

Chairperson and Committee Members
AUDIT AND RISK COMMITTEE

21 SEPTEMBER 2017

Meeting Status: **Public**

Purpose of Report: For Information

HEALTH AND SAFETY ANNUAL REPORT

PURPOSE OF REPORT

- 1 This report presents the Health and Safety Annual Report for the 1 July 2016 – 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 The annual 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 and also a high level overview of the organisational health and safety work programme during the last financial year.

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 Annual Report included as Appendix 1 to Report CE-17-302.

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 Annual Report 1 July 2016 – 30 June 2017

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to Audit and Risk Committee
1 July 2016 – 30 June 2017

Executive Summary

30 June 2017 saw the completion of the first full year working with the new health and safety legislation introduced in April 2016. Council continues to transition its health and safety management systems to align with the 2015 Health and Safety at Work Act principles and this will continue to evolve over the coming months.

Initial focus was given to the area of worker participation, highlighted in the Act as a key driver towards improving organisational culture and behavior in the area of health and safety. Council has successfully embedded its new worker participation structure and there is a positive shift in respect to health and safety behavior within the organisation that is supported by our incident reporting data.

Council developed and introduced a new risk management tool to ensure the safety of workers. The Care Register went live on 19 June 2017 and is aimed at providing up to date information on properties or third party people that are of concern for employees or contractors carrying out Council work.

Key Updates

- An internal audit had been commissioned with Simpson Grierson to assess Council's progress with the transition to the new Health and Safety at Work Act. This will commence in September 2017 and is scheduled to be completed and reported to SLT and Audit and Risk by December 2017.
- A review has commenced on the draft health and safety plan (objectives). Consultation with the Health and Safety Committee will be undertaken prior to approval by the Senior Leadership Team.
- Ongoing continuous improvement practices include review of Health and Safety Policy/documents and standard operating procedures.
- Worker participation practices and engagement on matters of Health and Safety continue to evolve.

LEAD INDICATORS**1. CORPORATE HEALTH AND SAFETY TRAINING COMPLETED**

	<i>No. of attendees</i>	
	16/17	15/16
• First Aid Comprehensive Course	29	20
• First Aid Refresher Course	46	48
• Breathing Apparatus Wearer Instruction	4	
• Care Register Training	32	
• Confined Spaces and Gas Detection	5	18
• Contractor H&S Major Works	2	
• Dangerous Goods	1	
• Drug and Alcohol Staff Training	23	15
• Drug Awareness for Managers	8	9
• Growsafe Approved Handler	7	1
• Growsafe introductory Course	5	
• Hazardous Substance approved handler	1	
• H&S Representative Training Stage 1	7	1
• Managing Multiple PCBU's – Contractors	28	
• Operating Breathing Apparatus	1	
• Personal Resilience	34	
• Safety Traffic Management	22	11
• Traffic Management	10	25
• Health and Safety Workshops	3	
• Fire Warden Training		18
• Disability Training	35	7
• CDEM		14
• WREMO Induction		15
• H&S Transitional Training		13
• Chemical Handling		1
• Chemical Safety Awareness		5
• Chlorine Gas Best Practice		3
• Height Safety Advanced		2
• Outdoor First Aid		1
• Safety Supervisor Management		2
• Sexual Harassment Prevention		1
• Stop Violence Workshop		3

2. EMERGENCY EVACUATION DRILLS - 6 MONTHLY ROTATION

- Emergency evacuation drills for Council sites were undertaken as per the corporate review cycle.
- Each Drill results in a written report from the provider. Recommendations are fed back to the Site Manager and Fire Wardens to address and monitored by the H&S Committee.

SITE	DATES
CIVIC BLDG	29/07/2016 05/12/2016 20/06/2017
MAPLE BUILDING	28/07/2016 24/01/2017
PARAPARAUMU LIBRARY	28/07/2016 24/01/2017
WAIKANAĒ LIBRARY	28/07/2016 24/01/2017
ŌTAKI LIBRARY	01/09/2016 01/03/2017
COASTLANDS AQUATIC CENTRE	01/09/2016 01/03/2017
ŌTAKI POOL	01/09/2016
PARAPARAUMU DEPOT	28/07/2016 01/03/2017
EMERGENCY OPERATIONS CENTRE	01/09/2016 01/03/2017
ANIMAL MANAGEMENT	28/07/2016
WASTE WATER TREATMENT PLANT	01/09/2016 01/03/2017
WAIKANAĒ WATER TREATMENT PLANT	28/07/2016 24/01/2017

- Discussion on emergency procedure only drills for the following sites - Waikanae Pool site (during opening summer months), the I-site and the Paekakariki Library are underway with site managers.
- Otaki Pool was decommissioned in February 2017. A new schedule for evacuation drills will be implemented once the facility is re-opened.

