

Project Title	
Revise CoPTTM for new H&S legislation	
Project Details	
Make required changes to CoPTTM due to new H&S legislation effective from 4 April 2016	
Progress report	
<ul style="list-style-type: none"> • Summary of HSWA issued to CoPTTM trainers • Also available on the NZTA website. Notification being issued to those people who have registered to receive HIP updates • Legal opinion received on changes to CoPTTM • Technical note drafted – has been sent for further legal clarification • CoPTTM on-site record will be amended to separately identify the person in charge of the worksite TTM and the working space • Technical note will be placed online and notification issued 	
Meeting date	CGG Acceptance
N/a	YES Priority 1
Project Leader	Project start date
Stuart Fraser	Ongoing project
Project Members	Project Funding
Edit team: <ul style="list-style-type: none"> • Stuart Fraser • Neil Greaves • Tony Stella 	Estimated budget \$15,000 (additional cost if external legal opinion required) Budget approved
Project Actions	Completion Dates
<ul style="list-style-type: none"> • Upon receipt of the legal opinion amend technical note and put online 	30 May 2016
<ul style="list-style-type: none"> • Amend onsite record and place technical note online for the change 	30 May 2016
<ul style="list-style-type: none"> • Issue training material to trainers 	30 May 2016
<ul style="list-style-type: none"> • Trainers to deliver new material when received 	30 May 2016
<ul style="list-style-type: none"> • Review responsibilities for the RCA as a principal at next review of CoPTTM in December 	30 December 2016