

**Chairperson and Committee Members**  
AUDIT AND RISK COMMITTEE

8 FEBRUARY 2018

Meeting Status: **Public**

Purpose of Report: For Information

**HEALTH AND SAFETY QUARTERLY REPORT 1 JULY -  
31 DECEMBER 2017**

**PURPOSE OF REPORT**

- 1 This report presents a Health and Safety Report for a period covering two quarters: 1 July – 30 September 2017 and 1 October – 31 December 2017.

**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 This quarterly Health & Safety Performance Report is intended to provide Council with insight into initiatives and activities, and their progress, as part of our organisations commitment to providing a safe and healthy place to work. The contents and any subsequent discussions arising from this report can support Council officers to meet their due diligence obligations under the Health & Safety at Work Act (HSWA) 2015.

**ISSUES AND OPTIONS**

**Issues**

- 4 During the previous quarter the findings and recommendations from the commissioned review by the Simpson Grierson Health and Safety team identified areas for improvement, in particular where we can improve some processes to further strengthen our ability to more effectively monitor and verify.
- 5 Work on a draft plan and coordinated revised work programme is underway and will be reported back to this committee at the next (26 April 2018) meeting.

- 6 The Health and Safety Advisor vacancy is expected to be filled by the end of March 2018.
- 7 In the interim, an external resource has been engaged to draft the proposed plan and work programme for SLT consideration.
- 8 Actions arising from recommendations regarding alignment of policy and procedure documentation, consistent wording and cross referencing are already underway.

## **CONSIDERATIONS**

### Policy considerations

- 9 There are no policy considerations.

### Legal considerations

- 10 There are no legal considerations.

### Financial considerations

- 11 Work to fully address these issues is planned to be completed using both Council staff and external specialists. There is no budget for external specialists. The Council will need to consider this additional cost pressure as part of their 2018-38 Long Term Plan development process.

### Tāngata whenua considerations

- 12 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Significance policy

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

### Publicity

- 14 There are no publicity considerations.

## **RECOMMENDATIONS**

- 15 That the Audit and Risk Committee notes the Health and Safety Report for the period 1 July – 31 December 2017 included as Appendix One to report OD-18-437.

**Approved for submission**

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**Dianne Andrew**  
**Organisational Development Manager**

**Wayne Maxwell**  
**Chief Executive**

Appendix 1 - Health and Safety Report 1 July – 31 December 2017

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Report to the Audit and Risk Committee**  
**1 July 2017 – 31 December 2017**

**Executive Summary**

This report covers two quarters: July - September 2017 and October – December 2017 to bring the reporting cycle back on schedule. The schedule was adjusted during the last quarter due to the timing of meeting dates and agenda requirements. The Health and Safety Advisor role became vacant in September 2017. Internal capacity has been reduced until a recruitment campaign is completed with an appointment to the role due by the end of March 2018.

**Key Updates**

- The commissioned Simpson Grierson review to assess Council's progress with the transition to the new Health and Safety at Work Act 2015 was presented to Audit and Risk at its meeting 30 November 2017.
- Work has commenced on a draft plan for presentation to this committee at the 26 April meeting.
- An external resource has been engaged to assist with the preparation and coordination of this work due to the reduced capacity within the HR team at present.

**LEAD INDICATORS**

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

*( ) indicates no. of attendees*

- |   |      |
|---|------|
| • First Aid Comprehensive Course                            | (30) |
| • First Aid Refresher Course                                | (20) |
| • Child Restraint Technician (Road Safety)                  | (1)  |
| • Health and Safety Representative Training Stage One       | (1)  |
| • Module 2 Level 4 Water Reticulation                       | (1)  |
| • Disability Responsiveness and Awareness Workshop          | (28) |
| • Hi-Ab Training (Specialist vehicle operation)             | (5)  |
| • Traffic Management Basic L1                               | (1)  |
| • Module 3 Level 4 Water Reticulation                       | (2)  |
| • WREMO EOC Induction                                       | (8)  |
| • Fire Evacuation Procedures and Fire Extinguisher Handling | (15) |
| • Module 4 Level 4 Water Reticulation                       | (1)  |
| • Safety Traffic Management 1                               | (2)  |
| • Defensive Driving Course                                  | (12) |

Note: Attendee numbers fluctuate due to training attendance being prioritized on role requirements and the need to maintain certification/validation within time frames for specific roles. The First Aid attendees this period are predominantly Aquatics staff.

First Aid training is currently under review with the aim to provide increased capacity for CPR and AED training as these are the most common situations for staff, and incorporate the Comprehensive First Aid into a competency requirement for identified roles – such as those that work in greater risk areas.

## 2. EMERGENCY EVACUATION DRILLS

- Eleven sites completed trial emergency evacuation drills during this period with no major issues raised with evacuation times.
  - July 2017 – Kapiti Community Centre; Maple Building; Paraparaumu Library; Waikanae Library; Waikanae Water Treatment Plant.
  - September 2017 – Animal Management Depot; Operations Depot Admin Building; Civic Building; Otaki Library and Hall; Paraparaumu Wastewater Treatment Plant; Coastlands Aquatic Centre.