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- | | 16/17 | 15/16 |
|--------------------------------|-------|-------|
| • Inductions for new employees | 90 | 60 |

4. WELLNESS INITIATIVES

- | | 16/17 | 15/16 |
|--|-------|-------|
| • Annual Influenza vaccinations | 94 | 87 |
| • Eye Examinations | 23 | 16 |
| • Annual hearing assessments (due August 2017) | - | 55 |
| • Ergonomic Work Assessments | 18 | 17 |
| • EAP Services (Hours) | 97 | 46 |

5. PRE EMPLOYMENT MEDICAL MANAGEMENT

	16/17	15/16
• Drug and Alcohol Tests	61	42
○ Pre-Employment	59	37
○ Reasonable Grounds	1	1
○ Post Critical Incident	1	5

6. STANDARD OPERATING PROCEDURE REVIEW - INFRASTRUCTURE SERVICES

- 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) has 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 and is currently with 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 of the care register is to further assist the management of potential and identified health and safety risks to council workers.
- There are 25 reported Care Register entries/hazards as at 30 June 2017

9. HEALTH AND SAFETY COMMITTEES (HSC)

- July 2016 saw the introduction in Council of legislated worker participation practices that required employers to engage and consult with workers on matters of health and safety.
- Health and Safety representation was determined through Council wide consultation which resulted in the formation of a Committee, an Operations Working Group and nominated Health and Safety Representatives for all sites.
- Both Committees have stabilised and become more comfortable within their roles.
- Forward focus is for Representatives and Committee's to become more visible within the organisation to have a greater influence on health and safety behaviour and culture.

10. HEALTH AND SAFETY POLICY OR DOCUMENTS REVIEW PROGRESS

The following policies have been reviewed and approved during 2016/2017:

- Preventing and Responding to Workplace Bullying Policy– Dec 2016
- Health and Safety Policy Statement completed Dec 2016
- Smoke Free Policy Dec 2016
- Visitors Policy Dec 2016
- 2016/17 H&S Objectives July 2016
- Worker Participation Agreement 2016/2017 approved Oct 2016

On-going policy reviews continue with the following policies currently under review:

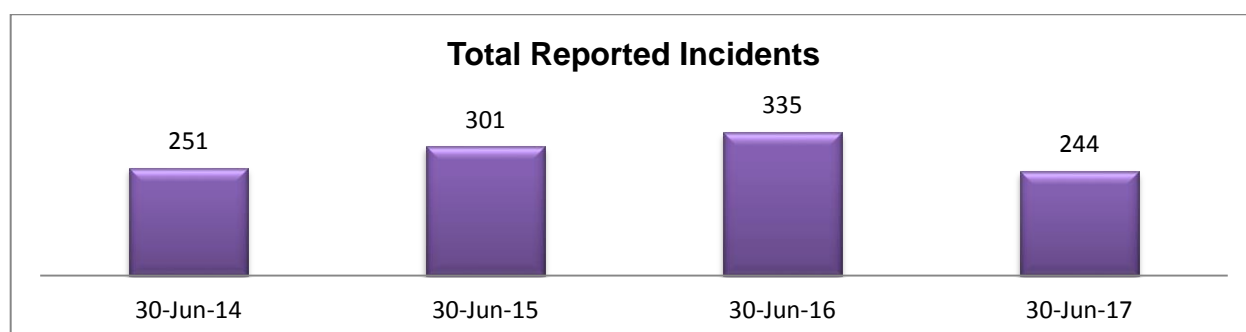
- Emergency Preparedness Policy – Draft completed, HR Review underway.
- Working Alone Policy – Draft completed, HR review underway
- Contractors Policy – Draft completed, legal review underway
- Drug and Alcohol Policy – Draft completed; Legal review completed; HSC review underway, present to SLT October 2017.
- Personal Protective Equipment Policy – Draft underway

