

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

19 JULY 2018

Meeting Status: **Public**

Purpose of Report: For Information

## **HEALTH & SAFETY QUARTERLY REPORT**

**1 APRIL - 30 JUNE 2018**

### **PURPOSE OF REPORT**

- 1 This report presents a Health and Safety Report for the period 1 April 2018 – 30 June 2018.

### **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 Between July and September 2017 the Simpson Grierson Health and Safety team were engaged to review how the Council was progressing with changes and planned initiatives following the introduction of the Health and Safety at Work Act (HSWA) 2015. The findings were presented back to this Committee in November 2017. This review identified areas for improvement, in particular where we can improve some current processes to further strengthen our ability to more effectively monitor and verify.

- 5 An example of a high level draft action plan and an example of a portion of the draft work programme was provided to the Committee in the previous quarter.
- 6 The draft action plan progress summary has been developed further to provide more information around activity and time frames for delivery of the key areas of focus following the recommendations from the review. It is attached as Appendix Two to this report.

## **CONSIDERATIONS**

### Policy considerations

- 7 There are no policy considerations.

### Legal considerations

- 8 There are no legal considerations.

### Financial considerations

- 9 Budget has been provided for implementation of the action plan initiatives as part of the 2018-38 Long Term Plan development process.

### Tāngata whenua considerations

- 10 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Significance policy

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

### Publicity

- 12 There are no publicity considerations.

## **RECOMMENDATIONS**

- 13 That the Audit and Risk Committee notes the Health and Safety Quarterly Report for the period 1 April – 30 June 2018 and the draft Action Plan progress summary included as Appendix One and Appendix Two to Report OD-18-546.

### **Report prepared by**

### **Approved for submission**

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

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

Appendix One: Health and Safety Quarterly Report 1 April 2018 – 30 June 2018.  
Appendix Two: Draft Action Plan progress summary

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Audit and Risk Committee**  
**1 April 2018 – 30 June 2018**

Following the recommendations from the SimpsonGrierson review we continue to make steady progress on the work program. The work program for the three current organizational critical risk areas: Asbestos Management; Hazardous Substance Management; and Driving is progressing on schedule. Work had already commenced on improvement and enhancements to the Contractor Management process and this work continues in accordance with the work program.

The Health and Safety Plan 2018 – 2020 will be presented to this committee in the next quarter. The plan has a particular focus on:

- skill and capability of our people
- managing our critical risks, and
- leadership and engagement.

No areas of concern or indications that Council are failing to meet its obligations under HSWA were identified in this reporting period.

### **LEAD INDICATORS**

#### **1. CORPORATE HEALTH AND SAFETY TRAINING COMPLETED** ( ) indicates no. of attendees

##### **TASK RELATED:**

- Confined Spaces & Gas Detection (5)
- Safety Traffic Management – L1 (3)
- Trench Safety Awareness Training (10)

##### **ROLE RELATED:**

- First Aid (11)
  - *First Aid training review in conjunction with the work to be undertaken on job task analysis continues. Currently only roles which require a 'comprehensive' level of first aid competency are undertaking the certified first aid courses.*
- CDEM Training (47)
- CLASS 2L Vehicle Licence (7)
- Playground Inspection & Maintenance Course (1)
- Disability Responsiveness & Awareness Workshop (14)

##### **CRITICAL RISK RELATED:**

- Hazardous Substance Inventory – *training on the use of the new database and the revised procedures regarding procurement of hazardous substances is scheduled to be completed by the end of October 2018.*
- Asbestos Awareness (19)
  - *Training to raise awareness of the dangers of working in and around asbestos has commenced for those staff and contractors who are required to work in and around asbestos in accordance with our Asbestos Management Plan.*

##### **HEALTH AND SAFETY RELATED:**

- Personal Safety in the Workplace is a regular training for all front line staff. To further support the training provided to date we are introducing a phase two version of this workshop to assist staff in developing their skills in detecting and being proactive in customer facing situations that have the potential to get out of hand. This will be trialled with Library staff over the next quarter following a spate of incidents with challenging situations in Library spaces.

#### **2. EMERGENCY EVACUATION DRILLS**

- No emergency evacuation drills scheduled this quarter.

