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**Minutes
 for the IPAF HK members meeting
 of the International Powered Access
 Federation via Microsoft Teams on
 16th January 2025 at 3pm**

Company Registration & Tax Invoice GST Reg No. : 201027474E

| | | |
|----|------------------|---|
| 1 | Raymond Wat (RW) | IPAF |
| 2 | Amanda Tan | IPAF |
| 3 | Rhea Ong | IPAF |
| 4 | Shubin | LGMG |
| 5 | Jinlong Lee | LGMG |
| 6 | April Shi | Oshkosh-JLG |
| 7 | Geoffrey Lee | Modern (International) Access & Scaffolding Ltd |
| 8 | Stefano Scapin | COBO |
| 9 | Ed Wu | Shing Fung Engineering & Equipment Ltd |
| 10 | Nice Wu | Shing Fung Engineering & Equipment Ltd |
| 11 | Tomie Chan | Hunan Sinoboom Intelligent Equipment Co Ltd |
| 12 | Peter Lam | Safety Professional Member |
| 13 | Eric Chia | Safety Professional Member |

This meeting will be conducted in accordance with the IPAF Corporate Compliance Policy and relevant competition and antitrust laws. There will be no discussion of any information which is commercially sensitive or confidential. By attending this meeting, each attendee will be agreeing to abide by the Policy.

1. Opening by Chairman

The Chairman began by welcoming everyone to the meeting. As the current term of the Chairman is nearing its end, he wished to clarify the election process for the upcoming term. Full IPAF members, such as corporate members, will be entitled to vote, whereas associate members, including individual safety professionals, will not have voting rights.

The Chairman also addressed the election of the new workgroup chair. For example, if Modern Hong Kong is elected, the company will appoint an employee to take on the role of chairman. It's important to note that the individual serving as chairman may not be the same person who held the position previously. While IPAF expects the elected company to maintain the same chairman throughout the term, changes in the appointed chairman mid-term are allowed as they may be due to personnel changes within the company.

2. Matters Discussed

- i. IPAF Updates
- ii. Powered Access Safety Asia eMagazine
- iii. Events Planned for 2025
- iv. Workgroup and Chairman Election
- v. IPAF Hong Kong Activities in 2025
- vi. Any other matters

3. IPAF Updates

3.1 Membership

As of December 2024, IPAF has reached 1,818 members.

3.2 Asia Conference 2025

The annual IPAF Asia Conference 2025 is set to take place on 2 & 3 July in South Korea. Members are encouraged to save the date, as registrations have not yet opened, and sponsorship opportunities are still available.

3.3 Rental+ in Asia

A significant milestone was achieved with the first two Rental+ certified companies in Asia: Galmon Singapore and Omni Machinery in 2024.

3.4 IPAF's Development in Hong Kong

IPAF has partnered with the Hong Kong Occupational Safety and Health Council to promote MEWP operator theory training. They have rolled out 2 classes thus far.

3.5 IPAF's 1st Training Centre in Taiwan.

Taiwan celebrated the establishment of its first IPAF training center by Ta Yeou Kao Kong.

3.6 Secondary Guarding Device Mandate in Hong Kong

Additionally, in response to a rise in entrapment incidents, secondary guarding devices are now mandatory on all government sites in Hong Kong.

4. Powered Access Safety Asia eMagazine

The latest December 2024 issue has been published. This eMagazine is a quarterly publication. Read here: <https://ipaf-wopa.com/e-magazine-mobile/2024-12/>

Any members who are interested in advertising opportunities to have outreach in this region not just to IPAF members, please feel free to email us at sea@ipaf.org.

5. Events Planned in 2025

5.1 Korea Build Week 2025 – 19-22 February

IPAF will be exhibiting at Korea Build Week from 19-22 February. Members who are visiting this show can drop by our booth.

5.2 Build Tech Asia 2025 – 18-20 March

IPAF is participating in BuildTech Asia 2025 with a booth, a seminar and a PDS. IPAF is organising the 'IPAF MEWP Safety Seminar' on 18 March to be held from 1.30pm - 5.30pm. This will be free for IPAF members to attend, non-members will be charged SGD 60 per ticket.

The IPAF Professional Development Session (PDS) on 20 March will be conducted and led by IPAF Training Manager Paul Roddis within BTA as well.

IPAF will be exhibiting with a booth in the Work-at-Height Experience Zone with STAS. Details are to be confirmed.

