

Chairperson and Committee Members
AUDIT AND RISK COMMITTEE

28 FEBRUARY 2019

Meeting Status: **Public**

Purpose of Report: For Information

HEALTH AND SAFETY QUARTERLY REPORT
1 OCTOBER 2018 – 31 DECEMBER 2018

PURPOSE OF REPORT

- 1 This report presents a Health and Safety report for the period 1 October 2018 – 31 December 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 the 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 the 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.
- 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 A draft Health and Safety Plan 2018 – 2020 was provided to the Committee at the meeting 13 September 2018 and has since been adopted by the Senior Leadership Team.
- 6 Progress on the 2018 – 2020 Health and Safety Plan will be incorporated into quarterly reports going forward.

ISSUES

- 7 Progress on the Health and Safety 2018-2020 Plan initiatives is currently on track however 'business as usual' activities do have the potential to absorb resources and as such, some time lines may be extended and this will be updated through the reporting cycle.

CONSIDERATIONS

Policy considerations

- 8 There are no Policy considerations.

Legal considerations

- 9 There are no legal considerations.

Financial considerations

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

Tāngata whenua considerations

- 11 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

- 13 There are no publicity considerations.

RECOMMENDATIONS

- 14 That the Audit and Risk Committee notes the Health and Safety Quarterly Report for the period 1 October 2018 – 31 December 2018 attached as Appendix One to Report CE-19-737.
- 15 That the Audit and Risk Committee note and endorse the Health and Safety Leadership Charter which will provide a continuous transparent platform in preparation for the new triennium, attached as Appendix Two to Report CE-19-737.

Report prepared by

Approved for submission

Dianne Andrew
Organisational Development Manager

Wayne Maxwell
Chief Executive

- 1 Appendix One – Health and Safety Quarterly Report 1 October 2018 – 31 December 2018.
- 2 Appendix Two – 2019 Health and Safety Leadership Charter

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report to the Audit and Risk Committee
1 October - 31 December 2018

Following the recommendations from the Simpson Grierson review we continue to make steady progress on the work program.

The Health and Safety Plan 2018 – 2020 was presented to this committee at the September 2018 meeting. The plan is split into three high level areas: Leadership; Health and Safety Management Systems, and Contractor Management. Underlying these there is 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:

- Chemical Handling & Spill Management (3)
- Confined Spaces & Gas Detection (1)
- GROWSAFE Introductory Course (2)
- GROWSAFE Approved Handler (2)
- Guidelines for the use of Magnatoxin 2007 (2)
- Operation & Maintenance Training For Trojan UV Swift (1)
- Safety Traffic Management – 1 (1)

ROLE RELATED:

- First Aid (55)
 - *Comprehensive*
 - *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. Other roles across the organization will be provided with CPR and Defibrillator (AED) training which is scheduled for March 2019.*
- Advanced Fire (2)
- Apply Health & Safety Risk Management (1)
- CDEM Training (23)
- Disability Responsiveness & Awareness Workshop (35)
- Emergency Assistance Centre Training (16)
- Health & Safety Rep Stage 1 Training (4)
- Open Space Mowing (26)
- TU5300 Turbidimeter (5)

CRITICAL RISK RELATED:

- Hazardous Substance Inventory – *training on the use of the new database and the revised procedures regarding procurement of hazardous substances has been rescheduled to commence early March 2019. This is due to resource availability.*
- Asbestos Awareness nil this quarter
 - *Training to raise awareness of the dangers of working in and around asbestos will be ongoing as required 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 training for all front line staff will continue to be available to Library, Aquatics, Regulatory and Customer Services staff within the corporate training schedules.

- Training for staff on the use of the new Hazardous Substance Inventory and procurement of chemicals for the workplace is scheduled to commence week commencing 11 March 2019.

2. EMERGENCY EVACUATION DRILLS

- no emergency evacuation drills were scheduled this quarter.

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 11 inductions completed this quarter.

4. WELLNESS INITIATIVES

() indicates no. of attendees

- Eye Examinations (10)
- Ergonomic Work Assessments (2)
- EAP Services hours utilized (40)

5. DRUG AND ALCOHOL MANAGEMENT

() indicates no. of attendees

- Drug and Alcohol Tests pre employment (58)
- Non negative (1)

6. STANDARD OPERATING PROCEDURE (SOP) REVIEW

- The SOPs currently in place are in use but are continuing to be updated in conjunction with the Hazardous Substance Inventory. (see also below section 8 Risk Management)

7. CONTRACTOR MANAGEMENT

- As at 18 December a total of 209 Contractors were listed as 'approved' on the Contractor Register.
- Nine new contractors were added this quarter. A number of existing contractors have been renewed.
- One contractor was stood down during this quarter.
- Significant work continues in the area of contractor management in conjunction with the recommendations from the Simpson Grierson health and safety review. This work stream is contained under the Contractor Management section of the 2018-2020 plan and is on track.

