

# Application for an enforceable undertaking

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June 2019

Part 4, Health and Safety at Work Act 2015

The commitments in this application are offered to WorkSafe New Zealand by

Name of entity or, partnership or individual applying for this undertaking

Claymark Group Limited Partnership



# Application for an enforceable undertaking

Part 4, Health and Safety at Work Act 2015

The commitments in this application are offered to WorkSafe New Zealand by

Name of the person or persons who will be signing this undertaking in section 4:

Tony Strange

On behalf of:

Claymark Group Limited Partnership

Name of the entity giving this undertaking (if an individual or sole trader, leave blank – complete mahi other pages)

Claymark Group Limited Partnership

This enforceable undertaking is given on the day and date that it is accepted and signed by WorkSafe. The undertaking and its enforceable terms will operate as a legally binding commitment on the part of the person from the date it is given.

Do not refer to the victim by name in this document. Please refer to the victim/worker/employee/volunteer/or other term as appropriate.

WorkSafe respects your privacy and is committed to protecting personal information. The information provided in this document is for the purpose of an undertaking given to WorkSafe under Part 4 of the *Health and Safety at Work Act 2015*. This information will be managed within the requirements of both the *Privacy Act 1993* and the *Official Information Act 1982*.

There is an expectation that WorkSafe will generally publish the undertaking in full on its website.

TERM	DEFINITION
Contravention	An action which offends against the <i>Health and Safety at Work Act 2015</i> and/or any Regulations made under it. It includes both health and safety contraventions. A contravention also includes an alleged contravention.
HSMS	A Health and Safety Management System.
Person	An individual who or a legal entity which has a duty under the <i>Health and Safety at Work Act 2015</i> and can give a written undertaking. The term includes individuals, each partner in a partnership, corporations, trustees of trusts, and crown organisations.
Health and Safety legislation	<i>Health and Safety at Work Act 2015</i> and associated regulations.
Enforceable undertaking	An enforcement pathway that allows a duty holder to voluntarily enter into a binding agreement with WorkSafe. The agreement outlines actions the duty holder will undertake to address the contravention. It is expected to deliver activities which benefit workers, the wider industry or sector and/or the community as well as acceptable amends to any victim(s).

## 1. General information

### 1.1 Details of the person/persons/entity giving the undertaking

Name of person(s) making this undertaking: (in all cases complete with the names of those who are signing this undertaking under Section 4)

Tony Strange

Name of entity: (if applicable, please provide if an individual)

Claymark Group Limited Partnership (Claymark)

Type of legal entity: (complete in all cases, for example individual, sole trader, partnership, trust, company, etc)

Limited partnership (NZBN 9429048624503)

Nominated contact person: (the same person listed above, one of those listed above)

Tony Strange

Description of the products and services provided by the business or undertaking:

Claymark is a manufacturer and exporter of premium pine wood products. The business operates from seven sites throughout the central North Island and is involved in all aspects of the manufacturing process from raw product at its sawmill sites to finished products at its remanufacturing plants.

Comments:

Physical address:

10-24 Vaughan Road, Rotorua, 3010

Postal address: (if different from physical address)

10-24 Vaughan Road, Rotorua, 3010

Work phone: 07 350 1085

Mobile phone:

Email: tony@claymark.co.nz

Industry: Wood products

Workers (enter numbers):

Full-time: 563 Part-time: 12 Casual: 29

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## 1.2 Detail of the contravention

WorkSafe New Zealand (WorkSafe) alleges that Claymark, as a Person Conducting a Business or Undertaking (PCBU), failed to ensure, so far as reasonably practicable, the health and safety of workers who worked for Claymark (including the Injured Worker) while those workers were at work for Claymark, namely operating an industrial planer, and that this failure exposed the workers to a risk of death or serious injury.

WorkSafe alleges that it was reasonably practicable for Claymark to have:

1. Ensured industrial planers were effectively guarded in accordance with industry standards, and that this guarding remained fully operational;
2. Developed, implemented, communicated and monitored an effective safe system of work for the operation of the industrial planers including:
  - a. an effective standard operating procedure for cleaning and maintenance;
  - b. effective supervision and training of workers; and
  - c. an effective system for undertaking preventative maintenance on the industrial planers.

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### 1.3 Detail the events surrounding the contravention

The Injured Worker is an employee of Claymark, having worked for the business (under various ownership) since 27 May 2013. He was initially employed as a packaging assistant, but at the time of the event was employed as a trainee machine operator.

Claymark's Vaughan Road site (where the Injured Worker worked) operates three planer machines to dress timber or create mouldings on timber boards, across all four sides. The planer involved in the incident is known as W3.

The planer is protected with a hood made of two parts. When the hood is closed, lengths of timber board are fed into the planer at one end by one worker. They move along the feed track through the cutting parts inside the planer, and are picked up at the other end by another worker for checking, wrapping and stacking.

An interlocking device is fitted to the right-hand side of the hood. The interlock device consists of two parts: the "Body" fitted to the machine base and the "key" fitted to the right-hand side of the hood. When the hood is closed the "key" is designed to insert into the "Body" and cannot be removed; the hood cannot be opened.

On the W3 (in February 2022) the interlock key was not fitted to the hood, and instead was loose and left inside the interlocking device on the machine base when the hood was raised. This meant the hood could not be locked down and the machine control was "fooled" with a false signal, indicating that the hood was always closed.

On 27 February 2022, the Injured Worker was assigned to work on W3. One worker fed lengths of timber through W3 at one end. The Injured Worker collected the moulded timber as it exited W3. A third worker picked up the timber, checked it, and then wrapped and stacked the timber.

Earlier during his work shift, the Injured Worker noticed that there were markings on the underside of the timber after it had been fed through W3. The markings indicated that sawdust was embedded in the groove along the base of W3, and needed to be removed.

The written procedure to remove sawdust was to first switch the machine off. The interlock key on the hood would release once the W3 stopped running and only then could the hood be lifted. An air hose would then be used to clean any loose saw dust from inside the machine. If dust was embedded into the groove along the base of the planer, it had to be physically removed by spraying a cleaning product and wiping it away with a sponge or scrubber.

On the day of the event, the Injured Worker lifted the protective hood of the planer. He was able to do so while it was in operation, while the mode selection switch was in automatic mode. He cleared the loose sawdust without incident and placed the hood back into position.

The Injured Worker noticed markings were still showing up on the timber and more work was needed to remove sawdust. He turned W3 off and lifted the hood. The Injured Worker cleared the sawdust and then restarted the machine. At approximately 2pm, the Injured Worker saw that the timber was still showing markings. He lifted the hood for a third time. He opened the hood while the planer was in operation, again with it in automatic mode. The Injured Worker went to clear the base and the groove along the base of the planer, his fingers were cut by the moving parts of the planer.



#### 1.4 Detail any enforcement notices issued that relate to the contravention as detailed in term 1.2

DATE	NOTICE TYPE	NOTICE NUMBER	CONTRAVENTION OR PROHIBITED ACTIVITY	ACTION TAKEN IN RESPONSE TO NOTICE
01 /03 /2023	Non-disturbance notice	WSNZ24152	A Notifiable Event occurred at Claymark, 10-24 Vaughan Road, Rotorua, which resulted in a serious injury to a worker	The scene was frozen until the Notice was lifted on 08/03/2023
- /- /-	-	-	SOP regarding the operation of the Michael Weinig Power Mat 2400 planning machines (W1, W2, and W3) not complete and correct in areas	-
03 /03 /2023	Improvement notice	WSNZ42770		The SOP was amended and the Notice was lifted on 07/08/2023

#### 1.5 Detail the rectifications to the workplace or work practices made as a result of the contravention (1.2), events (1.3) and the enforcement notices issued (1.4)

Immediately following the event, Claymark issued a Safety Alert to all its sites to advise workers about the incident, what happened, and what actions were being taken by the business to prevent a similar incident occurring again. Claymark also arranged for Stop for Safety meetings to be held at all Claymark sites to inform all staff of the event that had occurred and the importance of following Lockout Tagout Procedures.

As a result of an improvement notice issued by WorkSafe on 3 March 2023, Claymark reviewed and updated the content of the Safe Operating Procedures (SOP) for each of the three planers (W1, W2, and W3) at the Vaughan Road site. Although not required by the improvement notice, Claymark also proactively reviewed the SOP for the planer at the Katikati site, but found that no changes were required there given the different configuration and operation of that machine.