5.3 Asia Conference 2025 – 2-3 July 2025

The Asia Conference 2025 will be held in DoubleTree by Hilton Seoul Pangyo. According to our Korean members, this area is near to rental companies and we hope to secure a site visit for the event. Details will be finalised soon. IPAF managed to secure a good price for the hotel for delegates so we hope that Hong Kong members can join us then.

6. Workgroup Chairman Election

As the current workgroup term comes to an end, IPAF extends our heartfelt gratitude to Geoffrey Lee of Modern for his exceptional leadership as Chairman over the past term. Under his guidance, the Hong Kong MEWP WinterFest 2023 and the visit to the Sinoboom factory in 2024 were successfully organised. These events greatly enhanced fellowship and camaraderie among IPAF members. IPAF would also like to express our sincere appreciation to all our dedicated workgroup members for their invaluable contributions.

Looking ahead to the 2025-2027 term, we invite each member to submit a short profile to help others make an informed choice in the upcoming election for the new workgroup Chairman.

Submit your profile: <https://forms.office.com/e/kWb9kNsdhN>

7. IPAF Hong Kong Activities in 2025

7.1 Continue to Highlight Overhead Crushing / Entrapment

Due to the recent accidents in Hong Kong, we'll continue to push out our entrapment and crushing can kill campaigns in Hong Kong to raise awareness.

7.2 Operator Training / Manager or Supervisor Training

As IPAF is already in partnership with Hong Kong OSHC and we hope to have more operators trained this year.

7.3 IPAF Safe Use Ecosystem

This safe use ecosystem has 18 elements that IPAF has been promoting since its development in 2022. It is a whole string of 18 elements to have a safe use ecosystem in terms of MEWP operations.

7.4 IPAF MEWP Day

IPAF proposed to organise an IPAF MEWP Day, modeled after the successful MEWP WinterFest in 2023, to engage and educate Safety Professionals. This event aims to provide Safety Professionals with an opportunity to explore and understand the safety features of various types of MEWPs. By offering a safe and controlled environment, participants can gain hands-on experience and get up close with the machines to better understand their functionality and safe operation.

7.5 A Series of Webinars

This is an alternative for those who is unable to attend physical events, providing a broader reach and greater accessibility.

7.6 Work closely with local authorities and associations to raise safety awareness

With the recent increase in entrapment accidents, IPAF aims to establish itself as the leading subject-matter expert in MEWP safety. Our goal is to support the industry in raising safety awareness and enhancing safety standards to prevent such incidents by working with local authorities and associations.

These are tentative plans by IPAF. Once the new workgroup chairman is elected, the plans may be amended or added on in accordance with the new chairman's vision.

8. MEWP Safety Alert and Recent Accident

Amid recent heavy rain and strong winds, IPAF issued a MEWP Weather Condition Alert to emphasise essential safety precautions during MEWP operations. Additionally, a recent incident in Singapore involved a MEWP catching fire at a construction site prompted a MEWP Incident Alert. Thankfully, no injuries were reported. For more details, visit IPAF's LinkedIn page.

9. Any Other Matters

9.1 IPAF Asia Council Update and Clarification

Stefano requested an update on the formation of the IPAF Asia Council. IPAF reported that the council has been successfully established, with each workgroup chair from Singapore, Malaysia, and Hong Kong serving as members. Following a vote, Alex Tan has been elected as the Chairman of the Asia Council.

Stefano inquired whether other countries are involved in the council. IPAF clarified that, according to the rules, a country requires at least five members to qualify for representation in the Asia Council. Currently, no other countries meet this requirement. The council's objective is to have the three representatives collaborate, share their networks, and help spread IPAF's message across the region.

Geoffrey raised a question about Korea's involvement. IPAF explained that while Korea has enough members to qualify, no one has stepped forward to serve as the representative. A previous candidate left their company, and IPAF is now working to rebuild the relationship with that organization.

Additionally, IPAF confirmed that the IPAF China Regional Council has been formed and is scheduled to hold its first meeting in February. It was noted that the Chairman of the China Council may participate in the Asia Council, and vice versa, to foster collaboration between the two councils.

9.2 Membership Expansion and Challenges

Stefano raised a concern about the relatively low number of OEMs and other types of members in IPAF. In response, Geoffrey explained that during his tenure, while he had plans to expand membership, his busy schedule has prevented him from executing these initiatives. He expressed his desire to help IPAF generate income, as it operates as a not-for-profit organisation. However, his current focus is on increasing training efforts as a means of supporting IPAF.

Geoffrey hopes to encourage more training centers in Hong Kong to contribute to IPAF's income. Last year, he successfully convinced the Hong Kong Airport Authority (HKAA) to adopt the advanced PAL+ training program. However, this project was suspended due to personnel changes. Geoffrey is now aiming to restart the PAL+ initiative, despite the previous challenges.