LAG INDICATORS

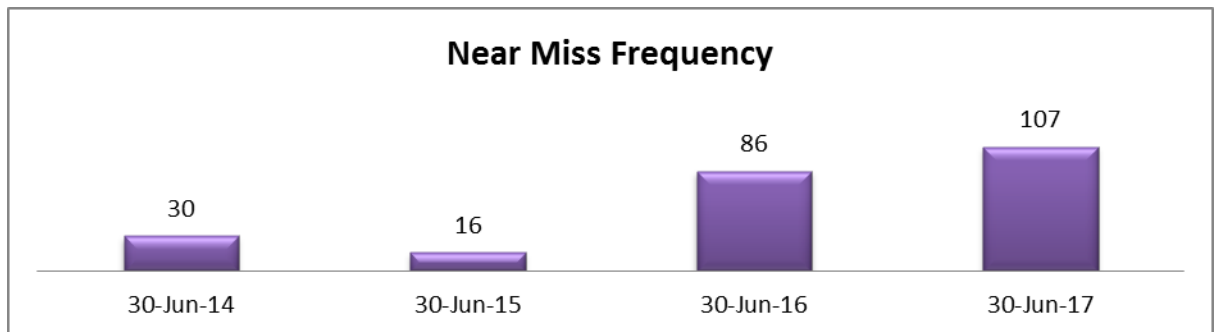
11. INCIDENTS, INJURIES AND NEAR MISS 1 JULY 2016 – 30 JUNE 2017

	Non-Notifiable Incident/Injury	Notifiable Incident	Notifiable Injury	Near Miss	Total
Community Services	75	-	-	47	122
Infrastructure Services	63	-	-	20	83
Corporate Services	3	-	-	12	15
Regulatory Services	7	-	-	9	16
Strategy & Planning	2	-	-	3	5
Chief Executive	2	-	-	1	3
Total	152	-	-	92	244

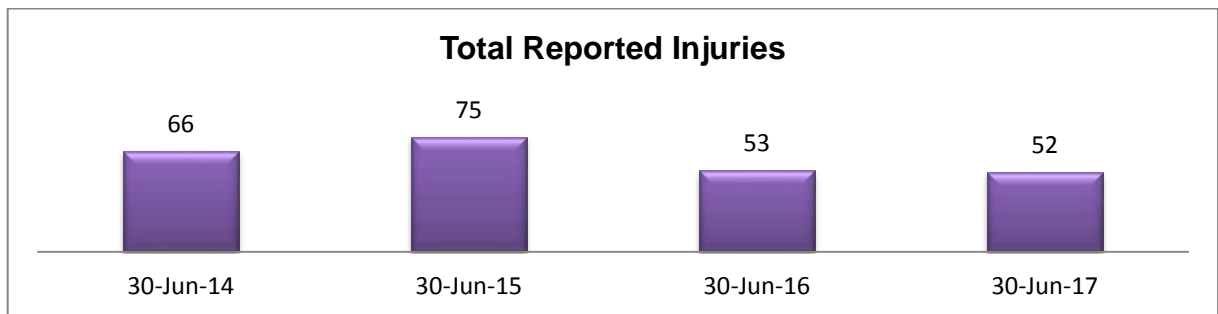
- *Notifiable Events may be categorized into notifiable incidents or notifiable injuries. The definitions are fully explained at www.worksafe.govt.nz*



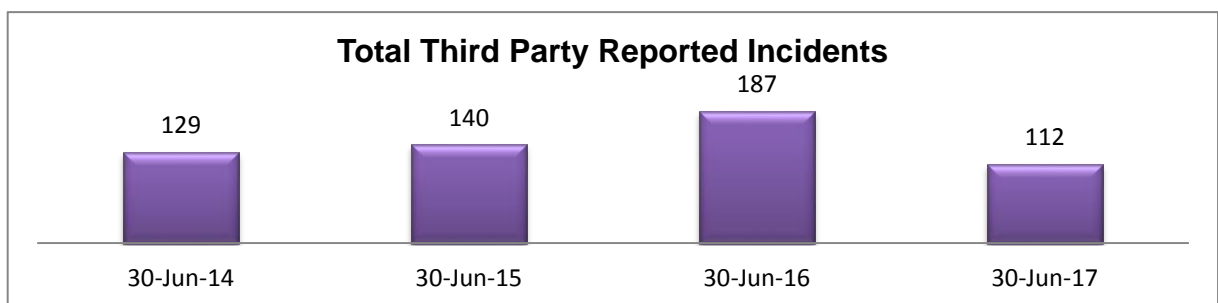
- Significant decrease in reported incidents combined with increased near miss reporting supports greater health and safety awareness following training and discussions with managers and staff.



