

Chairperson and Committee Members
AUDIT AND RISK COMMITTEE

10 AUGUST 2017

Meeting Status: **Public**

Purpose of Report: For Decision

HEALTH AND SAFETY QUARTERLY REPORT

PURPOSE OF REPORT

- 1 This report presents the Health and Safety quarterly report for the 1 April 2017 – 30 June 2017 period.

DELEGATION

- 2 The Audit and Risk Committee has delegated authority to consider this report under the following delegation in the Governance Structure, Section B.3:
 - *Ensuring that Council has in place a current and comprehensive risk management framework and making recommendations to the Council on risk mitigation;*
 - *Assisting elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role;*
 - *Governance role in regards to the Health and Safety Leadership Charter and Health and Safety Plan.*

BACKGROUND

- 3 Quarterly reporting to this Committee on the status of health and safety within the Council provides both a summary of progress on health and safety initiatives and activities as well as a high level overview of the organisational health and safety work programme over the preceding three months.

CONSIDERATIONS

Policy considerations

- 4 There are no policy considerations.

Legal considerations

- 5 There are no legal considerations.

Financial considerations

- 6 There are no financial considerations.

Tāngata whenua considerations

7 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Significance Policy

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

Publicity

9 There are no publicity considerations.

RECOMMENDATIONS

10 That the Audit and Risk Committee notes the Health and Safety Quarterly Report included as Appendix 1 to Report CE-17-252.

Report prepared by	Approved for submission	Approved for submission
Jill Dallinger	Dianne Andrew	Wayne Maxwell
Health and Safety Advisor	Organisational Development Manager	Group Manager Corporate Services

ATTACHMENT

Appendix 1 - Health and Safety Quarterly Report 1 April 2017 – 30 June 2017

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report to the Audit and Risk Committee
1 April 2017 – 30 June 2017

Executive Summary

Health and Safety this quarter was fairly consistent in terms of our incident statistical data in comparison against the year, with no significant concerning trends identified. Our health and safety framework continues on its review path to ensure alignment with new legislation and slowly but surely are our health and safety systems are being updated through a consultative process with workers.

However, what is considered to be significant is the increasing visibility of the non- tangible factors relating to health and safety management, specifically worker behaviour and organisation culture. We are seeing examples of ownership and responsibility for worker health and safety behavior across the board in matters that previously may not have been reported. There are also more open and frank health and safety discussions; including the regular Chief Executive catch-ups with Team Leaders and Supervisors.

Key Updates

- The previous quarterly report had advised that an internal audit had been commissioned via Simpson Grierson to assess Council's progress with the transition to the new health and Safety Act. This is scheduled to be completed and reported to SLT and Audit and Risk by December 2017.
- Near miss reporting has increased. We need to ensure that the reporting and investigation of all near misses is promoted and part of our workplace culture. Collecting near miss reports helps create a culture that seeks to identify and control hazards which will reduce risks and the potential for harm.
- Over the last few months, Worksafe, ACC and the Ministry of Business, Innovation and Employment (MBIE) have been working to redesign the Safety Star Rating initiative – an injury prevention initiative to help lift the performance of workplace health and safety in New Zealand businesses.

Worksafe have announced that a new health and safety toolkit will be available to provide a credible and authoritative definition of what good health and safety performance looks like and provide advice and guidance on how to improve. This definition will be above minimum legal compliance.

There are three components to the toolkit:

- Resources and guidance (approximately September 2017) Resources will explain what the performance requirements and their maturity scales are and provide guidance on how these could be used.
- Independent Onsite Assessment (approximately September 2017) An independent accredited assessor will be able to make an assessment on how well you are performing against the performance requirements and provide advice on how to improve.
- Online Self-Assessment (approximately mid-2018) An online self-assessment is being developed so business can identify gaps in health and safety performance and receive tailored advice and guidance on how to improve. It will use a 360 degree approach to get insight from workers as well as managers and be available free of charge. This self-assessment will be suitable for all businesses.

