

Chairperson and Subcommittee Members
AUDIT AND RISK SUBCOMMITTEE

18 AUGUST 2016

Meeting Status: **Public**

Purpose of Report: For Decision

**LEADERSHIP CHARTER AND HEALTH AND SAFETY PLAN
2016-2018**

PURPOSE OF REPORT

- 1 This report presents the draft Leadership Charter and draft Health and Safety Plan for 1 July 2016 – 30 June 2018.

DELEGATION

- 2 The Subcommittee may consider this report under the following delegation in the Governance Structure, Section C.3.
 7. *Without limiting the generality of this delegation the Subcommittee has the following functions, duties and powers:*
 - Internal Reporting:*
 - 7.4 *To review the processes for ensuring the completeness and quality of financial and operational information, including performance measures, being provided to Council.*
 - Risk Management:*
 - 7.11 *Assist elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role.*

BACKGROUND

- 3 This report provides the draft Leadership Charter which confirms commitment to building and maintaining a safe and healthy work culture and environment. The draft Health and Safety Plan for the 2016 – 2018 period provides a high level outline of the basis for the organisational health and safety work programme. This draft plan is based on the previous health and safety plan to ensure effective continuity and continuous improvement. This draft plan has been revised to accommodate changes under the new Health and Safety at Work Act (HSWA).

CONSIDERATIONS

Policy considerations

- 4 The draft Health and Safety Plan 2016 – 2018 provides the basis for the planned health and safety activity work programme. This plan is supported by the Health and Safety Policy and forms part of the changes to how the Council will, under the new legislation, communicate organisational status and activity for health

and safety matters. The provision of this plan, and subsequent quarterly reporting, supports Officers to exercise their due diligence.

- 5 All Health and Safety Policies are on a programme of review to ensure compliance with new legislation.

Legal considerations

- 6 There are no legal considerations unless progress on the health and safety reform work programme is halted.

Financial considerations

- 7 At this time there are no financial considerations due to additional work being undertaken within the provision of existing training budgets and salary budgets due to vacant positions. This status quo is being monitored and should the need for future additional funding be identified, this will be incorporated into the next round of the Long Term Plan.

Tāngata whenua considerations

- 8 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 9 This report does not trigger the Council's Significance Policy.

Publicity

- 10 There are no publicity considerations.

RECOMMENDATIONS

- 11 That the Audit and Risk Subcommittee recommends to Council that Council adopts the Leadership Charter and Health and Safety Plan 2016-2018.

Report prepared by	Approved for submission	Approved for submission
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ATTACHMENT

Appendix 1 Health and Safety Plan 2016-2018

APPENDIX 1

**KAPITI COAST DISTRICT COUNCIL
(Draft) LEADERSHIP CHARTER AND (Draft) HEALTH AND SAFETY
PLAN 2016/2018**

Vision Statement

Kāpiti Coast District Council will work to achieve a vibrant, diverse and thriving community by being open for business and delivering our services in a caring, dynamic and effective manner. This will be underpinned by an organisational culture that supports and encourages a healthy and safe working environment achieved through effective and inspired senior leadership, influence and shared learning.

Health and Safety Leadership Charter

Elected Members (Officers), subscribe to the principle that nothing is more important than the health and safety of its workers, and those that could be affected by the work being undertaken by, or on behalf of, the Kāpiti Coast District Council.

Officers of the Kāpiti Coast District Council acknowledge their responsibility to exercise due diligence, taking reasonable steps to understand the Council's operations and health and safety risks, and to use this knowledge to influence health and safety outcomes by ensuring those risks are managed effectively through an effective health and safety framework.

This Leadership Charter is the key to enabling the effective implementation of the Health and Safety Plan for Kāpiti Coast District Council. All Officers (Chief Executive and Elected Members) commit to fulfilling their due diligence requirements to support the continuous improvement of health and safety functionality in our workplace. This commitment is founded on the principle that the effective management of health and safety is essential to the operation of a successful and thriving organisation.

Specifically, Kāpiti Coast District Council Officers commit support to the following and take personal responsibility:

- To ensure as Officers they remain current in their knowledge of health and safety matters;
- To ensure the Council has and uses, appropriate resources and processes to identify then eliminate or minimise health and safety risk;
- To strive for continuous health and safety improvement and to provide leadership and support to the Chief Executive to achieve this;
- To ensure Council is an environment that engages with workers on matters which will or are likely to affect their health or safety;
- To have worker participation practices that provide workers with reasonable opportunities to participate effectively in improving health and safety; and
- To extend health and safety efforts, wherever relevant, beyond the workplace recognising and supporting related initiatives within the community.

The attached plan sets out how the Council intends to provide a safe workplace for all those that undertake Council work or may be influenced by Council work being undertaken.

Objectives	Deliverables	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
Policy and Planning				
Develop and implement a robust annual health and safety plan for Council with a focus on risk management and continuous improvement.	Plans to be completed and operational by 31 July each year.	Chief Executive/ Group Managers will provide a high level oversight. An operational and more detailed work plan will set out the specifics of this high level plan with individual health and safety responsibilities incorporated into the staff PDP documentation.	Original Documents sighted.	Audit and Risk Committee Senior Leadership Team
Ensure all contracts for major or minor capital works are Council registered as approved contractors and have health and safety relevant documentation attesting to their competency.	Council audits all Contractor Health and Safety documentation before acceptance on the Council approved Contractor Register. Review of Contractor Register to be completed by 30 June 2017.		Quarterly management reporting.	
Provide informed and relevant access to current H&S policy and procedures to all workers of Council which cover all aspects of best practice health and safety management.	Policy and Procedures available to all workers as relevant in both electronic and hard copy form.		Management Performance Standards.	
Continue to implement a regular policy and procedures review process.	All policies and procedures part of auditable review timetable monitored by the Health and Safety Committee, this includes engagement and consultation with Workers on all H&S policy and procedure changes. Full review of policies due to be completed by 30 June 2017.		Health and Safety Committee quarterly reports.	
Develop and implement an internal audit process utilising the expertise of trained Health and Safety Committee representatives.	Ensure the Health and Safety audit timetable remains fully operational – reportable to the Health and Safety Committee monthly. Internal audit process to extend beyond the Infrastructure Services Group by 30 November 2017.		Independent Audit - two yearly. Internal audit reports,	