Claymark also undertook the following proactive improvements in the aftermath of the event:

- Safety interlocks on all three planers at Vaughan Road were repaired to ensure they were working effectively. All other planers at Claymark's sites were also checked however no changes were needed..
- Additional lighting was added inside the W3 planer enclosure to improve visibility for workers when they needed to look inside the machine.
- The control panels on all three planers at Vaughan Road were relabelled to ensure that all functions could be easily identified and understood.
- Training was organised for Claymark workers at Vaughan Road, through local tertiary education provider Toi Ohomai. This included refresher training around lock out, tag out procedures, workplace health and safety generally, nutrition and fatigue, and dedicated machinist training. This training has been completed at Vaughan Road and training is scheduled for other Claymark sites in 2025.
- Reviewed and updated the existing lock out/tag out process to ensure that all workers have personal padlocks which are located on padlock boards near all machine centres.
- Installed additional equipment (safety flaps) on the interlock gates at Vaughan Road that surround the planers W1, W2 including layer maker, Treatment Line, Paintline, Effiser Sander and Push Optimiser to align with the safety controls already in place at Claymark's other sites.
- Introduced compulsory pre-start checks on fixed plant and machinery and ensured these and the daily team briefs are documented and submitted to management and the health and safety team for review.
- Increased the number of Safe Behaviour Observations being carried out at all Claymark sites. This are now included in site Monthly KPI's and are reported on regularly during various site manager meetings.
- Purchased Ecoportal health and safety management software. This is currently in the development stage with the first modules; event reporting, meetings, and checks (SBOs) released on 1 October 2024. The software will run as applications available to workers on tablets and mobile phones, with live reporting of activity from the application to the health and safety team. In total, 15 different health and safety modules will eventually be included within the software system covering matters such as worker training, PPE, hazardous substances, contractor management, asset management, event reporting, action monitoring. The following modules were released for use 1 October 2024: Event Reporting, Pre-start Meetings and checks (SBOs). Hazard reporting, Vehicle checks and Internal Competency Audits (ITCAs) were the following modules released for use 3rd December 2024. Permit to Work, JSRAs, Take 5, Injury Management and Return to Work, Training and Safe Operating Procedures are modules due for release February 2025.

#### 1.6 Total amount of money spent on rectifications

The estimated cost of the rectifications undertaken by Claymark following the incident (to the extent those costs are capable of quantification) is: \$342,496.72 + GST

Full breakdown of costs available in Appendix A

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**1.7 Detail the injury sustained or illness suffered by victim(s) or other(s) as a consequence of the contravention or, (as applicable) the *potential* for fatal injury or future fatal illness**

The Injured Worker suffered amputation of the right hand second and third fingers, and an open comminuted fracture on a further finger.

**1.8 Detail any offer of amends or payments made to the victim(s) who sustained injury or suffered illness (the total monetary amount here is also to be included in the table at 3.12.3)**

Describe the victim(s) relationship to you/the entity in question: (eg. employee, shareholder, contractor, family member, contractor, etc.). If the relationship has implications for compensation (eg. family member who is also an employee and a director, or a shareholder of the business, or an employee who is a shareholder, etc.), the licensee should describe this.

The Injured Worker is an employee of Claymark.

Detail offer of amends or payments:

Please refer to Appendix A for detail of amends, assistance and support provided to the injured worker.

**1.9 Detail any consultation with the victim(s) as to their views on whether an enforceable undertaking would be an acceptable alternative to prosecution**

Claymark's GM Health and Safety and GM Remanufacturing met with the Injured Worker on the 23 July 2024. They explained that Claymark was seeking an enforceable undertaking with WorkSafe. The concept and benefits of an enforceable undertaking have been explained in detail to the Injured Worker, along with a letter and information provided to the Injured Worker to discuss with his family.

On 12 November 2024 Claymark met with the Injured Worker again and discussed the enforceable undertaking and the proposed initiatives. A copy of the proposed enforceable undertaking was provided to the Injured Worker to allow him to take it home and discuss it with his family.

On 11 December 2024 Claymark met with the Injured Worker. Both the Injured Worker and his wife support the proposed enforceable undertaking. The Injured Worker is very supportive of the proposed initiatives and appreciated that the project team involved a number of his fellow work colleagues.

**1.10 Detail any consultation with unions/sector/industry as to their views on whether an enforceable undertaking would be an acceptable alternative to prosecution**

The injured worker is a member of the First Union. No Collective Agreement is in place, members are represented as individuals.

Claymark has consulted with the Injured Worker and various industry participants in relation to this undertaking, including the Central North Island Wood Council and the following schools within the communities where Claymark sites are located:

- Parawai Primary School – Thames
- Waihi East Primary School – Katikati
- Owhata Primary School – Rotorua
- Ngongotaha Primary School – Rotorua
- Pukenui Primary School – Te Kuiti

**1.11 Detail the support provided or proposed by the person to the victim(s), other(s)**

DATE	DESCRIPTION OF SUPPORT	COMMENTS
/ /	Please refer to Appendix A for details.	
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### 1.12 Detail any current HSMS implemented and maintained by the person

Describe how health and safety risks are managed, including types of procedures or policies or standards:

Claymark operates in the wood processing and manufacturing sectors and the potential health and safety risks can be significant. Claymark has adopted and implemented a comprehensive health and safety management system that was initially based around the Australian/New Zealand 4801:2001 Occupational Health and Safety Management Systems standard. Claymark is currently transitioning its system to the ISO 45001, the international standard for health and safety systems.

The health and safety management system enables Claymark to have a structured and proactive approach to:

- Managing workplace safety.
- Health and wellbeing risks within the organisation.
- Identifying and implementing appropriate control measures for critical risks.
- Regularly verifying, reviewing and improving on these control measures.
- Continuously monitoring and assessing safety performance.
- Making ongoing improvements to the level of safety across the group.
- Foster positive safety culture.

Claymark's health and safety management system is designed to assist all stakeholders associated with Claymark, in operating safely and cultivating a "Safe Production" culture.

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### **1.13 Detail the level of auditing undertaken on the HSMS, including compliance audits and audit frequency**

Claymark sees auditing as a critical component to ensure the effectiveness of its health and management system, ensuring that the system is working as intended, identifying areas for improvement, and verifying compliance with internal policies, standards and external regulations.

Auditing is structured to monitor, evaluate and continuously improve health and safety practices across Claymark. Claymark auditing includes compliance audits, system audits, and performance audits and includes a combination of self-audits, independent audits, and external audits.

In addition to this, health and safety is a permanent agenda item for daily toolbox and pre-start meetings, and weekly and monthly senior leadership team meetings. KPI's are set for all sites, which includes required routine activities (Weekly / Monthly / Yearly) in conjunction with site specific plans and reviews set out by the site Health and Safety Committee members.

Claymark employs a team of Health and Safety Advisors, and as part of these roles the Health and Safety Team carry out regular auditing of critical risks. This is reported back on a regular basis and shared in the senior leadership monthly management meetings.

General Manager Quarterly Reviews are carried out at a senior level focusing on site KPI compliance, monitoring and review of corrective actions following investigations, Safe Behaviour Observations, and auditing.

### **1.14 Detail the consultation undertaken or proposed to be undertaken, in relation to this undertaking**

As mentioned in paragraphs 1.9 and 1.10, Claymark has consulted with the Injured Worker and his family, and various stakeholders industry participants in relation to the enforceable undertaking.

Claymark has established an enforceable undertaking project team to develop the content and in addition, Claymark held a number of "brainstorming sessions" with its health and safety team, health and safety representatives, and workers to get their input on activities to be included in this enforceable undertaking. The senior leadership team were also consulted to ensure wide "buy in" across the business.

Claymark will continue to consult and maintain regular and effective communication with all stakeholders from commencement to completion of the enforceable undertaking, including the injured worker and Claymark workers.

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## 2. General terms

The person acknowledges and commits to the general terms set forth in the sub-terms below.

### 2.1 Acknowledgement that WorkSafe alleges a contravention occurred as detailed in term 1.2

Claymark acknowledges that WorkSafe alleges that Claymark has contravened sections 36(1)(a), 48(1) and (2)(c) of the Health and Safety at Work Act 2015.

### 2.2 Statement of regret that the contravention occurred

Claymark sincerely regrets the incident that occurred on 27 February 2023 and the harm that was caused to the Injured Worker as a result.

Claymark has engaged with the Injured Worker and apologised directly to him for what occurred.

Claymark made changes to its practices after the incident and is committed to ongoing reflection, testing, and verification of its work practices in the hope that no similar event occurs in the future. This enforceable undertaking is intended as a tangible demonstration of that commitment.



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### **2.3 Statement of the reasons why, on balance, the person considers this undertaking is the most appropriate response to the contravention**

Claymark considers that an enforceable undertaking is a better alternative in response to the contravention than a prosecution. The enforceable undertaking will provide for more tangible benefits for Claymark's workers, as well as providing for better health and safety outcomes for the wider industry. This enforceable undertaking will allow Claymark to address the contravention by applying its resources, knowledge and industry position towards making a real difference to New Zealand's health and safety system.