## 3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 55 new employees this total period with 11 inductions outstanding. Follow up has been made with the relevant managers and indications are this is likely due to a documentation delay.

## 4. WELLNESS INITIATIVES

*( ) indicates no. of attendees*

- Eye Examinations (14)
- Ergonomic Work Assessments (17)
- EAP Services referrals (13)

Note: EAP referrals increased by 1.8% for the July – December period. This was a combination of personal and work related issues and included additional sessions for the same individuals for the same issue.

Ergonomic work assessments were carried out for a combination of new staff and existing staff.

## 5. PRE EMPLOYMENT MEDICAL MANAGEMENT

*( ) indicates no. of attendees*

- Drug and Alcohol Tests (16)
- Fit for Work assessment (1)

Note: The fit for work assessment was completed as part of return to work programme.

The drug and alcohol testing was for all new employees, primarily Waikanae Pool summer season recruits – no reasonable cause events during this period.

## 6. STANDARD OPERATING PROCEDURE REVIEW - INFRASTRUCTURE SERVICES GROUP

- Operations and Water Treatment teams continue to review and update operating procedures. Outcomes from the Simpson Grierson review indicate that more work may need to be done in the general area of Safe/Standard Operating Procedures. Updates will continue to be made available through the reports to this committee and will be captured in the work plan under development.

## 7. CONTRACTOR MANAGEMENT - APPROVED CONTRACTORS

- As at 31 December 2017 there are 191 Contractors listed on the Contractor Register, this includes

- 143 contractors with approved status
- 48 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 in February 2017 and has since been referred to the Principal Advisor, Corporate Services for a formal review by Simpson Grierson in conjunction with the findings of the recent review undertaken. The Simpson Grierson review findings recommended our policy should focus more on monitoring and verification that contractors are doing what they said they would do, rather than the existing focus which is on pre-approval and meeting set criteria. This is a priority work in progress and will be captured in the work plan under development.

## 8. HEALTH AND SAFETY COMMITTEE (HSC)

- The HSC and the Operations Working Group have continued to meet monthly where possible. Focus continues to be on the review of Standard Operating Procedures, Health and Safety Policy consultation, incident management, risk strategies and general health, safety and wellbeing matters.

## 9. HEALTH AND SAFETY POLICY REVIEW PROGRESS

- Emergency Preparedness Policy – findings from the Simpson Grierson review recommend the policy be broadened to include a range of ‘emergency’ situations rather than the current focus on fire/earthquake evacuation of buildings. Updates will continue to be made available through the reports to this committee and will be captured in the work plan under development.
- Working Alone Policy – Draft completed, HSC review completed, ready for SLT approval.
- Contractors Policy – as mentioned in #7 above

## LAG INDICATORS

### 10. INCIDENTS, INJURIES AND NEAR MISS REPORTED 1 JULY – 31 DECEMBER 2017

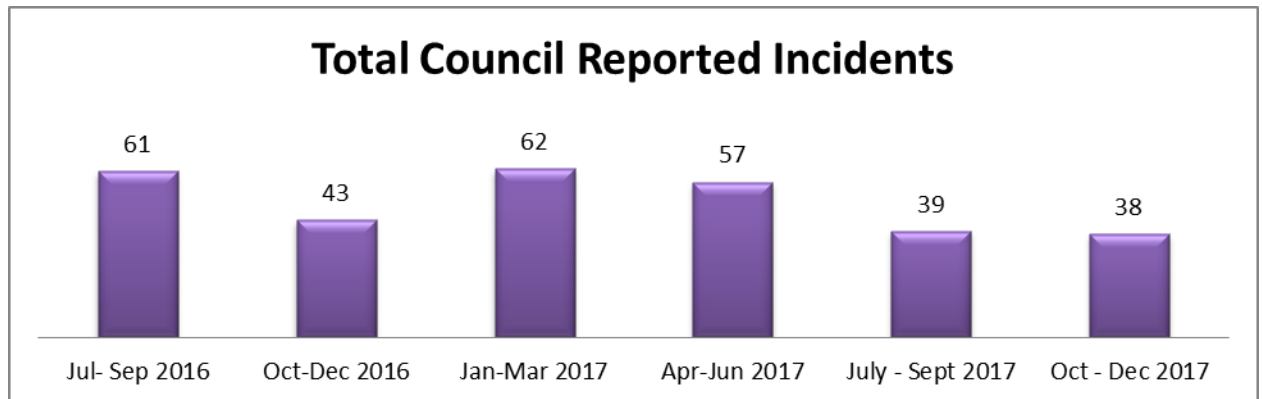
**Reported Incidents (non-notifiable):** There were 160 reported incidents – including third party – for this period:

- 77 of these were employee related with no serious injury reported
- 83 were third party with no serious injuries reported