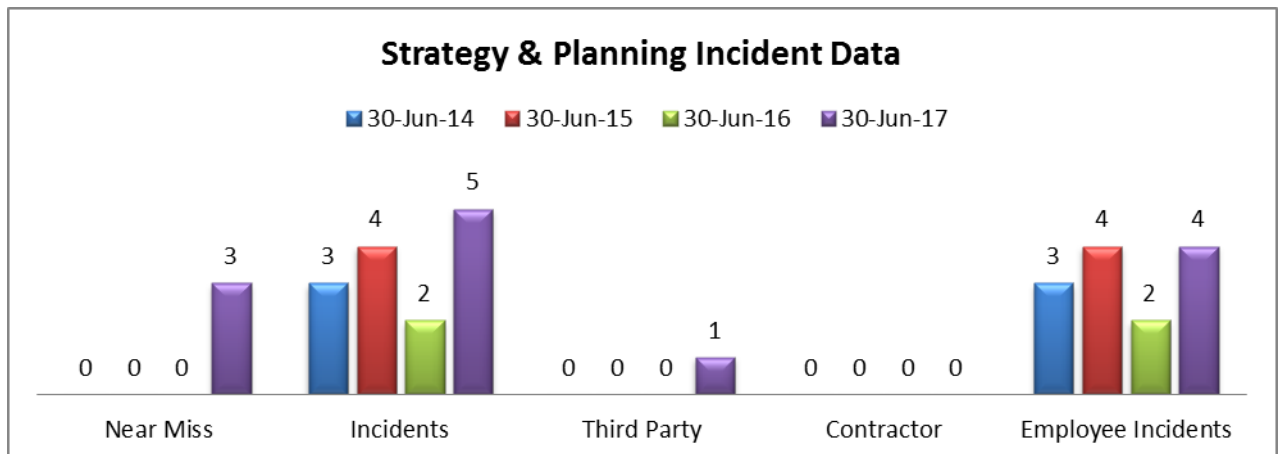
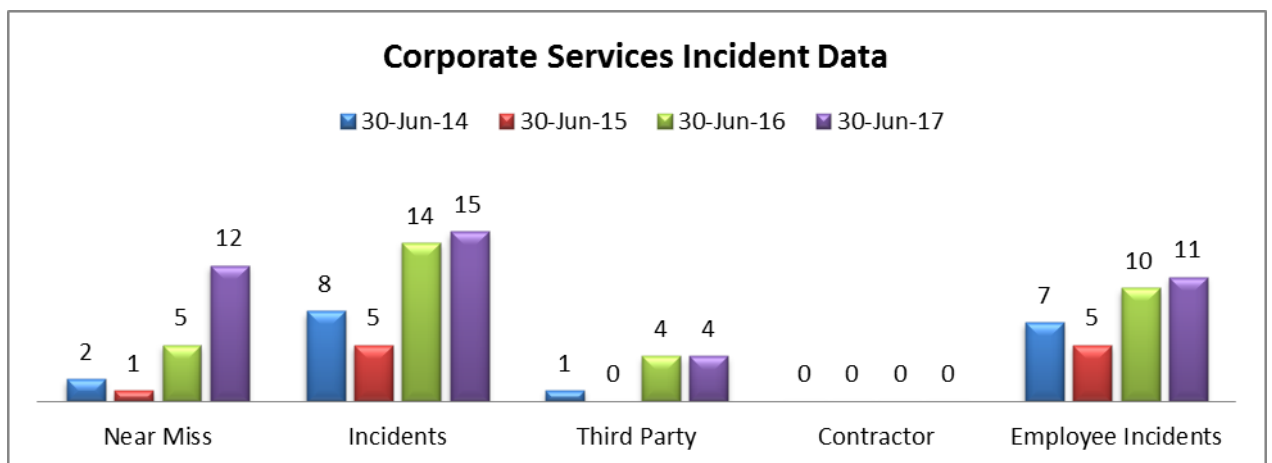
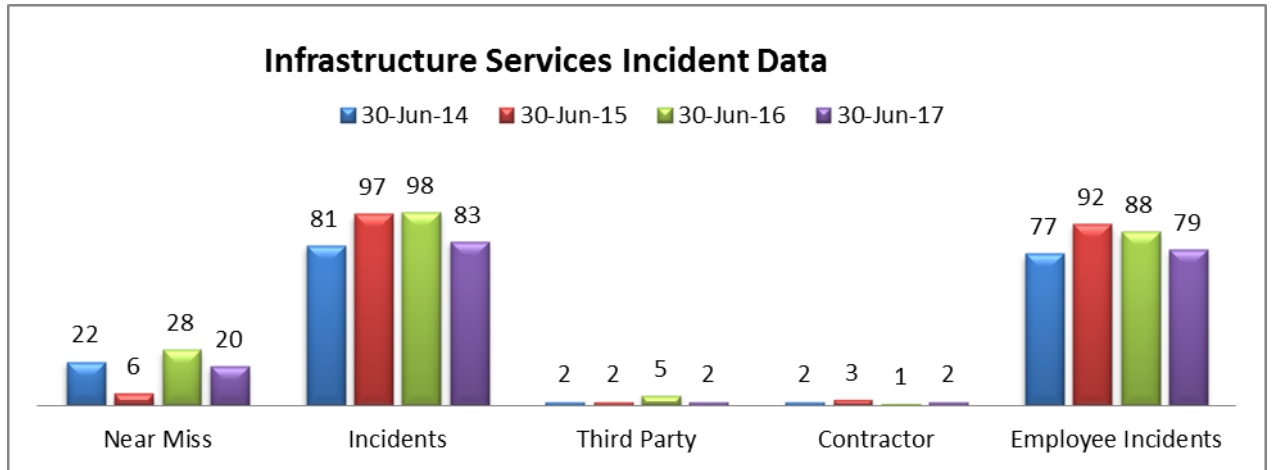
- Near Miss Reporting continues to increase as a result of the targeted approach by Council Health and Safety Committee representatives and SLT encouragement. The near miss reporting increase is not due to the Council taking on new tasks with new higher risks.
- Near Miss targets for the 2017/2018 year to be set within the Health and Safety Annual Plan development review with the aim of continued promotion of near miss reporting to support continuous learning and prevention.