He emphasised the importance of attracting more valuable and strategic members—those who are active, willing to share opinions, and represent diverse sectors. Geoffrey expressed hope that the incoming Chairman will adopt a clear and strategic direction to attract new members effectively.

Stefano emphasised the importance of distinguishing the types of people IPAF attracts and engages with. He agreed with Geoffrey's point that it is crucial for members to see clear value in joining IPAF.

9.3 Establishing relationship with the government

Geoffrey believes that it is important to build stronger connections with the government to increase IPAF's influence. While Hong Kong has a local MEWP association mainly led by rental companies, IPAF's international presence and diverse membership make it more extensive and capable.

Geoffrey encouraged the new Chairman to work closely with the Labour Department to push for dedicated regulations or departments for MEWPs safety, showing that IPAF can offer more than local associations.

Geoffrey also mentioned Peter's earlier idea of registering IPAF as an NGO. He hopes the new Chairman will consider registering IPAF as a legal entity in Hong Kong to strengthen its role and impact.

9.4 Peter's Suggestions and Inputs

Regarding the workgroup, he emphasised the need for a more solid structure and increased contributions from all members. He proposed dividing tasks among workgroup members to encourage active participation and shared responsibilities.

He also suggested introducing a dedicated newsletter for Hong Kong workgroup members. This newsletter would provide relevant and up-to-date information to keep all members informed about important developments and initiatives.

On the topic of operator training, he raised concerns about the lack of standardised guidelines for training providers. Some providers currently offer minimal training, such as one-hour sessions, which can result in improperly trained operators working on-site and posing safety risks. He stressed the importance of setting up a standardised

framework for operator training. He believes that collaborating with the government or local authorities could make a significant impact in establishing these standards.

Although the Labour Department has issued safe use guidelines, he noted that there are concerns that need to be addressed for further improvement.

He expressed his appreciation for IPAF's incident alerts, particularly those highlighting recent accidents in Malaysia and Singapore. He found the information, including the probable causes and preventative measures, highly beneficial and valuable for all members.

As a Safety Professional, he expressed interest in receiving more information about the latest innovations and technologies used by manufacturers. He believes this would be of great interest to all members. IPAF agreed with this idea and suggested that organising an event similar to the MEWP WinterFest could be beneficial. Such an event could include machine demonstrations showcasing the latest features and advancements in MEWP technology.

Geoffrey expressed some reservations about focusing on innovations and technology, acknowledging that while these topics might be interesting to members, he is unsure if they align with IPAF's core objective : Safety. He cautioned against expanding into areas unrelated to safety, as this could divert the workgroup from its main purpose.

9.5 Increasing Workgroup Participation for the New Term

Stefano suggested creating a short profile for each workgroup member, detailing their role—whether they are a rental company, safety professional, manufacturer, or components supplier. He proposed that each member also include an idea on how they can add value to both the workgroup and IPAF's goals. Additionally, he recommended increasing the number of meetings, as the current frequency of 2-3 annual meetings may not be sufficient. Stefano believes that holding more meetings, potentially with workgroups from other countries, could benefit the group.

Geoffrey agreed with the idea of creating short profiles and proposed that each member submit a simple CV or profile, guided by a set of prompts or questions. This would allow members to better understand each other before casting their votes. He suggested including questions such as, "If you were the chairman, what direction would you take and what would your focus be?" to gain insights into each member's priorities and approach.

[ACTION] IPAF to create a form for each member to submit their profile.

Tomie shared that while the MEWP Winterfest event was successful, he felt that members should contribute more. Geoffrey acknowledged the challenge, noting that members have different needs and priorities. He emphasised the importance of having a clear objective to focus on, particularly in lobbying efforts with the government. He highlighted the need for persistence, even when the government

seems unresponsive. Geoffrey believes that the main concern for the new chairman will be determining the workgroup's priorities.

While Geoffrey agrees that sharing responsibilities by assigning tasks to each member encourages collaboration, he also pointed out that involving too many people could make execution difficult, as everyone has their own ideas. He suggested that it might be more effective for one person to lead a specific project or activity, with others taking turns organising different events or initiatives.

As the suggestion of creating profiles for members came up during discussion, Geoffrey and IPAF agreed that it would be best to start the voting process after Chinese New Year. This would allow all members enough time to review the profiles and make an informed decision.

10. Next Meetings:

The next meeting has not been scheduled yet.