Claymark is aware that manufacturing is one of WorkSafe's strategic priority areas. Claymark strongly believes that the proposed initiatives align with WorkSafe's priority plan for the manufacturing sector and will promote higher standards of work across this sector, by industry for industry. Claymark also seeks to leverage ACC's good work design funding initiatives through enabling smaller to medium-sized businesses to access to the benefits of the AI technology within their workplaces.

This enforceable undertaking also aims to drive health and safety change across cultural and gender-based inequities such as Pasifika workers and for women in trades. The initiatives were chosen, and supported by Claymark's workers and as such, Claymark believes that this will result in real and substantiated change, this being an outcome that prosecution alone cannot achieve.

In particular, the execution of this enforceable undertaking and the performance of the activities will:

- (a) Improve systems and contribute to the growth of our workers.
- (b) Provide training and education that addresses critical workforce gaps.
- (c) Improving the wellbeing of our community.
- (d) Foster the learning experience for students enrolled in wood technology classes.
- (e) Continue to support the Injured Worker and the Injured Worker's community.

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#### **2.4 Statement of commitment that the behaviour, activities and other factors which caused or led to the contravention has ceased and will not reoccur**

Claymark confirms that the behaviour, activities, and other circumstances which contributed to the contravention have ceased. Claymark commits to undertaking the activities included within this enforceable undertaking, so that, as far as is reasonably practicable, those behaviours, activities and circumstances will not reoccur.

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## 2.5 Acknowledgment of the policy published by WorkSafe for the acceptance of an undertaking

(write the name of the person(s) or entity, giving the undertaking.)

Claymark Group Limited Partnership

has read and understood the Enforcement Undertaking Operational Policy.

## 2.6 Acknowledgement that this undertaking will be published and publicised in full

(write the name of the person(s) or entity, giving the undertaking.)

Claymark Group Limited Partnership

acknowledges that the undertaking will, if accepted, be published on WorkSafe's website in full and referenced in WorkSafe material.

## 2.7 Statement of the person's ability to comply with the terms of this undertaking and meet the projected costs of the activities

(write the name of the person(s) or entity, giving the undertaking.)

Claymark Group Limited Partnership

has the financial ability to comply with the terms of this undertaking and have provided evidence by way of

(type of evidence provided)

Audited financial accounts for the business can be provided to WorkSafe on request

with this undertaking to support this declaration.

In the event of impending receivership, liquidation or sale of the entity, (write the name of the person(s) or entity, giving the undertaking.)

Claymark Group Limited Partnership

will advise WorkSafe of the relevant circumstances and its capacity to comply with the outstanding terms of this undertaking.

## 2.8 Statement outlining any relationship between the person and any corporations, officers, employees, contractors, proposed beneficiaries of donations or scholarship or other recipient of financial benefit contained in this undertaking

Claymark is in no way affiliated with any company which will receive financial benefit contained in this enforceable undertaking.



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## 2.9 Statement regarding Intellectual Property

Write the name of the person(s) or entity giving the undertaking.

Claymark Group Limited Partnership

grants WorkSafe a perpetual, non-exclusive, worldwide and royalty-free licence to use, for any purpose, all Intellectual Property Rights in relation to any material developed as a result of this undertaking. This licence includes the right to use, copy, modify and distribute the materials.

## 2.10 Acknowledgement that the person may be required to provide a statutory declaration

Write the name of the person(s) or entity giving the undertaking.

Claymark Group Limited Partnership

acknowledges that it may be necessary for WorkSafe to obtain a statutory declaration outlining details of any prior convictions (safety related) outside of New Zealand and that it will provide such declaration if required by WorkSafe

## 2.11 Statement of commitment from the person to participate constructively in all compliance monitoring activities for this undertaking

1. It is acknowledged that responsibility for demonstrating compliance with this undertaking rests with the person.
2. Evidence to demonstrate compliance with the terms will be provided to WorkSafe by the due date for each term.
3. The evidence provided to demonstrate compliance with this undertaking will be retained by the person until advised by WorkSafe, that this undertaking has been completely discharged.
4. It is acknowledged that any failure to meet the due date for an enforceable term will result in the matter being escalated and may lead to enforcement action.
5. It is acknowledged that WorkSafe may undertake other compliance monitoring activities to verify the evidence and compliance with an enforceable term, and cooperation will be provided to WorkSafe.
6. It is acknowledged that WorkSafe may initiate additional compliance monitoring activities, such as inspections, as considered necessary at WorkSafe's expense.
7. It is acknowledged that details of all seminars, workshops and training conducted by a non-registered training provider must be notified to WorkSafe, by email, at least one week prior. Notification should include time, date, location and the trainer/facilitator.

Write the name of the person(s) or entity giving the undertaking.

Claymark Group Limited Partnership

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### 3. Enforceable terms

The person acknowledges all activities set forth in the enforceable terms below must be auditable and include a date for completion and an estimated cost for each activity.

The person commits to performing the activities below diligently, competently and by the respective completion date.

#### **3.1 A commitment by the person to perform activities that will ensure the ongoing effective management of risks to health and safety in the future conduct of its business or undertaking**

Detail the management strategies to be employed that will satisfy and demonstrate to officer/s of the person that this commitment is being met:

Claymark is and remains committed to the health and safety of all of its employees, contractors and the wider public impacted by its business operations. Claymark is also committed to continuous improvement and to ensuring that the systems and processes it has in place to manage health and safety are and remain effective. Details of these systems and processes are set out in paragraphs 1.12 and 1.13. Senior management will continue to take an active part in auditing and will work with employees to identify any improvements that can be made. Recently developed regular Employee Surveys are sent to all staff and feedback from these is provided to the Senior Leadership Team and all staff. This also provides an insight to staff engagement across the sites and areas to focus on for improvements.

Claymark has set up and resourced an EU implementation team to ensure that the promises made in this enforceable undertaking are delivered. This team will meet on a regular basis to monitor the progress of the undertaking.

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### 3.2 A commitment by the person to disseminate information about this undertaking to workers, and other relevant parties

*this may include to work health and safety representatives and in the organisation's annual report (if applicable)*

Dissemination will be achieved by doing the following:

Claymark is committed to disseminating information about this enforceable undertaking, and the progress the company makes with delivering on the promises within it, to its workers and other relevant parties.

3.2(A) Claymark will deliver on this commitment by:

- (a) Providing a copy to all staff via the E-Txt System.
- (b) Engaging and communicating with each site's Health and Safety Committee.
- (c) Engaging and communicating with all staff during the Annual Safe Start Presentations to all staff.
- (d) Engaging and consulting with the Injured Worker to advise him that this enforceable undertaking has been agreed, and to update him on progress with delivering the initiatives that it contains.
- (e) Publishing a copy of the enforceable undertaking on all site noticeboards.

Claymark will complete commitment 3.2(A)(a), (b), (d), and (e) by 31 October 2025. Claymark will complete commitment 3.2(A)(c) in January 2026.

3.2(B) Claymark commits to disseminating information about this enforceable undertaking, and "lessons learnt" with the Central North Island Wood Council (its industry and peers).

Claymark will deliver a "lessons learnt" presentation, discussing:

- (a) What happened, and why
- (b) The health and safety learnings
- (c) Claymark's commitment to the Enforceable Undertaking, and the initiatives taken and how they will improve the health and safety of its workers, the industry, and the community.

Commitment 3.2(B) will be completed by December 2025.

Dissemination will occur by:     /     /



3.3 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for workers and/or work and/or the workplace

ACTIVITIES	COST (\$)	TIMEFRAME
Outline the activity and the expected outcomes		
3.3.1 Seeoknow AI Health and Safety AI System	\$114,060	3 years
3.3.2 Microlearning Educational Modules with Knowby	\$117,750	3 years
3.3.3 Expert in Safety Machinery Certification Training (ESMC) 2-day training course and Certified Machinery Safety Expert Qualification	\$12,150	3 years

For further information on these activities see Appendix A section 3.3.

Total estimated cost of benefits for workers/others

\$ 243,960 + GST

3.4 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for the wider industry or sector

ACTIVITIES	COST (\$)	TIMEFRAME
Outline the activity and the expected outcomes		
3.4.1 Seeoknow AI Technology Showcase and Funded Trials for Industry	\$60,000	3 years
3.4.2 Women in Trades	\$25,000	3 years
3.4.3 Funding for the Generation Programme Initiative to support new workers into the Forestry and Wood Manufacturing Industries	\$50,000	3 years

For further information on these activities see Appendix A section 3.4

Total estimated cost of benefits for industry	\$ 135,000 + GST
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**3.5 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for community**

ACTIVITIES	COST (\$)	TIMEFRAME
3.5.1 Community Firewood Delivery	\$5,000	3 years
3.5.2 Donation to Epilepsy New Zealand	\$5,000	3 years
3.5.3 Donation to Woodwork Technology in Schools	\$25,000	3 years

For further information on this support see Appendix A section 3.5.

