

## Collaborative Forum Actions Summary

<b>Location:</b>	Coffey Group, Trim Road, Enfield, Co. Meath
<b>Meeting Date:</b>	27.06.2018
<b>Attendees/Contacts:</b>	CNL: P Daly (PD); K Ryan (KR); L Treacy (LT); D O Mahony (DOM). Farrans: J Ward (JW). GMC: J Boland (JB); D Dolan (DDo). Shareridge: J Tarrant (JT); L Smith (LS); S Nemich (SM). Ward & Burke: T Campbell (TC); N McGann (NM); J Barron (JBa). IW: M Holohan (MH); D Diamond (DD); F Collins (FC); P Gray (PG).

Item	Description	Action	Due Date
<b>1.0</b>	<b>WNP 'Top 5'</b>		
1.1	CNL to review <i>Traffic Management</i> documents provided by other contractors and provide an update on any initiatives/proposals for rollout across the group at the next meeting.	PD	26/09/18
1.2	GMC to review <i>Underground Services</i> documents provided by other contractors and provide an update on any initiatives/proposals for rollout across the group at the next meeting.	JB	26/09/18
1.3	Shareridge to review <i>Overhead Powerlines</i> documents provided by other contractors and provide an update on any initiatives/proposals for rollout across the group at the next meeting.	JT	26/09/18
1.4	Farrans to review <i>Excavation Safety</i> documents provided by other contractors and provide an update on any initiatives/proposals for rollout across the group at the next meeting.	JW	26/09/18
1.5	Ward & Burke to review <i>Mobile Plant and Machinery</i> documents provided by other contractors and provide an update on any initiatives/proposals for rollout across the group at the next meeting.	JBa	26/09/18
1.6	All contractors to circulate the documents they have received, so that each contractor has all relevant documents on the Top 5.	All	26/09/18
<b>2.0</b>	<b>Trends and Lessons Learned</b>		
2.1	WNP trends and issues from inspections were discussed. IW HSQE and WNP contractors to provide an update at the next meeting.	All	26/09/18
2.2	Sharing of WNP lessons learned was discussed. Proposal to present at the next meeting. PMN: PD to provide a template for consistency.	PD	20/09/18
<b>3.0</b>	<b>IW documentation/systems and feedback</b>		
3.1	Alfresco system was discussed. IW HSQE to confirm how revised documents (and latest revisions) are to be provided to Contractors.	MH/TH	26/09/18
3.2	IW online induction was discussed. PMN: further guidance is to be provided to Contractors who have yet to arrange this with their personnel. All to provide feedback on progress at the next meeting.	All	26/09/18
<b>4.0</b>	<b>AOB</b>		
4.1	The possibility of lining up external companies/utility providers for future meetings was discussed – e.g. JT noted a contact in the ESB. All to update on possible contacts at the next meeting.	All	26/09/18