### 3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 26 new employees this quarter. Five outstanding inductions to be completed.

### 4. WELLNESS INITIATIVES

( ) indicates no. of attendees

- Eye Examinations (4)
- Ergonomic Work Assessments (4)
- EAP Services hours utilized (31)
  - High usage not unexpected during this quarter
- Flu vaccinations provided on 6 & 18 April (103)
  - Consideration is underway for providing a 'voucher' system for flu vaccinations in the future due to the time required to manage the process on site and the disruption to staff working in the area.

### 5. PRE EMPLOYMENT MANAGEMENT

( ) indicates no. of attendees

- Drug and Alcohol Tests ( no fails) (32)
- No 'fit for work' assessments this quarter

### 6. STANDARD OPERATING PROCEDURE (SOP) REVIEW

- This programme of work has been extended from initially focusing on the Infrastructure Services Group area of work to now cover all SOPs required across the organisation. Consistency in SOP format and process was one of the recommendations of the SimpsonGrierson health and safety review.
- Priority focus has been given to those SOPs which are related to tasks which rely on information in the new and developing Hazardous Substances Inventory. As these SOPs are developed and implemented, further SOPs for general safety priority tasks will be reviewed, updated and implemented. This work is allowed for in the 2018-2020 work plan.
- The SOPs currently in place are in use but going forward they will all be consistent in format, wording and language with imbedded references to other SOPs which have relevance to the task.

### 7. CONTRACTOR MANAGEMENT

- As at 27 June 2018 a total of 194 Contractors were listed as 'approved' on the Contractor Register.
- Five contractors were added this quarter – combination of new and existing with renewal verification.
- Significant work continues in the area of contractor management in conjunction with the recommendations from the SimpsonGrierson health and safety review.
- This work includes the development of 'procedure' documents to provide increased review and verification activity by council project/contract managers.
- To date the following 'procedures' have been drafted and are currently under review in preparation for presentation to the SLT and the Health and Safety Committee:
  - Incident Reporting and Management Procedure
  - Hazard & Risk Management Procedure
  - Contractor Management Procedure, including revised
    - H&S Contractor Pre Selection Form
    - H&S Contractor Minor Works pre-selection Form
    - H&S Contractor Pre Commencement Checklist
    - H&S Contractor Performance Evaluation Form
    - H&S Contractor Practices Verification Form, and
    - H&S Contractor Arrangements and Expectations Handbook

### 8. RISK MANAGEMENT

- As part of the draft work program, three organizational critical risk areas have been identified as current: Asbestos Management, Hazardous Substance Management, and Driving.
- Work has commenced in each of these areas.
  - Compilation of a Hazardous Substance Inventory for all of council has commenced and as at 30 June 2018 we had over 700 items listed. There are still 7 stand alone work sites to be audited but progress is on track for completion of the site audits by end October 2018.

- An asbestos management plan has been developed which going forward will include provisions detailed for property, infrastructure and people. In simple terms – how we identify where asbestos is present, how we work with it, and what we do with the information.
  - *Property* includes how we manage the presence of asbestos in all buildings, including rental accommodation, owned by the council
  - *Infrastructure* includes how we work with materials containing asbestos
  - *People* includes how we monitor the health of our workers who are required to come into contact with asbestos during the course of or in the nature of their work for the council.
- Driving remains an ongoing critical risk for any employer who has vehicles and staff regularly on the road. We are revising our training plan and refresher driver awareness workshops plus assessments will become a regular cycle for all council staff who are required to regularly drive a council vehicle. Specific training for specialist vehicle's (pump trucks, bulldozers etc) is already in place. Not only is safety an issue but also organizational reputational risk as all vehicles are clearly council logoed.
- As at 27 June 2018 there are 31 reported Care Register events/hazards. During this quarter, one new entry added.

## 9. HEALTH AND SAFETY COMMITTEE (HSC)

- The HSC and the Operations Working Group have continued to meet monthly where possible. Focus continues on health and safety policy consultation, incident management, risk strategies and general health and safety matters.