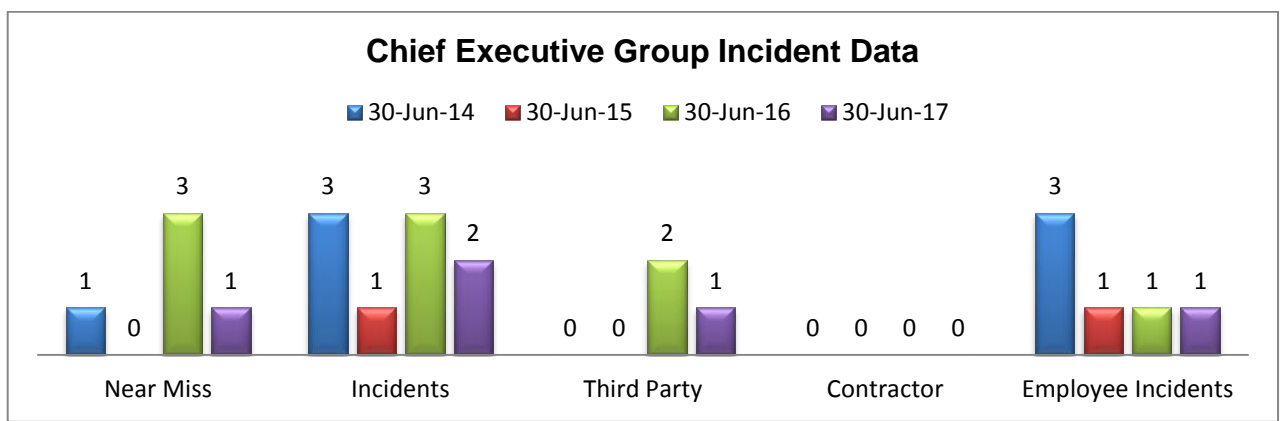
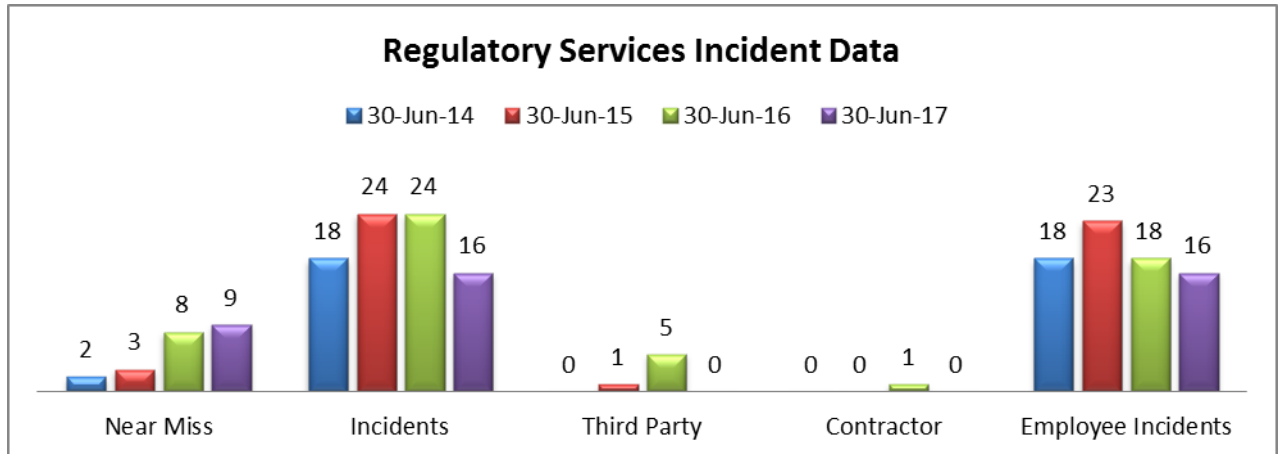


