

Far North District Council Safety Management System Action Plan

SMS Reference	Action	By Whom	By When	Progress to date
1.6.1	Ensure SMS is available for all appropriate contractors/consultants (Put on Website).	Greg Ingham Marius Gabriels	As soon as edits following stage 3 are completed but no later than Dec 2005	
2.1.1	Far North District Council is currently developing the Road Safety Strategy, referencing the example of the Land Transport NZ website and the Regional Strategy. This task requires completion. To revise existing road safety KPI's from LTCCP	Greg Ingham Ann Fosberry John Garvitch	May 2005	
3.5.1	For future physical works contracts and professional services contracts that will have an impact on safety within the FNDC network, specific clauses are to be included that require compliance with the SMS. Note that these include contracts such as those related to Parks and Reserves, Streetlight maintenance etc. Presentation of SMS to Contractors – general introduction available for all to attend (eg Council Staff) followed by presentation specific to physical works contractors	NMM related contracts - Craig Connelly Other contracts Greg Ingham Ann Fosberry Bill Greenwood Craig Connelly	Contract renewal dates July 2005	

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3.5.2	<p>Develop Consultants Implementation Plan.</p> <p>Develop Contractors Intervention Plan</p>	<p>Craig Connelly</p> <p>Mike Grimshaw (McBreen and Jenkins)</p> <p>Kevin Hoskin (Fulton Hogan)</p>	<p>Dec 2005</p> <p>June 2006</p> <p>June 2006</p>	
4.2.2	<p>Liaise with Human Resources to ensure that gap analysis between existing skills and competency matrix and training requirements are included as part of staff reviews.</p> <p>Include SMS brief as part of all new staff inductions.</p> <p>Note: Applicable to Council, Consultant and Contractors</p>	<p>Greg Ingham</p> <p>Craig Connelly</p> <p>Mike Grimshaw</p> <p>Kevin Hoskin</p>	<p>Annually at staff appraisals / performance reviews. June/July.</p> <p>Brief at staff inductions to be ongoing and introduced by July 2005</p>	
Activity Sheet C7	Improvement Project database and Analysis spreadsheet to be developed by extending the existing minor safety database to include all safety projects.			
Activity Sheet C8	Develop Road Environmental Safety Hazard Register			
Activity Sheet C13	Develop simple FNDC guideline for implementation of LATM's			

Activity Sheet C19	Consider development of Cycle Strategy			
Activity Sheet C27	Stock Crossing Procedure - under development			
Activity Sheet C28	Develop policy for effluent disposal facilities for stock trucks and camper vans			
Activity Sheet C29	Policy for rest areas, weighbridges and other facilities to be developed			
Standards and Guideline list	List to be edited by Far North DC and Network Consultant to indicate which of the documents are currently in use			