Total estimated cost of benefits for the community

\$ 35,000 + GST



3.6 Where WorkSafe considers appropriate in the circumstances, undertaking a SafePlus Onsite Assessment

Further information about SafePlus can be found here: [worksafe.govt.nz/about-us/who-we-are/our-priorities/safeplus/about-safeplus](https://worksafe.govt.nz/about-us/who-we-are/our-priorities/safeplus/about-safeplus)

- 3.6.1 The suitability of a SafePlus assessment will be determined by the Enforceable Undertakings Panel when your application is considered.
- 3.6.2 In addition to the total cost below (3.7) all costs of a SafePlus Onsite Assessment will be met by the person making this undertaking.  
The fee charged for an Onsite Assessment is a commercial matter between your business and the SafePlus Accredited Assessors that you commission.

3.7 Minimum spend

(Write the name of the person/s or entity giving the undertaking.)

- 3.7.1  
commits to a minimum spend of **\$481,684.37** for this undertaking.

(Write the name of the person/s or entity giving the undertaking.)

- 3.7.2 **Claymark Group Limited Partnership**  
agrees to spend any residual amount arising from an original term not being completed or being less costly than estimated in this undertaking.  
Agreement on how to spend this residual amount will be sought from WorkSafe

(Write the name of the person/s or entity giving the undertaking.)

- 3.7.3 **Claymark Group Limited Partnership**  
Acknowledges the minimum spend comprises of the:

TOTAL COST	MINIMUM SPEND
Financial amends paid to victims (if applicable)	\$67,724.37
Benefits to workers/others	\$243,960.00
Benefits to industry	\$135,000.00
Benefits to community	\$35,000.00
Estimated cost of the undertaking <small>Plus GST (if any)</small>	\$481,684.37.00

## 4. Execution

### Authorised representative of an organisation

Undertaking given by (name of authorised representative)

Tony Strange

In my own right and in my capacity as (eg. President, Chairperson, etc.)

Chief Operating Officer

of (eg. organisation name)

On the 20 day of March, 2025

Signature of the person giving the undertaking:

[Redacted signature]

Undertaking given before me:

Witness name: Jacques van der Merwe

Witness address:

10-24 Vaughan Rd, Rotorua

[Redacted address]

## 5. Acceptance

This undertaking is accepted by WorkSafe.

On the day of March, 2025

Signature of person accepting the undertaking:

[Redacted signature]

Name of WorkSafe representative: (General Manager, WorkSafe, or delegate)

Tracey Conlon

Undertaking given before me:

Witness name:

Witness address:

[Redacted address]

## Appendix - A

This appendix contains further detail of the initiatives outlined within the application for an enforceable undertaking made by Claymark Group Limited Partnership, with numbering corresponding to the relevant section in the application document.

### 1.6 Total amount of money spent on rectifications

The estimated cost of the rectifications undertaken by Claymark following the incident (to the extent those costs are capable of quantification) is: **\$342,496.72**

Rectification	Costs
Repair of safety interlocks on planers	\$11,215.26
Additional lighting for W3 enclosure	\$3,046.41
Relabelling planer control panels	\$ 500.00
Worker training through Toi Ohomai – Block 1	\$15,870.00
Worker training through Toi Ohomai – Block 2	\$12,420.00
Worker training through Toi Ohomai – Block 3	\$9,660.00
Purchase of personal padlocks for all staff x 200	\$2,648.80
Fabrication and installation of Safety Gate Hinges	\$3,317.20
Purchase and implementation of Ecoportal health and safety system. Incl. Annual Licensing \$135,000.00	\$281,088.75
Purchase of portable tablets for on-site reporting functions of Ecoportal	\$2,729.86
<b>Total</b>	<b>\$342,496.72</b>

### 1.8 Detail of any offer of amends or payments made to the victim(s) who sustained injury or suffered illness

Claymark has supported the Injured Worker throughout his recovery. Claymark has apologised to the Injured Worker for its role in what occurred and the impact it had on him.

Claymark provided the Injured Worker with financial support during his initial recovery and, upon returning to work, Claymark has facilitated paid time off from work to enable the Injured Worker to attend medical appointments as part of his recovery.

Emotional support was provided to the Injured Worker through regular contact, including home visits and phone communication from his immediate manager and the Claymark GM of Health & Safety.

Additional offers of support were made to the Injured Worker (including provision of firewood for winter, lawn mowing at his home, and lunch for his Church members, and accommodation and support for his wife and daughter). The Injured Worker did not wish to take up these various offers.

The financial value of assistance provided by Claymark to date is:

Item	Cost
Topped up the 20% shortfall between the Injured Worker's Accident Compensation Corporation entitlements and his usual pay during the period he was off work	
Petrol vouchers to assist in travel to medical appointments	
Countdown vouchers to assist with grocery purchases	
<b>Total</b>	<b>\$32,724.37</b>

#### 1.11 Detail of the support provided or proposed by the person to the victim(s), other(s)

In addition to the support and assistance detailed in section 1.8 above, Claymark has sought to provide further support to the Injured Worker since the Incident as follows:

Date	Description of support	Comments
Within two months of the acceptance of the enforceable undertaking	Payment of \$35,000 to the Injured Worker	Agreed payment to the Injured Worker (following the consultation undertaken pursuant to 1.9 above)

Claymark has also continued to provide assistance to the Injured Worker for his medical appointments.

#### Detail of activities 3.3 to 3.5

Activities	Estimated Costs	Timeframe
<b>3.3 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for workers and/ or work and/ or the workplace</b>		
3.3.1 Seeoknow AI Health and Safety AI System	\$114,060	3 years
3.3.2 Microlearning Educational Modules with Knowby	\$117,750	3 years
3.3.3 Expert in Safety Machinery Certification Training (ESMC) 2-day training course and Certified Machinery Safety Expert Qualification (CMSE)	\$12,150	3 years
<b>3.4 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for the wider Industry or sector</b>		
3.4.1 Seeoknow AI Technology Showcase and Funded Trials for Industry	\$60,000	3 years
3.4.2 Women in Trades	\$25,000	3 years



3.4.3 Funding for the Generation Programme Initiative to support new workers into the Forestry and Wood Manufacturing Industries	\$50,000	3 years
<b>3.5 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for community</b>		
3.5.1 Community Firewood Delivery	\$5,000.00	3 years
3.5.2 Donation to Epilepsy New Zealand	\$5,000.00	3 years
3.5.3 Donation to Woodwork Technology in Schools	\$25,000.00	3 years
<b>Total Estimated Cost of Initiatives</b>	<b>\$413,960.00</b>	<b>3 years</b>

### **3.3 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for workers and/or work and/or the workplace**

Claymark is focused on continuously improving its wider system of work with health and safety being a key part of that. The following initiatives in our enforceable undertaking application reflect our commitment to improving the way we do things at Claymark, as well as contributing to the growth of its diverse multi-cultural workforce and its industry and communities to ensure better health and Safety outcomes for workers.

**Claymark Proposes three initiatives to meet the requirements of 3.3 which are:**

- 3.3.1 – Seeoknow AI Health and Safety AI System
- 3.3.2 – Microlearning Education Modules with Knowby
- 3.3.3 – Expert in Safety Machinery Certification Training (ESMC) 2-day training course and Certified Machinery Safety Expert Qualification

#### **3.3.1 – Seeoknow – Health and Safety AI System**

##### **Background**

Artificial Intelligence (AI) is not currently well understood or widely used within the wood manufacturing sector, but it is changing the landscape of health and safety across New Zealand industries. Traditionally, health and safety practices have relied heavily on human oversight, manual processes, and reactive measures to ensure workplace safety where elimination or engineering controls are not reasonably practicable. However, the use of AI as a tool for proactive risk management is seeing tangible benefits for workers and the wider industry workforce. AI technology is being used to enhance the ability to proactively predict, prevent, and respond to potential risks and hazards, alongside identifying opportunities for continuous improvement to workplace design.

Claymark has an existing network of CCTV cameras currently operating at its Rotorua site. These have traditionally been used for reactive incident reporting and investigation of safety incidents and near miss events.

##### **Purpose**

To leverage AI technology to proactively identify and address risks, trends and opportunities for improvement to work design, and our health and safety management system. Using AI, we aim to enhance our ability to improve our systems, processes, and implement effective controls, aligned with the hierarchy of controls, to create a safer and more resilient workplace. We hope that by using this new technology at our Rotorua site, that this will be

adopted across all our sites and ultimately, be adopted by the wider manufacturing industry as an effective and efficient proactive tool to improve health and safety outcomes.

### **Scope**

We carried out a review of AI models available on the market and their maturity and adaptability to suit Claymark's work environment and needs. From our review we identified Seeoknow (<https://www.seedigital.co.nz/solutions/seeo-artificial-intelligence>) as a leading NZ owned provider and we will partner with them to implement their AI technology solution for a 12-month trial period, using a mix of our existing CCTV camera network and the installation of new cameras.