## 10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

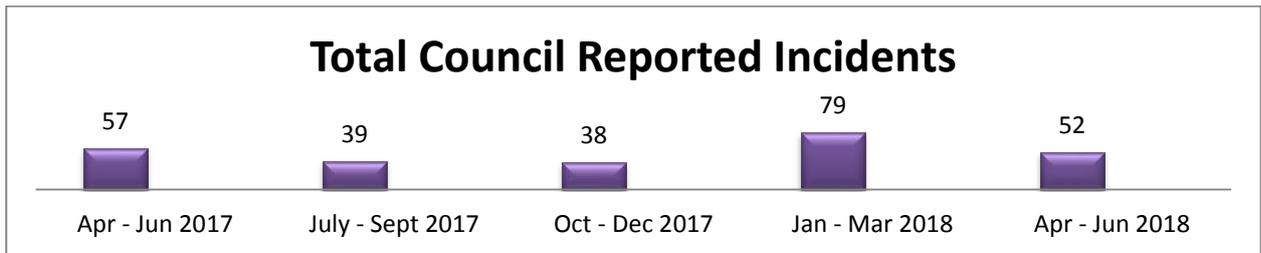
- The health and safety policy review continues to ensure consistency in referencing council values and providing effective linkage to other policies for more easy access to documentation and related information.
- The overarching HSMS review complements the policy review as it incorporates the refresh of procedures and further develops documents required for health and safety activity in a much more straight forward format to encourage easy access, easy understanding and more effective retrieval. The new intranet 'HubKap' (going live after 6 July 2018) is expected to better support the new look and feel of the health and safety toolkit.
- Following implementation of the Working Alone Policy, the next stage to support this policy in action is to implement a consistent technical application for monitoring the workers who go off site alone. This was due for implementation 2 July 2018 however resourcing issues have delayed the completion of the trial of the 'app' Get Home Safe. Implementation is expected by mid August 2018 and is expected to initially apply across all mobile devices issued to staff in roles who work off site and 'after hours'.

## LAG INDICATORS

### 11. INCIDENTS, INJURIES AND NEAR MISS 1 APRIL 2018 – 30 JUNE 2018

	Non-Notifiable Incident/Injury	Notifiable Incident	Notifiable Injury	Near Miss	Total
Community Services	9				9
Infrastructure Services	6		10	1	17
Chief Executive				1	1
Third Party	20		1	2	23
Contractor				2	2
<b>Total</b>	<b>35</b>		<b>11</b>	<b>6</b>	<b>52</b>

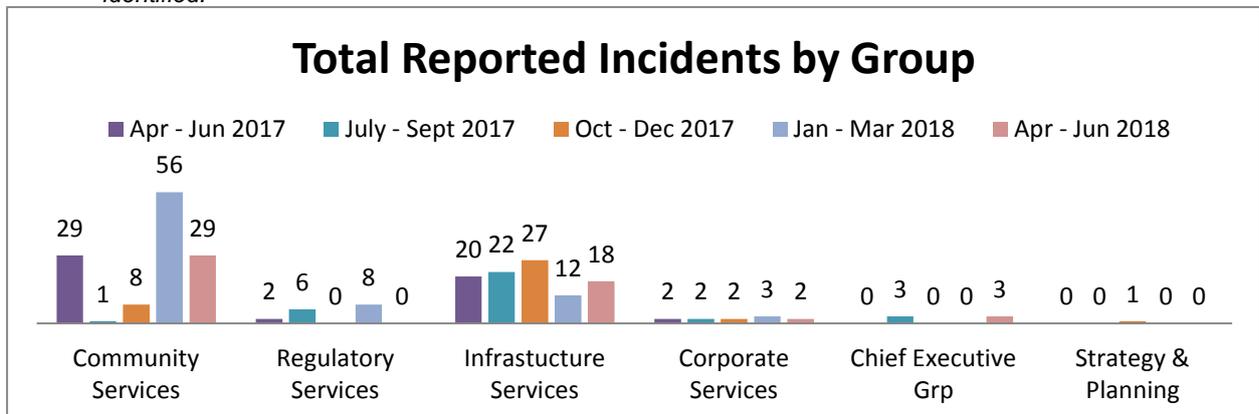
- *Notifiable Incident: an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk, arising from immediate exposure.*
- *Notifiable Injury: suffers an injury as a result of work. Requires admittance to hospital or immediately or within 48 hours of the event, not just first aid.*
- *During this quarter one near miss by a contractor was reported to Worksafe by NZ Police. This incident involved a cyclist and at the time of the incident it was not known if the patient would require admittance to hospital.*
- *No entries this quarter for Corporate Services, Regulatory Services, or Strategy & Planning. This is being investigated and data will be updated and corrected for the next quarter.*