- This table represents all injuries reported for the periods.

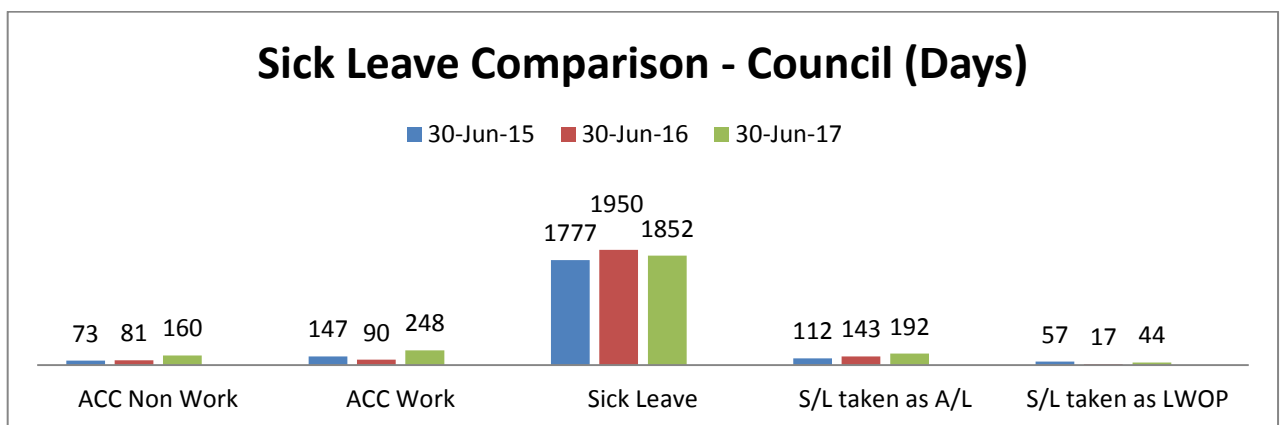


- Third Party Incident rates have dropped to the lowest recorded account in 4 years.
- Library sites and Council Aquatic areas account for approximately 85% of all third party events
- Managers believe the incident reporting decrease is related to improved health and safety understanding and increased vigilance from staff.





12. SICK LEAVE DATA 2016/2017



- Significant increase in work and non- work ACC related injuries this year within the Infrastructure and Community Services Group which had a significant impact on leave entitlements and lost productivity within each group.
- Non work related events are primarily due to injuries requiring surgery and lengthy rehabilitation.

- Work Injuries relate to a combination of factors including; the carryover from FY15/16 of a serious harm event, an ageing workforce and manual heavy work.
- Both work and non-work related injury claims have had return to work management plans running collectively with ACC to achieve a full return to work outcome.
- A trend of higher than usual sick leave related absences has been reported nationally and this has been reflected in the Councils sick leave data. However, due to the timing of this report and the lag factor between absence taken and absence recorded, such a trend is not clearly evident in this reporting period.

Jill Dallinger
Health and Safety Advisor