We are proposing to install the Seeoknow AI system at our Vaughan Road site in Rotorua. The system will be trialled for a 12-month period and then reviewed with the expectation of a planned roll out across Claymark's other sites upon the value proposition of the system being realised.

Seeoknow have also been recognised by ACC as a recipient in their latest funding round to deliver AI technology services in the manufacturing sector for New Zealand businesses, so this collaboration will also support ACC's strategy and goals for harm prevention.

Seeoknow will analyse footage from Claymark's network of existing and new CCTV cameras to proactively identify workplace risks, hazards, and near miss events that could pose a risk to the health and safety of workers or others at our Rotorua site. The initial rollout will focus on identified high risk areas including the truck loading area, forklift interaction zones, and certain guarded work areas. The Seeoknow system will capture key footage of events which will be accessible to site management, the health and safety team, and the workforce during learning team sessions.

Feedback on each identified "event" will be used to train Seeoknow's AI system for continuous improvement and more accurate future results. Seeoknow will enable Claymark's health and safety team to review recorded events to identify opportunities for enhancing safety and operational practices. The tool is designed to drive ongoing improvements, in the organisation, of work tasks, work design, risk management, and Claymark's site operations.

Claymark's health and safety team, alongside Seeoknow, will collaborate closely with the workforce and their health and safety representatives to ensure that all stakeholders understand the technology and its intended use. The tool is not intended to be used punitively but to focus on creating positive and proactive changes to our business and enhance our safety culture. Outputs will be leveraged to guide continuous improvement to improved health and safety outcomes for everyone involved.

We are particularly interested in Seeoknow's ability to detect near-miss events. Although we have a near-miss reporting system in place, we recognise that not all near-misses are reported, which means we miss out on valuable insights for enhancing our health and safety system. By leveraging Seeoknow's AI system, which operates continuously, we expect to gather significantly more data and insights to identify opportunities for improvement across our organisation.

## **Delivery**

The delivery of this trial will involve the following steps:

### **1. Establishment of the Project Team:**

- A dedicated project team will be formed comprising members from Claymark, including worker health and safety representatives, the health and safety team, and other key site management personnel, and Seeoknow representatives. This team will oversee the deployment of the Seeoknow AI system, ensuring all aspects are effectively planned, communicated, and executed.
- A review process and learning teams will also be set up to consider relevant events (dependent on the nature of the events), focused on identifying opportunities for health and safety improvements in operational systems and processes. The learning teams will include members from the health and safety team, site management, workers and relevant technical or external experts (if required), to evaluate the system's data and outputs.

### **2. Deployment of the Seeoknow AI System:**

- *Installation Phase:* We will install the Seeoknow AI system in critical high-risk areas. Focusing on key areas like truck loading/unloading and forklift interaction points and some guarded work areas where safety risks are higher.
- *Camera Integration:* A network of 180-degree and 360-degree cameras will be installed to achieve comprehensive coverage, ensuring that exclusion zones, machinery areas, and pedestrian-forklift interaction zones are adequately monitored. New cameras will be installed, and existing cameras will be linked to meet Seeoknow's optimal viewing matrix for each camera.
- *System Calibration:* We will integrate the Seeoknow AI system with the installed camera network to continuously monitor key areas.
- *Data Collection and Labelling:* We will initially record 30 days of footage and link the recorded image database with the Seeoknow cloud service to train the product. Gather images of various plant, machinery and people, labelling them to distinguish different objects such as human workers, pallet riders, trucks, and other equipment.
- *Training the System:* We will train the Seeoknow system with this labelled data to ensure accurate identification of key elements in the footage.
- *Results Validation:* We will check the system's outputs to verify that it produces meaningful, relevant insights.
- *Filter Development:* We will develop and refine filters to minimise false positives and irrelevant results.
- *Continual Feedback Process:* We will maintain a continuous feedback loop between Claymark and Seeoknow to ensure that results in the Seeoknow app remain relevant to on-site safety requirements.

### **3. Real-Time Monitoring and Incident Notification:**

- *Automated Monitoring:* The Seeoknow AI system will continuously analyse real-time footage to detect relevant events, such as:
  - Forklift operators, Truck drivers or other workers entering exclusion zones when machinery is active.
  - Failure to maintain the necessary safety distances.

- Near miss events.
- Work as done processes as opposed to work as imagined.
- *Immediate Notifications:* If an incident is detected, the system will send real-time notifications directly to the designated health and safety team members via the Seeoknow app. This will enable immediate responses and interventions, as well as comprehensive review discussions by the health and safety team and the site safety committee.

#### **4. Behavioural Data Collection for Cultural Change:**

- *Data Analysis:* The Seeoknow AI system will collect detailed behavioural data on instances of non-compliance. This data will be reviewed regularly to identify patterns and trends indicating potential gaps in work processes or risks due to unsafe practices.
- *Targeted Improvements:* The project team will use the analysed data to inform improvements in workplace layout, engineering controls, and design optimisation. The team will also initiate learning groups and targeted training programmes to address identified safety risks.
- *Promoting a Safety Culture:* The goal is to drive a cultural shift towards heightened safety awareness by demonstrating the significance of compliance and addressing risky behaviours. Emphasis will be placed on implementing engineering controls and appropriate design modifications to reinforce safe practices.

#### **Outcomes**

The Seeoknow AI system initiative aims to enhance worker safety and compliance at Claymark by leveraging data-driven insights and real-time monitoring. The initiative intends to create a safer workplace by reducing incidents and near-misses through utilising the event data and learning teams to create better worker engagement and opportunities for proactive improvements. Regular updates and a feedback loop will keep the system aligned with evolving and dynamic risks. Key outcomes will include increased worker participation in safety processes, lower incident rates, and continuous improvement to operations. The results of the trial will also inform the decision for a wider organisational rollout.

The estimated cost of this initiative is \$114,060.00

### **3.3.2 – Microlearning Educational Modules with Knowby**

#### **Background**

The workforce at Claymark is diverse, with a significant representation of Māori, Pacific and migrant employees. For many of these workers, English is not their first language, and they often face challenges in reading and comprehending written instructions due to low literacy levels. This diversity in language and literacy presents unique challenges in ensuring clear communication and understanding of health, safety, and operational requirements across the organisation. As a result, there is a need for tailored approaches to communication and education to ensure all workers, regardless of their language or literacy proficiency, can safely and effectively perform their roles.

#### **Purpose**



The purpose of this initiative is to redesign Claymark's existing health and safety documentation and key standard operating procedure (**SOP**) materials into microlearning educational modules using Knowby. The modules will be designed to accommodate all workers, particularly those for whom English is a second language, and experience difficulties with reading and comprehension, ensuring that essential information is communicated in a clear and accessible manner.

### Scope

- Engage First Step Solutions to redesign our health and safety documentation and key SOPs into culturally appropriate and accessible microlearning educational modules utilising the Knowby platform.
- Procure 15 Interactive Displays through FUJIFILM and Samsung for each break room and other areas across all Claymark's sites to allow easy and on-demand access to microlearning education modules, safety updates, and relevant training content. These displays will provide an interface for workers of all levels to engage with learning resources during breaks, toolbox talks and training sessions, promoting continuous learning and skill development in an accessible and inclusive way.

### Delivery

The delivery of the microlearning educational modules using the Knowby platform will follow a structured approach to ensure all workers, particularly Māori, Pacific and migrant workers, can access and engage with the training materials effectively. The key steps involved in the delivery are as follows:

1. **Project Team Establishment:** A dedicated project team will be formed, comprising Subject Matter Experts (**SMEs**) from Claymark and representatives from First Step Solutions. This team will collaborate to oversee the development and implementation of the microlearning modules.
2. **Review of Documentation:** The project team will conduct a thorough review of existing health and safety documentation and key SOPs. This review will identify which materials will be used to design microlearning modules, ensuring that all critical content is covered.
3. **Module Design:** First Step Solutions will be responsible for redesigning the health and safety documentation and SOPs into culturally appropriate, accessible microlearning modules. These modules will use the Knowby platform to accommodate workers who struggle with traditional written instructions, particularly those with low literacy and comprehension levels.
4. **Customisation and Testing:** To ensure the content meets the needs of the workforce, the microlearning modules will be customised with short videos, photos and other visual aids, and accessible plain English text. Pilot testing will be conducted with a representative group of workers to gather feedback and make any necessary adjustments before rollout. Knowby also can translate the text in the microlearning modules into different languages which will support the experience of our workers who will be able to translate the plain English text into their native language.
5. **Platform Integration and Training:** The modules will be integrated into the Knowby platform, allowing workers to access the training materials on their own devices as well as the proposed interactive displays in each break room across all Claymark's sites. This is important as workers will be able to revisit modules when they need

them rather than having to retain all the knowledge in their heads. Workers will receive training on how to navigate the platform and access the modules at their own pace, helping them feel confident in using the tool.