LEAD INDICATORS

- 1. CORPORATE HEALTH AND SAFETY TRAINING COMPLETED** () indicates no. of attendees
- | | Q.4 | ANNUAL |
|---|------|--------|
| • First Aid Comprehensive Course | (7) | (29) |
| • First Aid Refresher Course | (13) | (46) |
| • Care Register Briefing | (32) | (32) |
| • Dangerous Goods Course | (1) | (1) |
| • Health and Safety Representative Training Stage One | (3) | (7) |
| • Traffic Management Basic L1 | (9) | (10) |
| • Health & Safety Advisory workshops | (3) | (3) |
| ○ Developing Good Practices | | |
| ○ Assessing your Culture for H & S | | |
| • Personal Resilience – Don't let pressure turn into stress | (11) | (34) |
- 2. EMERGENCY EVACUATION DRILLS**
- Emergency evacuation drill for the Civic Building was undertaken on 20 June 2017 as per the corporate review cycle.
- 3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS**
- New employees 24 – all employees have completed their Health and Safety induction.
 - Annually 90 Health and Safety Inductions have been completed for new employees.
- 4. WELLNESS INITIATIVES** () indicates no. of attendees
- | | Q.4 | ANNUAL |
|---|------|--------|
| • Annual Influenza vaccinations 4 th and 12 th April 2017 | (94) | (94) |
| • Eye Examinations | (7) | (23) |
| • Ergonomic Work Assessments | (5) | (18) |
| • EAP Services hours utilised | (19) | (97) |
- 5. PRE EMPLOYMENT MEDICAL MANAGEMENT** () indicates no. of attendees
- | | Q.4 | ANNUAL |
|---------------------------|------|--------|
| • Drug and Alcohol Tests | (16) | (59) |
| • Fit for Work assessment | (1) | (2) |
- 6. STANDARD OPERATING PROCEDURE REVIEW - INFRASTRUCTURE SERVICES GROUP**
- Operations continue to review and update operating procedures as follows:-
 - 11 operating procedures for the water reticulation team have been completed
 - 1 operating procedure for the general maintenance (rubbish run) have been completed
 - There are currently 20 operating procedures under final consultation with Operations workers; expected completion August 2017.
- 7. CONTRACTOR MANAGEMENT - APPROVED CONTRACTORS**
- As at 30 June 2017 there are 183 Contractors listed on the Contractor Register, this includes
 - 170 contractors with approved status
 - 13 contractors are working through the renewal or approval process
 - There are no unapproved contractors currently conducting work for Council.
 - The Contractor Management Policy was reviewed by the Health and Safety Committee as per the consultation process in February 2017. The policy has since been referred to the Principal Advisor, Corporate Services to undertake a format review then forwarded to Simpson Grierson for a legal review against new legislative parameters.
 - Time frame for completion August 2017.

8. RISK MANAGEMENT

- The Care Register is a new risk management tool that was successfully rolled out to all staff on 19 June 2017. The aim is to increase awareness of known hazardous situations, locations or street addresses prior to attending or intending to carry out council managed work.
- There are 25 reported Care Register entries/hazards as at 30 June 2017

9. HEALTH AND SAFETY COMMITTEE (HSC)

- The HSC and the Operations Working Group have continued to meet monthly. Focus has remained on the review of Standard Operating Procedures, Health and Safety Policy consultation, incident management, risk strategies and general health and safety matters.
- More recently the Committee has signalled a desire to work on increasing their visibility to make it a more valuable resource for workers.

10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

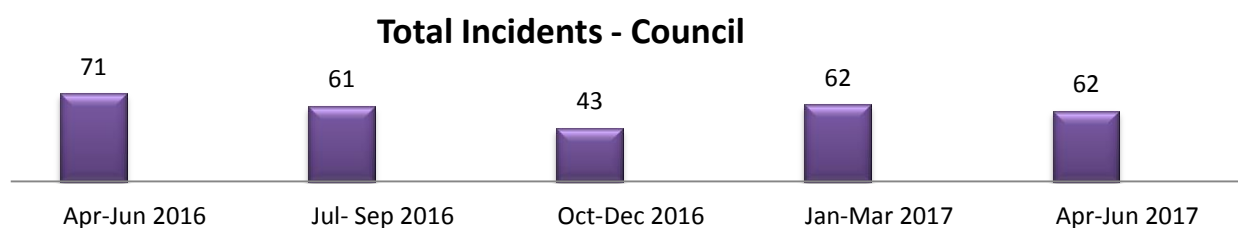
- Emergency Preparedness Policy – Draft completed, HSC review completed, HR review underway.
- Working Alone Policy – Draft completed, HSC review completed, HR review underway
- Contractors Policy – Draft completed, HSC review completed, Legal review to be undertaken.
- Drug and Alcohol Policy – Draft completed, Legal review undertaken, HSC review underway.
- Personal Protective Equipment Policy – Draft underway.