8. RISK MANAGEMENT

- As part of the draft 2018-2020 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 centralized Hazardous Substance Inventory for all of council was completed last quarter. There are approximately 700 unique substances with over 1200 line entries. The next phase of this work stream will be to review and align the SOPs. (see also above section 6 SOP Review)
 - Critical risk bowtie analysis pilot workshops with SLT and project/contract managers are scheduled for 23 and 24 January 2019 and following that the workshops will be rolled out to all managers and the Health and Safety Committee will be included in this training.
 - An asbestos management plan has been developed which going forward will include provisions detailed in sub plans 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. Review of progress on each sub section is scheduled to commence during the next quarter.
- Driving remains an ongoing critical risk for any employer who has vehicles and staff regularly on the road. We have revised our training plan to include a regular refresher/training cycle for all council staff who are required to regularly drive a council vehicle. Job specific training for specialist vehicles (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 31 December 2018 30 Care Register entries, no new additions this quarter.

9. HEALTH AND SAFETY COMMITTEE (HSC)

- The HSC and the Operations Working Group have continued to meet monthly where possible. The HSC met this quarter with SLT. This was one of the initiatives contained in the Leadership section of the 2018-2020 plan and was the first of such meetings which will be scheduled on a quarterly basis.
- Due to internal staff movements into leadership positions and one resignation, current vacancies on the committee are in the process of being filled.

10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

- The health and safety policy review work program continues to be a work in progress with 12 key procedure documents drafted and under review this quarter. The health and safety policy statement has been reviewed and updated and is scheduled on the SLT agenda for 11 February 2019. This work stream is contained under the Health and Safety Management Systems section of the 2018-2020 plan and is on track.
- Following implementation of the Working Alone Policy, the next stage to support this policy in action is to implement a consistent technical application to assist safety of workers who go off site alone. The trial of the 'app' GetHomeSafe proved uneventful and a different 'app' VeriSafe' has been identified which is more user friendly. This app will be trialed by staff with the aim to implement in the early new year.
- The updated Health and Safety Toolkit on the new intranet – HubKap – is being built up as documentation is updated.