- Total reported incidents this quarter show decreases in Aquatics – Waikanae summer pool season closed during this quarter.
- All reported incidents were investigated.
- Two near miss incidents involved contractors working for the Council. (Library and Roading)



- Third Party is defined as a person who does not hold employee status.
- This quarter Third Party events continue to be predominantly Aquatics (11) and Libraries (8) – Council’s public spaces. Waikanae summer pool season was not operational during this quarter.
- Monitoring of third party events is continuous and dealt with directly by each site and escalated where risk is identified.



## 12. LEAVE MANAGEMENT

The use of annual leave continues to be 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.

There continues to be a consistent level of applications to cash up ‘alternative day’ leave and the additional 5 days annual leave over the legislated 3 week entitlement which needs to be taken.

The use of sick leave is monitored to identify trends of excessive use or identify trends of high use within common areas. Council employees are entitled to 10 days sick leave per year and may accumulate unused sick leave. Unused sick leave is not paid out upon termination. No trends of concern were identified during this quarter.

**DRAFT ACTION PLAN – progress update summary at 30 June 2018**

Appendix 2 OD 18-546

<b>Key Recommendations from Review (attention now)</b>	<b>Activity</b>	<b>Due date for completion</b>	<b>Progress</b>	<b>Updated Information for SLT/ARC</b>
<p><b>Leadership</b> SLT and officers to continue to increase and improve their understanding of H&amp;S performance and organisational culture</p>	<ul style="list-style-type: none"> <li>• Revision of H&amp;S Performance Report to improve analysis and provide managers and officers with more meaningful information.</li> <li>• Review reporting and recording database (Vault) to determine necessary inputs and analysis required to support improved reporting</li> <li>• Hold SLT Workshop to develop an annual H&amp;S Plan and agree H&amp;S performance targets and metrics</li> </ul>	Q4 / 18	Good practice developing (orange)	<ul style="list-style-type: none"> <li>• Revised template drafted. SLT to confirm format ready for July –Sept ARC report schedule.</li> <li>• Vault upgrade due to be completed end July with wider accessibility for Executive Secretaries to create H&amp;S activity reports directly for their Group Manager</li> <li>• SLT workshop to be held as part of ‘away’ session in next quarter and will incorporate ‘critical risk’ analysis exercise.</li> </ul>
<p><b>Health and Safety Management System (HSMS)</b> Develop a structured framework and create documents which support assurance and increase confidence in practical application.</p>	<ul style="list-style-type: none"> <li>• Prepare work plan for new HSMS, to include resources, development of docs, consultation and implementation processes.</li> <li>• Agree structure of appropriate HSMS Framework (including up to 12 procedures, content layout and governance).</li> </ul>	Q4 / 18	Good practice developed and ongoing (green)	<ul style="list-style-type: none"> <li>• Workplan for new HSMS underway and awaiting completion of Vault upgrade before further work to align changes.</li> <li>• 12 procedures identified. 3 procedures drafted for SLT review: Hazard &amp; Risk Management; Contractor Management; and Incident Reporting and Management.</li> </ul>
<p><b>Contractor Management</b> Complete review of current processes to align with HSWA obligations</p>	<ul style="list-style-type: none"> <li>• Establish project group which will;                             <ul style="list-style-type: none"> <li>• Support development of procedures (to meet HSWA expectations, and with clear ownership)</li> <li>• Facilitate implementation plan.</li> </ul> </li> </ul>	Q4 / 18	Good practice developing and on going	<ul style="list-style-type: none"> <li>• Project Group established and will commence meeting late July.</li> <li>• 3 of the 12 procedures have been drafted for consultation before final approval</li> <li>• Dates for revised procedure implementation will be confirmed following consultation with HSC and SLT. (August 2018)</li> </ul>