6. **Continuous Support and Feedback:** We will use Claymark's Rotorua site as a test site to deliver the Microlearning Education Modules before they are released to the wider business. Throughout the implementation, a feedback loop will be established where workers can provide input on the usability of the modules. This can be done directly through the Knowby app on their devices. This feedback will be reviewed by the health and safety team and used to refine and improve both the content and delivery of the training. Support will be available to workers throughout the rollout to address any issues or questions.

The microlearning modules will add real benefit to Claymark's workers through ensuring these modules are accessible, effective, and supportive of Claymark's diverse workforce.

As these microlearning education modules are able to be reviewed and accessed on any device and at any time, the flexibility aims to reduce anxiety often associated with traditional training methods, where the fear of public failure or misunderstanding can create barriers to learning, particularly for Māori, Pacific and migrant workers. By moving away from traditional block training, microlearning enhances knowledge retention through continuous reinforcement, enabling workers to recall information when they need it most. This approach is particularly beneficial for Claymark's diverse workforce, as it eliminates the pressure of having to ask questions in a public setting, allowing workers to review instructions multiple times without fear of judgment or repercussions.

Additionally, using the Knowby platform for the microlearning bridges the gap between "work as imagined" and "work as done" by enabling workers to provide feedback on current processes and training content. This feedback loop allows our health and safety team to gain a clearer understanding of how tasks are actually performed in practice, leading to more accurate and effective process and system adjustments. Overall, Claymark's aim is that this microlearning initiative will improve not only the knowledge retention of its workers but more importantly the quality and accuracy of workplace processes leading to a safer and healthier work environment.

Procuring 15 interactive displays through FUJIFILM and Samsung (for each break room across) across all Claymark's sites, will allow accessible and on-demand access to microlearning education modules, safety updates, and relevant training content.

Here's an example of what a Knowby looks like - <https://knowby.show/577ac6cd-6ff3-4759-ac0f-b63b691b5d92>

## **Outcomes**

Claymark understands that education is only one aspect of a successful health and safety management system, and that Claymark won't achieve our goals by solely focusing on educating our workers. However, we are committed to continuous improvement through the implementation of the Seeoknow AI system initiative to identify engineering controls and see

microlearning educational modules as a further enhancement of our wider health and safety system.

The implementation of microlearning educational modules using the Knowby platform is expected to deliver several significant outcomes for Claymark's organisation and workforce, through:

1. *Improved Knowledge Retention and Application*: Workers will have continuous access to training materials on their own devices, enabling them to revisit critical health, safety, and operational information as needed. This constant reinforcement will lead to improved retention and application of key procedures, contributing to a safer and more efficient workplace.
2. *Cultural Relevance and Inclusivity*: By tailoring the training content to be culturally appropriate and accessible, this initiative will foster a more inclusive work environment where all employees particularly Māori, Pacific and migrant workers feel supported and valued, regardless of their education or literacy level.
3. *Increased Engagement and Confidence*: By offering training that is accessible to all workers, Claymark anticipates a higher level of engagement. Workers, especially its Māori, Pacific and migrant employees, will feel more confident in their understanding of operational and safety requirements, reducing the barriers associated with traditional training methods.
4. *Reduction in Errors and Accidents*: With better comprehension of health and safety procedures, Claymark expects a reduction in workplace errors and accidents.
5. *Empowered Diverse Workforce*: The modules will empower workers by providing them with the flexibility to learn at their own pace, without the fear of public judgment or failure. This is particularly beneficial for those hesitant to ask questions during traditional training sessions, creating a more inclusive learning environment.
6. *Enhanced Feedback Mechanism*: The use of the Knowby platform will allow workers to provide feedback on the training content and suggest alternative steps or methods. This feedback will help Claymark to better understand how work is actually being performed and allow it to make changes to improve existing work processes.
7. *Support for Long-term Skills Development*: The microlearning modules will serve as an ongoing resource for workers, facilitating long-term skills development and knowledge reinforcement.

Through these outcomes, Claymark expects that the microlearning initiative will make a meaningful impact on the overall safety, operational efficiency, and inclusivity at Claymark, aligning with its commitment to creating a positive and productive work environment for all workers.

The estimated cost of delivering this initiative is \$117,750

Provider	Details	Estimated Cost
Knowby	Implementation of the Knowby platform and software across Claymark	\$12,000
First Step Solutions	Conversion of Claymark's existing SOPs into microlearning module Knowby's  Training for Claymark's workers on how to use, create and provide feedback using the Knowby platform	\$60,000

Fujifilm/Samsung	Purchase of 15 interactive displays for the break rooms of each of Claymark's seven sites.	\$45,750
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### **3.3.3 - Expert in Safety Machinery Certification Training (ESMC) 2-day training course and Certified Machinery Safety Expert Qualification**

#### **Background**

Claymark is committed to enhancing workplace safety by empowering its workforce through targeted training and development. By equipping its workers with expert skills and knowledge, it will empower workers to identify and mitigate machinery-related risks and empowering them to make changes to Claymark's operational activities, we aim to foster a culture where safety is everyone's responsibility and build internal capability for continuous improvement to our systems and processes.

#### **Purpose**

The purpose of this initiative is in two parts:

1. To invest in Claymark's workforce by upskilling a mix of 10 workers and managers across six sites by attending the Expert in Safety Machinery Certification (ESMC) Training 2-day course. The participants will be chosen based on their current role e.g. Machine Operator and their willingness to participate in a SME group (see more detail below), to gain the most benefit out of the training. This will enhance Claymark's workers ability to actively contribute to improving workplace safety, empowering them to identify risks and implement meaningful changes across Claymark's sites.
1. We will also send a worker (with a background in engineering) to gain a Certified Machinery Safety Expert (CMSE) qualification. Having someone within Claymark's organisation that is CMSE qualified would enable Claymark to provide ongoing training and support inhouse, across all of its sites as well as recognise opportunities and implement changes for continuous improvement to machine safety policies and processes at Claymark. We have identified our current business project manager as best placed to attain this qualification. The project manager was originally brought on to oversee and manage new machine upgrades across our network and we view this qualification and subsequent tasks as a development of their role. The project manager currently attends monthly management meetings, site project meetings and liaises closely with the health and safety committee so is well placed to deliver benefits to Claymark as a result of gaining the CMSE.

#### **Scope**

- ESMC Training: Engage Brian Anderson, a Certified Machinery Safety Expert from EllisCo Solution Experts, to conduct a 2-day ESMC course for 10 workers from six sites. The cost for this training is estimated at \$8,250
- CMSE Qualification: Enrol Claymark's business project manager in the CMSE qualification offered by PILZ New Zealand and recognised by TÜV NORD at an estimated cost of \$3,900

#### **Delivery**



The delivery of this initiative will be in two parts:

- Organise Brian Anderson to deliver the ESMC training 2-day course to 10 workers from across six Claymark sites.
- Enrol Claymark's business project manager in the CSME qualification offered by PILZ New Zealand and acknowledged by TÜV NORD.

### Outcomes

- Organising the delivery of the ESMC training 2-day course provides an opportunity in the short-term to educate and upskill workers from across our business in the latest machine safety standards. These workers will form an SME group who will be tasked after the training to identify opportunities for improvement across the business at their sites based on their newly acquired knowledge. This group will meet regularly and be coordinated by Claymark's Health and Safety team to whom they will report their findings and opportunities for improvement. The training course will be carried out at Claymark's Rotorua site and will be specifically tailored to its plant and machinery. Claymark is committed to making the necessary changes to improve safety that are identified both as part of the ESMC training and the ongoing SME group.
- By enrolling the business project manager in the CSME qualification, Claymark is signalling its intent to have a highly trained subject matter expert in machine safety within its business. This is a longer-term strategy, and Claymark's view is that once they are qualified, they will be able to provide ongoing support and training across Claymark's operational sites beyond the initial 10 workers who received ESMC training. It is also anticipated that the business project manager will be given responsibility for identifying opportunities to continuously improve its policies and processes around machine safety at Claymark. They would also be able to create new microlearning modules utilising the Knowby platform as well as support the implementation of engineering improvements based on identified opportunities through the Seeoknow AI system.
- The benefits of this initiative will be measured through a reduction in machinery-related incidents across all sites, as well as by tracking the number of improvement opportunities identified and implemented by the newly established SME group as well as the CMSE qualified worker.

The estimated costs of this initiative are \$12,150

Provider	Details	Estimated Cost
Brian Anderson (CSME) - EllisCo Solutions Experts ( <a href="https://www.ellis.co.nz/">https://www.ellis.co.nz/</a> )	Delivery of a two-day Expert in Safety Machinery Certification Training workshop for 10 workers from our Rotorua site. Provided by Brian Anderson, Certified Machinery Safety Expert, from EllisCo Solution Experts	\$8,250
PILZ NZ/ TÜV NORD	Certified Machinery Safety Expert Qualification	\$3,900

### 3.3 Summary

Each of the activities detailed above have been carefully designed to work together in a synergistic manner, enhancing overall workplace safety, knowledge sharing, and workforce development. At the same time, these initiatives provide substantial standalone benefits that support ongoing health and safety efforts within our organisation.

