

GHSL Reference Group – Meeting Notes

Date, time	Wednesday 30 July, 9:00am to 10:00am	
Location	Hybrid meeting - In-person and MS Teams.	
Lead	Government Health and Safety Lead	
Members	Chris Floyd	Land and Information NZ (Small Agency)
	Melanie Childs	Ministry of Defence (Small Agency)
	Vanessa Wright	Serious Fraud Office (Small Agency)
	Emily Scarlett	Ministry of Housing and Urban Development (Small agency)
	Rachael Mason	Customs NZ (Medium Agency)
	Jason Hare	NZ Trade and Enterprise (Medium Agency)
	Harry Maher	Department of Conservation (Medium Agency)
	Juliette McCandlish	Department of Internal Affairs (Medium Agency)
	Jeanette McKeogh	Ministry for Primary Industries (Large agency)
	Dave Griffith	Ministry of Business, Innovation and Employment (Large Agency)
	Melanie Aitken	NZ Police (Emergency Response/Defence agency)

	Topic - notes
1.	<p>GHSL Mobile App / SharePoint Hub – With the public service digitises systems to meet the needs of people in a changing world, the GHSL has two software solutions in development;</p> <ul style="list-style-type: none"> Through the support of MPI, the GHSL is developing a mobile app solution to enable Officers and Executives to more easily meet their due diligence obligations. This app will include features to share news and updates, events, resources, record site visits, learning records and complete self-assessments. The app will be publicly available on iOS and Android stores with some features only available to authenticated users and anticipated to be available by the end of this year. <p><i>Any feedback or thinking about design or how the Mobile App fits within agencies (particularly conducting effective site visits), as well as expressions of interest from officers / executives in being part of the user testing group welcome.</i></p> <ul style="list-style-type: none"> A SharePoint Hub will by designed to allow authenticated Heads of H&S and H&S additional leads the ability to share and exchange document and artefacts through. Once populated this catalogue will provide the ability for agencies to self-serve enquiries related to identifying suitable examples from comparable agencies when undertaking new or iterative pieces of work (e.g. a driving policy update). The GHSL's current thinking is to develop a folder structure resembling current audit or assessment standards such as the AEP ACC assessment criteria / ISO45001 / Safe+ providing familiar language or taxonomy when locating and sharing items of interest between agencies Health and Safety Management Systems, as well as needing to consider document naming conventions for consistency. There may be the option for hyperlinks direct to artifacts in agencies information management systems, the hub will include a contacts list and event calendar. <p><i>All feedback on designing and facilitating an optimal user experience through the SharePoint Hub welcome.</i></p>
2.	<p>Draft H&S reporting for Governance and Executive Leadership - Consultation remains open to improve draft.</p>

	Topic - notes
3.	<p>HASANZ tick – The Health and Safety Association NZ will progressively launch this new option to market over the next 6 months. Since ACC disestablished Workplace Safety Management Practice (WSMP) standards there has been no option to visibly demonstrate good H&S performance or practice. This HASANZ assessment will consider both current state and future plans for internal H&S capability, external H&S capability, procurement and supply chains and Health and Safety Representative development and be conducted biannually. If successful, employers will be granted the HASANZ tick supporting attraction and retention, reputation and continual development through assurance they are receiving suitably qualified expertise and advice. Costing will be proportionate to size of business by employee count.</p> <p><i>Ideally 4-5+ initial public service agencies will participate supporting the launch to market and refinement and expressions of interest on enquiries seeking further information welcome.</i></p>
4.	<p>GHSL team and work:</p> <ul style="list-style-type: none"> • WorkSafe guidance steering group - Has been established to engage with H&S stakeholder entities and representatives (including the GHSL) to progress work on piloting Industry-led ACoPs, endorsing guidance, and developing a prioritisation framework. As working groups are formed surrounding each, there may be an option for agency representatives to added to support and progress the work. • Summer Intern programme - Recruitment opens to applications from 31/8/25, currently for nine agency placements. Programme to be developed, including options for agencies to present to the interns or host a field trip. • T2 HSW leaders programme – 1) Ministry for the Environment hosted a breakfast on managing a significant psychological event. 2) Site Visit registrations are now open to visit the MBIE Customer Service Centre in Porirua on 21st August, including the opportunity to experience, in real time, how operators navigate challenging calls, other front-line H&S risks, and their link to enterprise-level governance. 3) The last event of 2026 will be a Breakfast in October, with an agency and topic needed. • Officer development training – Registration numbers for the Aug / Sep cohort are low. MBIE committing to additional numbers. • 2026 H&S Rep Conference and Awards – Currently determining theme. The Conference operates on a sponsorship footing and the GHSL are seeking sponsors for next year. Where agencies can directly sponsor or have relationships with commercial suppliers that may be a good fit for this event, please let the GHSL know.

GHSL Reference Group

The Government Health and Safety Lead (GHSL) Reference Group acts as a touchpoint for aligning GHSL work programme with what the sector is seeing and doing. This group comes together to share what's top of mind, emerging risks & issues and how their organisations are responding. Insights shared here reflect common sectoral themes. The meeting runs under Chatham House Rules but if anyone would like to follow up on an area of interest, the GHSL can link people up.

Who is the GHSL Reference Group

The Reference Group is made up of health, safety and wellbeing representatives from a range of agency sizes and functions, providing cross-sector insight and leadership.