Objectives	Deliverables	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
Continue to progress internal systems and processes for the gathering of accurate information to support health and safety management and reporting.	Systems and processes are developed and continue to provide full support for health and safety management by 1 July 2017.		Reporting is timely and accurate	
2. Delivery				
Ensure the development of Critical Risk Action Plans to identify and control Council risk caused by the work undertaken, using either elimination or minimisation controls.	Council will have a Risk Action Plan for every work group where critical risk or high probability risk has been identified. Critical Action Plans to be completed by 30 June 2017.	Chief Executive/ Group Managers will provide a high level oversight. An operational and more detailed work plan will set out the specifics of this high level plan with individual health and safety responsibilities incorporated into the staff PDP documentation.	Work Group risk action plans available at the request of the Audit and Risk Committee.	Audit and Risk Committee Senior Leadership Team
Ensure a robust and regular risk action plan review process for all areas of Council.	Every risk action plan will be reviewed following every notifiable incident and annually by the Health and Safety Committee and in consultation with workers.		Independent Audit - two yearly. Internal audit reports. Internal quarterly reporting.	
Ensure all Managers performance measures include the standards of Health and Safety Management expected of them to achieve the strategic Health and Safety objectives.	All manager PDP's have clear and measurable health and safety objectives to achieve. Revised health and safety deliverables to be included in PDP documentation for 2016/17 year.		Achievement of personal Health and Safety objectives for senior managers reported annually.	
Ensure that appropriate emergency management plans are in place for all sites and that preparedness is regularly tested.	Continue to progress, educate, implement and regularly test the quality of emergency management plans.		Emergency plans available for scrutiny. Quarterly reporting on preparedness testing.	
Ensure the right level of expertise to advise on Health and Safety best practice and to oversee the technical aspects of health and safety management.	Employ or contract the level of expertise which will provide best practice and technical advice.		Specialist external advice and expertise available to Council if/when required.	

Objectives	Deliverables	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
Ensure that appropriate training is available for all workers but in particular for those roles that require more relevant and role specific Health and Safety training such as the Council Health and Safety Representatives.	Continue to build on progress to date regarding internal health and safety inductions and education programmes for workers or contract training programmes to assist those with specific health and safety responsibilities such as H&S representatives and those responsible for managing critical risks. Health and Safety Representative training under new reforms to be completed by 30 November 2016.		Training programme and timetable. Attendance and attainment reporting.	
Facilitate engagement and participation with workers on all matters of health and safety including planning, monitoring and management through accessible worker participation practices.	Workers consulted and active in Worker Participation Practices such as Health and Safety Committee functionality work and operational H&S management. Worker behaviour demonstrates clear understanding of their H&S requirements to not endanger themselves or others in any work undertaken – evidenced through PDP documentation and training records.		Health and Safety Committee quarterly reports. Achievement of personal Health and Safety objectives for senior managers reported on at least annually.	
Proactively manage health and safety risk when undertaking work jointly with other organisations where able and where it is reasonably practical to do so.	Council will consult, co-operate and co-ordinate with all other businesses on matters of health and safety when working on joint undertakings.		Contractor Tenders. Memorandums of Understanding for health and safety initiatives.	

Objectives	Deliverables	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
3. Monitor				
Monitor absence through accident/illness and EAP usage and ensure staff are supported and returned to work as soon as is reasonable practicable.	Return to work and rehabilitation policies and absence monitoring systems are robust.	Chief Executive/ Group Managers will provide a high level oversight. An operational and more detailed work plan will set out the specifics of this high level plan with individual health and safety responsibilities incorporated into the staff PDP documentation.	Sick leave and accident/incident/near miss quarterly reporting. EAP usage.	Audit and Risk Committee Senior Leadership Team quarterly reporting
Monitor and review all incidents, noncompliance and near misses and be satisfied with the adequacy of the response.	Encourage continuous improvement in processes and reporting of incidents and near misses. Continue to develop enhancement of and implement a review of the incident/accident and near miss reporting process for all incidents including serious incidents.		Quarterly incident/accident/near miss and serious incident reporting.	
Monitor Manager's quarterly progress against the achievement of strategic health and safety objectives.	Manager's to report quarterly on their progress against health and safety objectives to be included under the standing H&S item on SLT Meeting Agendas.		Half yearly report on progress.	
4. Review				
Ensure continuous improvement in health and safety management by regular review of systems and processes.	Develop review timetable and parameters using appropriate reporting/statistical information.	Chief Executive/ Group Managers will provide a high level oversight. An operational and more detailed work plan will set out the specifics of this high level plan with individual health and safety responsibilities incorporated into the staff PDP documentation.	Independent Audit ACC Audit outcomes. Audit Reports. Incident/Accident/Near Miss statistical data. SLT H&S Action Register.	Audit and Risk Committee. Senior Leadership Team quarterly reporting.
Ensure all audit outcomes are affected in a timely and complete manner.	Follow up on audit recommendations.			