The insights gathered through Seeoknow's advanced AI technology, along with the recorded video footage, offer a valuable foundation for creating targeted educational content through Knowby. This content can be utilised for various learning and communication purposes, such as developing safety alerts and training resources that resonate across the workforce.

Additionally, the Expert in Safety Machinery Certification (ESMC) training, alongside having a CMSE within the team, further strengthens this collaborative approach. With the expertise gained, the CMSE-qualified individual can use Knowby as a platform to share critical knowledge and practical insights, helping to ensure that these learnings are accessible to all members of the business. Together, these efforts form a comprehensive, scalable strategy that empowers employees with the tools and knowledge needed to cultivate a safer, more informed workplace environment.

### 3.4 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for the wider Industry or sector

Claymark Proposes three initiatives to meet the requirements of 3.4 which are:

- **3.4.1 – Seeoknow AI Technology Showcase and Funded Trials for Industry**
- **3.4.2 – Women in Trades Event**
- **3.4.3 – Funding for the Generation Programme Initiative**

#### 3.4.1 - Seeoknow AI Technology Showcase and Funded Trials for Industry

##### Background

Claymark recognises the benefits that AI technology can bring as an emerging tool in the manufacturing industry. Claymark recognises that not all wood manufacturing businesses are in the position where they have access to or can afford to test and trial the benefits of AI technology. This is due to several factors including their business size and the current financial climate.

Seeoknow have been recognised by ACC as a recipient in latest ACC funding round to improve health and safety outcomes in the manufacturing sector. This ACC fund is focused on activities that can eliminate or significantly reduce hazards and lower injuries through Good Work Design approach.

##### Purpose

Claymark seeks to support the manufacturing industry through providing wider access for businesses to be able to learn about and experience the benefits of AI technology for health and safety through Claymark's activity in this space.

### **Scope**

Claymark is proposing to build on the initiative outlined in 3.3.1 and fund a series of online webinars. Claymark will partner with Seeoknow and utilise their expertise of AI systems to deliver these webinars for the wood manufacturing industry and introduce the sector to the benefits of AI. As part of that webinar series, Claymark will fund Seeoknow to work with up to 15 businesses within the wood manufacturing sector who express interest in trialling Seeoknow's AI system at a cost of \$60,000 or \$4,000 per business.

This initiative is also endorsed by the NZ Timber Industry Federation and are keen for their members to be offered the opportunity for both the webinar series and the Seeoknow AI system funded trials.

### **Delivery**

The delivery of this initiative will require the following actions:

**Webinar Series:** A series of engaging webinars will be conducted to highlight the benefits of Seeoknow's AI technology in enhancing health and safety practices within the wood manufacturing sector. These webinars will cover key topics such as the emergence of AI technology and its approach to proactively identifying risks, real-world applications, and success stories from early adopters.

**Scope of the Funded Trials:** Up to 15 businesses will be selected to participate in the funded trial program, which aims to provide a hands-on experience with Seeoknow's AI technology. Claymark understands that a large proportion of wood manufacturing businesses now have CCTV cameras operating within their environment so the selected businesses will have two options for the trial. Option 1: The business sends through 30 days' worth of footage which is then processed through the Seeoknow AI system, and the results delivered in the form of access to Seeoknow's interactive dashboard and an insights report. Option 2: Deploy the Seeoknow AI system through their existing camera network for a set period and provide results of the trial through Seeoknow's interactive dashboard and an insights report. The purpose of these trials is to collect data that the AI system will analyse to uncover hidden risks and improvement opportunities and showcase the benefits of AI to health and safety in the wood manufacturing sector.

**Data Collection and Reporting:** During the trial, the AI system will be used to monitor and analyse activities within high-risk zones, capturing data that would otherwise be challenging to identify with traditional safety monitoring methods. At the end of the trial period, each business will receive a tailored insights report that details the key findings and actionable safety recommendations based on the AI's analysis. The report will focus on identifying specific risks or inefficiencies that businesses might not have previously recognised, providing them with new insights to enhance their health and safety management systems.

**Privacy and Independence:** The funded trials will be conducted independently by Seeoknow, and participating businesses data will remain secure and confidential. Claymark will not have access to the individual data collected during these trials.

### ***Post-Trial Engagement and Broader Insights***

**Industry-Wide Learnings and Best Practices:** High-level learnings from all trial participants will be aggregated to identify common risks and emerging trends within the industry. These findings will be shared with the broader wood manufacturing community to foster industry-wide improvements in health and safety practices. The AI system's ability to identify hidden risks and provide practical recommendations will be a focal point in demonstrating the value of adopting this technology.

#### **Outcomes**

Claymark believes that this initiative supports WorkSafe's and ACC's priority plan for the manufacturing sector by driving AI adoption in the wood manufacturing sector, improving safety outcomes, and fostering proactive risk management practices. The endorsement by the NZ Timber Industry Federation further enhances its credibility and reach within the industry. Claymark's proactive approach to reducing barriers for others underscores our commitment to creating a safer, more resilient industry, while collective insights contribute to a greater understanding of industry-wide risks and opportunities for improvements to worker safety.

The estimated cost of delivering this initiative is \$60,000 , which includes delivery of online webinars and the funded Seeoknow AI system trials for up to 15 businesses.

### **3.4.2 - Women in Trades Event ([www.womenintradesnz.com](http://www.womenintradesnz.com))**

#### **Background**

During the development of this enforceable undertaking application, Claymark conducted several workshops and conversations with its workers to gather insights on initiatives they believed would benefit both the workforce and the broader industry. One of its young Māori machine operators shared her experience working in a traditionally male-dominated sector. She highlighted the challenges posed by stereotypes and stigmas surrounding women in wood manufacturing and forestry, while also reflecting on the personal and professional satisfaction she has gained from working in the industry.

Women make up 50% of the country's population but only 2.6% of women are on the tools.

Claymark's workers felt strongly about promoting the inclusion of women in traditionally male-dominated industries like forestry and wood manufacturing. Claymark also supports this initiative and sees such activities as essential for challenging entrenched gender stereotypes and achieving gender equality. By encouraging more women to enter these sectors, the sector can diversify the workforce but also challenge the status quo, fostering environments where innovation, safety and wellbeing thrive through diverse perspectives. Such initiatives empower women, advance their careers, and pave the way for a more equitable and just industry.

#### **Purpose**

To inspire more young women, especially wahine Māori and Pacific women, to consider the wood manufacturing and forestry industries as a rewarding and viable career path.



**Scope**

Engage Women in Trades to run an event in Rotorua to encourage and support more young women into the wood manufacturing and forestry sectors. Women in Trades will utilise their networks and industry contacts to invite interested parties to participate in the event.

**Delivery**

Claymark will play a supporting role in facilitating the Women in Trades event in Rotorua. While Women in Trades will take the lead, our role will be to assist in the planning and delivery of the event to ensure it reaches its full potential.

We will help by:

- Collaborating on event promotion, including social media, local advertising, and outreach to schools and training institutions.
- Assisting with logistics to ensure the event is well-organised and accessible.
- Supporting Women in Trades with the identification of key stakeholders, such as:
  - Employers in wood manufacturing and forestry who are keen to diversify their workforce
  - Education and training providers offering relevant trades programs
  - Industry organisations and services that can provide resources or mentoring for women interested in trades careers
  - Community leaders and role models, particularly wahine Māori and Pacific women, who can inspire and mentor the next generation of female tradespeople.

We expect strong interest from local schools and training institutions in the Rotorua region, as well as participation from female leaders in the forestry and wood manufacturing sectors.

Claymark will actively engage with these groups to promote the event and encourage involvement from our networks. Additionally, we will provide on-the-ground support at the event, ensuring it runs smoothly and achieves its goals.

**What the event looks like**

Women in Trades New Zealand organises events nationwide to inspire young women to pursue careers in trades. These events feature interactive 'Give it a Go' sessions, allowing participants to engage directly with various trades. Attendees can connect with potential employers, industry training providers, and educational institutions through exhibitor stalls. The events also include keynote speeches and panel discussions led by experienced tradeswomen, offering insights into their professional journeys and addressing industry-specific challenges. These comprehensive events provide valuable networking opportunities and practical information for women considering a future in trades.

**Outcomes**

This event aims to create a platform for raising awareness about the career opportunities available to women in wood manufacturing and forestry, helping to foster a more inclusive and diverse workforce. By facilitating connections between potential employers, educators, and young women interested in trades, we hope to see tangible outcomes in terms of increased engagement and participation from wahine Māori, Pacific women, and other young women in the region.

