>Develop training material for small sites in development of HSMS</p> <p>Facilitate training</p>	<p>CEO</p> <p>CEO</p>

<p>performance indicators</p> <p>c) Guidelines on Worker Health</p> <p>d) Safety Alerts</p>	<p>small operators</p> <p>3) Develop information flyers and booklets to assist workers with key H&amp;S issues</p>	<p>programs for small operators</p> <p>Develop worker level field booklets starting with:</p> <ul style="list-style-type: none"> <li>• RCS</li> <li>• Mental Health</li> <li>• Ground control</li> </ul>	<p>External Design and printing</p>
<p>To work effectively with the Government to develop appropriate and practical regulations and Codes of Practice for the industry and to ensure these are appropriately implemented and enforced</p>	<p>1) Continue engagement with MBIE and WorkSafe on the new Act and regulations to ensure these are fit for purpose</p> <p>2) Ensure that codes of practice and good practice guidelines scheduled to be developed by WorkSafe are fit for purpose</p> <p>3) Continue to raise awareness of requirements of the Act and regulations, codes and guidelines through ongoing communication</p> <p>4) Work alongside AQA, IOQNZ, E tū, MITO and WorkSafe to improve industry training</p> <p>5) Review the</p>	<p>Agreement from MBIE to improved and fit for purpose mining regulations</p> <p>Fit for purpose regulations for quarries and alluvials</p> <p>Participate in development of codes and guidelines. EIAG have identified the following codes and guidelines:</p> <ul style="list-style-type: none"> <li>• Mechanical Engineering ACOP</li> <li>• Management &amp; Administrative Guidelines</li> <li>• Surveying Guidelines</li> <li>• Explosives ACOP</li> <li>• Electrical Engineering ACOP</li> </ul> <p>Frequent visits to sites, IOQ Branch meeting, Alluvial Gold meetings</p> <p>Re-convene regular Mine Managers Forums (2x each year)</p> <p>Participate in industry forums and conferences.</p>	<p>CEO</p> <p>Straterra Office support</p> <p>Straterra Policy support</p>

	<p>implementation of CoC requirements and liaise with WorkSafe, MITO, NZQA and the BOE as required</p>	<p>Utilise Industry Training Advisory Group (ITAG) to drive improvement in industry training and competence</p> <p>Progress Industry submission on proposed CoC changes through ITAG</p> <p>Liaise with BOE on proposals and progress those where agreement can be achieved</p>	
--	--	---	--

## APPENDIX III – MinEx Board

MinEx board composition (Alternates in brackets)	
Chris Baker (Chairman)	Straterra
Dale Oram	Straterra
Les McCracken	AusIMM NZ
Brian Roche	AQA
Jayden Ellis	AQA
Joe Edwards	CCNZ
Fritz Drissner	E tū
Andrew Gooley	Direct members
Les Ward	IOQNZ