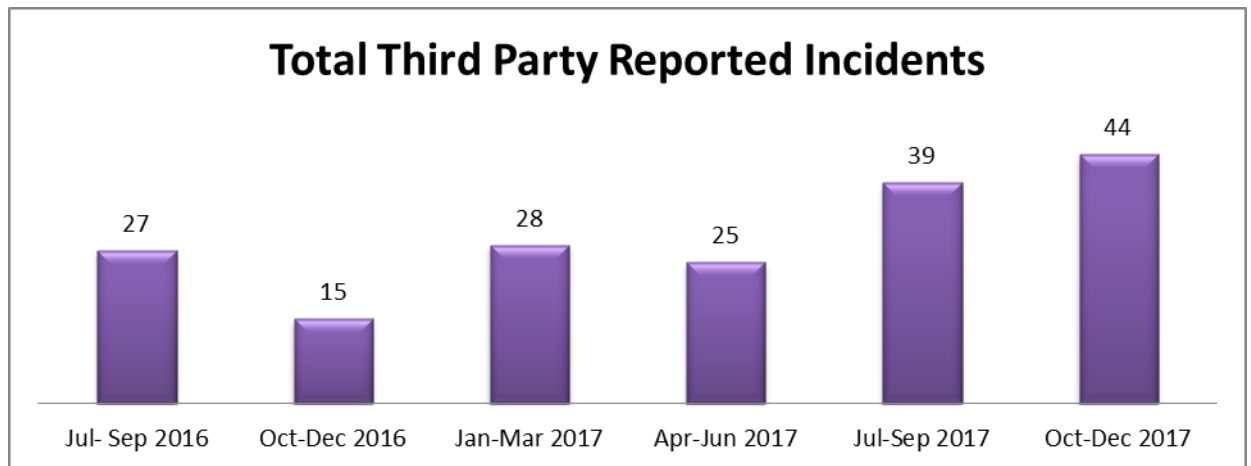
**Near Miss:** Included in the 160 total incidents reported during this period there were 17 near misses of which eight were third party from the Community Services area across the Aquatic and Library sites.

**\*Notifiable Injury:** There was one notifiable injury during this period - chemical to the eye. This was in the Infrastructure Services Group and occurred when a worker, wearing appropriate PPE, was spraying using a manual backpack system. The day was hot and the worker wiped their gloved hand across their forehead. The glove contained traces of the spray and as the worker perspired in the heat, this ran down their face and into their eyes. Immediate treatment was provided and no damage to the eyes

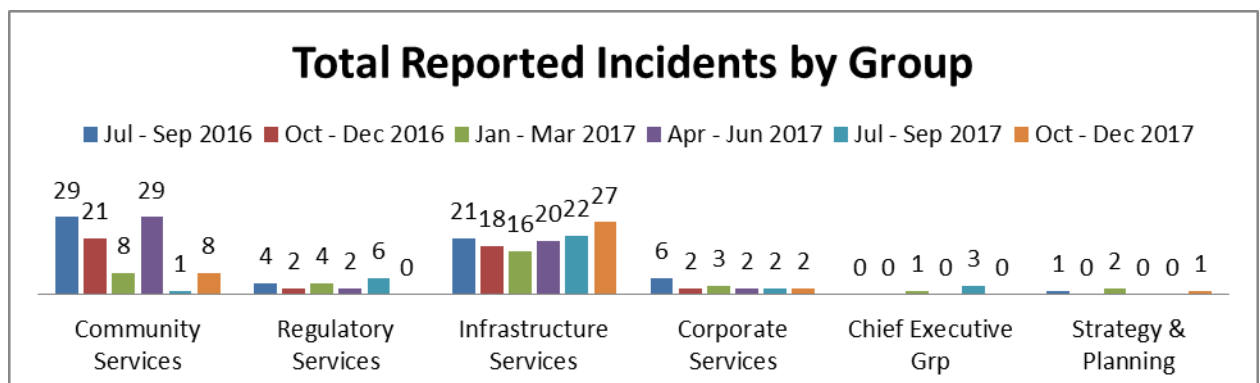
*\*Notifiable Injury: where a person suffers an injury as a result of work and requires immediate treatment other than first aid - e.g.; amputation, serious burn, eye injury, serious laceration.*



- *The reduced numbers could be attributed to an increased awareness of personal health and safety and personal risk mitigation*
- *All reported incidents were investigated*



- *Third party is defined as a person who does not hold employee status.*
- *Third party events are predominant to the Council's Aquatics and Library areas*
- *Monitoring of third party events is managed directly by each site in the first instance and escalated where risk is identified.*



## 11. CARE REGISTER

	Care Register Events	Trespass Notices	Total
Total	27	4 (2 expired)	31

- *Care register entries are reported separately so as not to be double counted in the 'incident report' totals.*
- *Any injury as a result of an event that is recorded on the Care Register will be reported through the incident, injury and near miss statistics.*

## 12. LEAVE MANAGEMENT

The use of annual leave and sick leave is currently monitored and managed at the Group level to ensure the application of adequate rest and recreation breaks support overall wellbeing.

A regular report to SLT identifies those employees with an unused annual leave entitlement of greater than 25 days. These employees are requested to provide a leave plan to reduce their balance. This is monitored and managed as excessive annual leave balances create both a health and safety risk and a financial liability. Where employees do not submit a leave plan within the required time frame for approval, contractual terms and conditions may be applied.