The success of the Women in Trades event will be measured through several key indicators, including:

- The number of young women, particularly wahine Māori and Pacific women, attending the event.
- Engagement from local schools, training institutions, and industry representatives.
- Post-event feedback from participants, employers, and training providers to assess the event's impact on raising awareness and interest in trades careers.
- The creation of new connections between employers and potential female employees or apprentices.

These metrics will help evaluate the event's effectiveness in promoting diversity and inclusion within the wood manufacturing and forestry industries.

The estimated cost of delivering this initiative is \$25,000, an estimated cost breakdown is provided below. Claymark is committed to endorsing and participating in the event, ensuring it leaves a lasting impact on diversity and inclusion within the sector.

Table 1. Estimated Cost Breakdown of Women in Trades Event Rotorua 2025

Item	Estimated Costs
Venue	\$6500
Audio visual	\$2000
Food (\$19 pp * 150)	\$2850
Event Manager	\$6500
Social media / Advertising	\$1500
Koha to panellists	\$500
Contingency including printing and info packs	\$2450
First aid	\$200
Photography	\$2500
<b>Total</b>	<b>\$25,000</b>

### 3.4.3 - Funding for the Generation Programme Initiative

#### Background

Claymark recognises the critical importance of investing in the future of New Zealand's wood manufacturing and forestry sectors. As a leading company in the industry, Claymark understands that the success of its business and the sector at large depends on the quality, skills, and safety of the workforce. Claymark has identified the existing Generation Programme, developed, and supported by the Central North Island Wood Council (CNIWC) in partnership with Toi Ohomai Institute of Technology, as an industry initiative that adds real and tangible benefits for the wider and future manufacturing industry.

This existing programme provides young people with practical, industry-aligned training and hands-on experience, addressing a key skills gap while fostering a culture of safety and excellence.

#### Purpose

Claymark will fund the Generation Programme for 20 students to complete the course. This

will help build a resilient, skilled, and safety-conscious workforce in the future. By investing in this programme, Claymark aims to contribute to training and development of individuals entering the manufacturing industry and help with lifting safety standards, improving productivity, and strengthening ties with Claymark's local communities. Claymark believes that supporting this programme aligns with its values and long-term strategic objectives as an industry leader. Claymark also wants to see the programme continue to grow and access long term funding to secure its future outside of the EU funding.

### **Scope**

The Generation Programme targets young people in the Central North Island, with a particular emphasis on those not in employment, education, or training. The initiative offers a comprehensive 12-week course, leading to the Level 2 New Zealand Certificate in Forestry Industry Foundation Skills, a 45-credit qualification delivered through unit standards. Through structured training, industry site visits, and integrated pastoral care, students gain essential skills, knowledge, and support to succeed in their careers. The programme directly benefits the wood manufacturing and forestry sectors by developing job-ready professionals who are equipped to meet the current and future demands of our industry.

### **Delivery**

The programme's delivery involves a blend of practical training, theoretical instruction, and real-world experience:

1. **Hands-on Training:** Students receive technical training in a controlled environment, focusing on practical skills and safety protocols. Mentorship from experienced industry professionals, field trips, and workshops add depth to their learning.
2. **Pastoral Support:** Comprehensive pastoral care is embedded within the programme, addressing students' transportation, nutrition, well-being, and counselling needs. This holistic approach helps ensure that students remain engaged and motivated throughout the course.
3. **Industry Integration:** The programme facilitates industry placements, allowing students to apply their skills in real-world settings. This integration phase is supported by strong industry backing and close monitoring, ensuring graduates meet industry expectations.

Claymark will fund this initiative with an estimated investment of \$50,000, to the Central North Island Wood Council which will support training materials, safety equipment, certification costs, and internships for one cohort of approximately 20 students. The students will be selected through the existing recruitment processes in place from the Central North Island Wood Council and Toi Ohomai for the programme.

### **Outcomes**

Claymark believes that its support for the Generation Programme will generate substantial benefits for all stakeholders:

- **For Students:** They gain accredited qualifications, practical experience, and a solid foundation in industry best practices. The combination of technical training and pastoral care equips them to transition smoothly into the workforce with a safety-first mindset.
- **For the Industry:** The programme addresses our industry's skill shortages and enhances the quality and readiness of new employees. By developing essential soft

skills, teamwork, and work ethic, the programme aligns with our expectations and contributes to reducing onboarding costs, improving productivity, and lowering employee turnover.

- For the Wider Community: A well-trained, safety-conscious workforce contributes positively to the community by reducing workplace incidents and supporting local economic growth. The programme's focus on youth engagement, particularly for Māori and NEET individuals, reinforces our commitment to community development and social responsibility.

Claymark views this initiative as strategically crucial for the ongoing success and growth of the wood manufacturing and forestry training sectors. The Generation Programme's alignment with the Industry Transformation Plan, its strong industry backing, and its focus on building a sustainable and skilled workforce make it a valuable investment. By supporting this programme, we are helping secure a brighter future for our industry and community.

Claymark is committed to investing in initiatives that drive positive change in its industry and communities. Supporting the Generation Programme through this enforceable undertaking allows Claymark to make a meaningful contribution to the safety, quality, and future success of the wood manufacturing and forestry sectors. Claymark believes this initiative is a strategic investment in its people, its industry, and the future generations that will continue to thrive in the industry.

This initiative estimated costs are \$50,000, to be paid to the Central North Island Wood Council.

Generation Programme Review - <https://cniwc.co.nz/cniwc-generation-programme-review-0823/>

### **3.5 Activities to be undertaken to promote the objectives of the health and safety legislation that will deliver benefits for community**

Claymark Proposes three initiatives to meet the requirements of 3.5 which are:

- **3.5.1 – Community Firewood Delivery**
- **3.5.2 – Donation to Epilepsy New Zealand**
- **3.5.3 – Donation to Woodwork Technology in Schools**

#### **3.5.1 - Firewood Delivery**

In preparing this enforceable undertaking application, Claymark spoke at length with the Injured Worker. During these discussions, the Injured Worker shared stories about the close-knit church community, which includes many elderly members who face significant challenges during the colder months.

The Injured Worker spoke particularly about how many members, especially the elderly and vulnerable, struggle to keep their homes warm during winter due to limited access to

affordable heating resources. His deep concern for their well-being inspired Claymark to propose a community benefit that not only addresses this critical need but also honours the Injured Worker's connection to his church and community.

We are proposing to deliver 26 loads of firewood to vulnerable community members identified by the Injured Worker and his church, ensuring that they have a reliable source of heating during the winter months. This initiative directly supports those most in need and reinforces our commitment to creating a safer and more caring community.

Claymark estimates the total cost of this initiative to be \$5000 covering both the firewood and associated delivery costs.

Through this donation, Claymark aims to foster a stronger bond between its company and the community, while supporting the Injured Worker's personal desire to give back to the people who have been a source of strength in his life.

### **3.5.2 - Donation to Epilepsy New Zealand**

Our next proposed community initiative also stems from the conversations that Claymark had with the Injured Worker about ways we can support the wider community. [REDACTED]

This insight has highlighted the importance of organisations like Epilepsy New Zealand, which provide crucial support, guidance, and resources to individuals and families facing the challenges of living with epilepsy. [REDACTED]

In recognition of the invaluable role Epilepsy New Zealand plays, Claymark is proposing a donation of \$5000 to the organisation.

This contribution reflects both Claymark's desire to give back to the community and its commitment to supporting causes that resonate with the [REDACTED].

### **3.5.3 - Donation to Woodwork Technology in Schools**

Claymark operate several sites across the North Island, each deeply rooted in the communities it serves. Claymark's sites not only provide employment to local workers but also play a significant role in the economic and social fabric of these areas. In many of these communities, particularly in smaller towns, Claymark is a key employer, offering career opportunities for school leavers who choose not to pursue further education.

As part of our commitment to giving back to the communities that support Claymark's operations, Claymark will provide a donation of \$25,000, to be distributed across five schools located in the same communities as its sites. Each of these schools will receive \$5000 to fund tools and the supply of materials for woodwork classes, with the aim of inspiring the next generation to develop a passion for working with wood and to consider careers in the wood manufacturing or forestry sectors.



The proposed schools are:

- Parawai Primary School – Thames
- Waihi East Primary School – Katikati
- Owhata Primary School – Rotorua
- Ngongotaha Primary School – Rotorua
- Pukenui Primary School – Te Kuiti

Claymark recognises the importance of equipping students with practical skills that can lead to fulfilling careers. By providing funding for tools and materials, Claymark aims to enrich the educational experience of students enrolled in wood technology classes, encouraging them to explore the possibilities of working in the wood and forestry industries—industries that are not only critical to New Zealand’s economy but also to the communities where our business is based.