LAG INDICATORS

11. INCIDENTS, INJURIES AND NEAR MISS 1 APRIL 2017 – 30 JUNE 2017

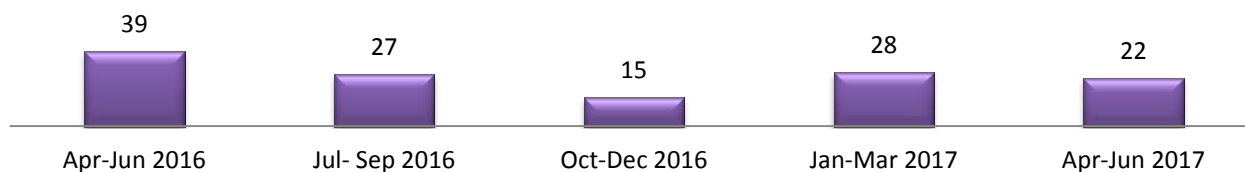
	Non-Notifiable Incident/Injury	Notifiable Incident	Notifiable Injury	Near Miss	Total
Community Services	6	-	-	8	14
Infrastructure Services	15	-	-	5	20
Corporate Services	2	-	-	-	2
Regulatory Services	1	-	-	2	3
Strategy & Planning	-	-	-	-	-
Chief Executive	1	-	-	-	1
Third Party	12	-	-	10	22
Total	37	-	-	25	62

- *Notifiable Incident: Peoples Health and Safety are seriously threatened or endangered as a result of a work situation.*
- *Notifiable Injury: Injury that requires (or would usually require) person to be admitted to hospital for immediate treatment or receive medical treatment within 48 hours of exposure to a substance.*



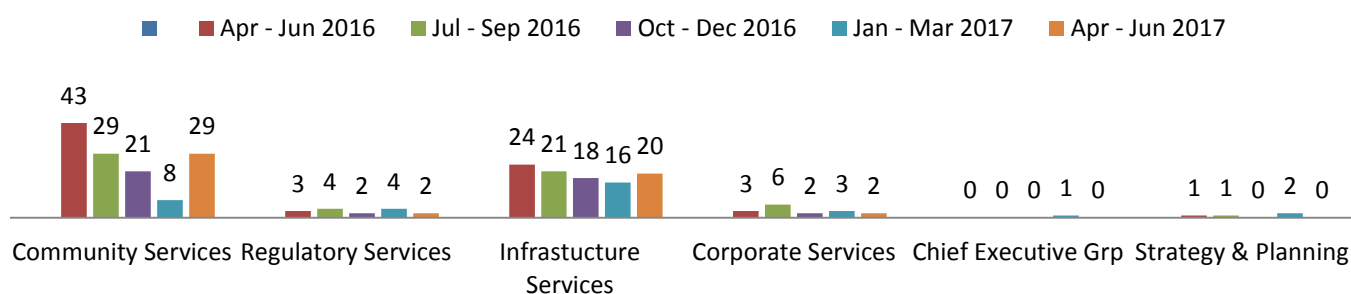
- *Total recordable incidents has remained steady this quarter*
- *All reported incidents were investigated*

Total Incidents - Third Party



- Third party is defined as a person who does not hold employee status.
- This quarter Third party events are predominant to the Aquatics area and Library area – Council's public spaces.
- Monitoring of third party events is continuous and dealt with directly by each site.

Incidents by Group



12. CARE REGISTER

	Care Register Entry	Trespass Notices	Total
Total	21	4	25

13. ANNUAL LEAVE MANAGEMENT

The use of annual leave is currently monitored and managed at the group level to ensure the application of adequate rest and recreation breaks support overall wellbeing. The table identifies those employees with a current entitlement of greater than 25 days as of 1 July 2017. Employees with a leave entitlement balance of greater than 25 days have been asked to provide a leave plan to reduce their balance by end of 2017 calendar year. Should leave plans not be received Council may exercise its right to provide the employee not less than 14 days' notice of the requirement to take annual holidays.

Group	> 25 days	> 40 days	>50 days
Chief Executive Group	1	-	-
Community Services	5	-	-
Corporate Services	8	1	1
Infrastructure Services	10	2	2
Regulatory Services	4	1	-
Strategy and Planning	3	1	-

14. SICK LEAVE USAGE (DAYS)

QUARTERLY COMPARISON - 2016/2017

Quarter	ACC	ACC Non-Work	Sick Leave	S/L as A/L	S/L as LWOP	S/L for Dependent
Apr-Jun 2016	45	14	367	39	1	69
Jul-Sep 2016	48	18	494	39	11	115
Oct-Dec 2016	74	79	380	45	10	118
Jan-Mar 2017	14	39	372	30	6	67
Apr-Jun 2017	24	112	606	78	17	94