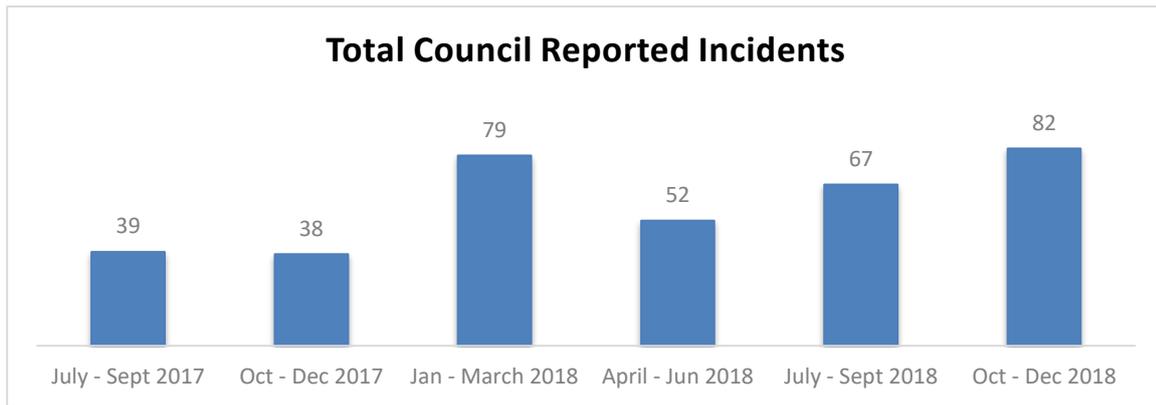
LAG INDICATORS

11. INCIDENTS, INJURIES AND NEAR MISS 1 OCTOBER – 31 DECEMBER 2018

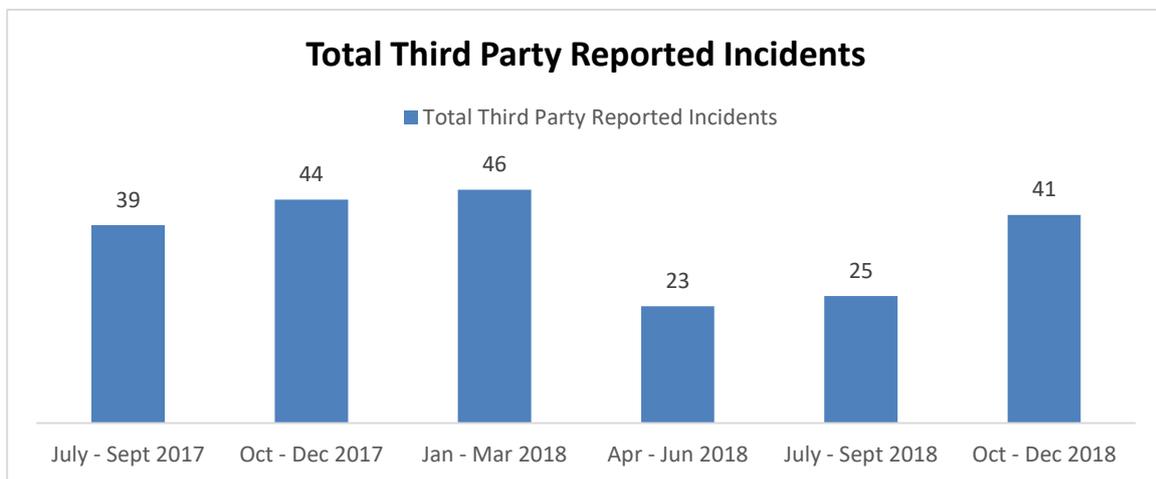
| | Incident/Injury | Notifiable Incident / Injury | Near Miss | Total |
|-------------------------|-----------------|------------------------------|-----------|-----------|
| Community Services | 9 | | | 9 |
| Infrastructure Services | 20 | | 1 | 21 |
| Corporate Services | 3 | | 2 | 5 |
| Regulatory Services | 2 | | 2 | 4 |
| Strategy & Planning | 1 | | | 1 |
| Chief Executive | | | | |
| Third Party | 39 | | 2 | 41 |
| Contractor | 1 | | 0 | 1 |
| Total | 75 | | 7 | 82 |

There were no notifiable incidents this quarter.

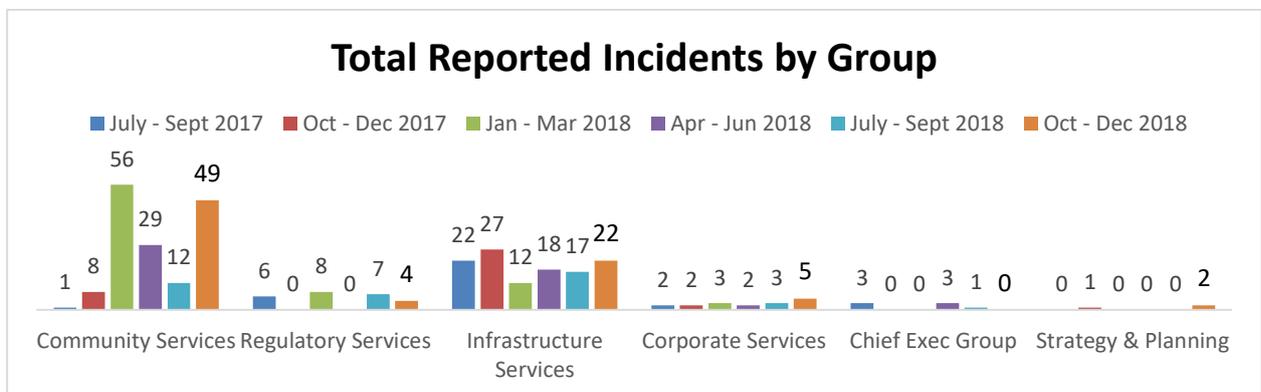
- *Notifiable Incident: an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk, arising from immediate or imminent exposure.*
- *Notifiable Injury: suffers a serious injury as a result of work, for example requires admittance to hospital immediately or treatment from a registered medical practitioner within 48 hours of exposure to a substance.*



- All reported incidents were investigated and corrective actions identified and actioned where required.
- Of 82 total incidents,;
 - 10 worker injuries: including sprains, foreign bodies, bruising. A trip/fall resulted in a minor foot bone fracture, which was not a notifiable injury as it did not result in loss of function.
 - 1 worker illness – feeling faint
 - 29 worker non –injuries including 5 near misses
 - 1 contractor incident, 41 third party incidents



- Third Party is defined as a person who does not hold employee status or contractor worker status
- This quarter Third Party events continue to be predominantly Aquatics (30) and Libraries (10) – Council’s public spaces. (Waikanae summer pool season commenced this quarter)
- Monitoring of third party events is continuous and dealt with directly by each site and escalated where risk is identified.



This will be the last quarterly report to provide Group comparisons in the above format due to the organisational restructure which will take effect from January 2019. The next quarter will report on the new Group structure and the next quarter following that will begin in the new comparison by Group format. Reporting will continue to advise of any significant incidents despite the gap in Group comparison for the transition period.

**KAPITI COAST DISTRICT COUNCIL
2019 HEALTH AND SAFETY LEADERSHIP CHARTER**

1. 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.

2. Health and Safety Leadership Charter

Under the Health and Safety at Work Act, Elected Members and the Chief Executive are the Officers of our organisation. As Officers, Elected Members 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.

Elected Members, as 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 Elected Members in their capacity as 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;
- To take the opportunity to verify processes that are put in place; and
- To extend health and safety efforts, wherever relevant, beyond the workplace recognising and supporting related initiatives within the community.