

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report – Audit and Risk Committee
1 July 2014 – 30 September 2014

APPENDIX 1

Executive Summary

1 Achievements in First Quarter

- Embedding of new Health and Safety Approved Contractors Policy and risk grading process
- Completion of Annual Hazard Register review for all Council sites
- Developed and completed the review of the Annual Health and Safety Objectives for the 2014-2015 year
- Completed policy review on Health and Safety Policy Statement
- Commenced development of new Council wide Working Alone Policy

2 Outstanding Issues in Fourth Quarter

- Development of an internal H & S Audit Framework continues
- Continuing to further align the Council H & S Framework with the known H & S Reform Parameters

3 2nd Quarter Work Programme

- Implement continuous improvement recommendations as documented within the WSMP Audit report 24 June 2014
- Commence a Worker Participation process proposal for Council implementation early 2015
- Complete and effectively communicate new Working Alone Policy
- Undertake Audit specific to new Contractor risk grading process and complete internal Audit framework and schedule.

KĀPITI COAST DISTRICT COUNCIL
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Subject	Status	Comment on Subject	Evidence Available (if required)
1 Policy and Planning			
Health and Safety Annual Objectives (Plan) 2014-2015	<p>The H & S Annual Objectives set out the high level plan of what is to be achieved for the year by the Health and Safety Committee.</p> <p>The 2014-2015 Objectives were developed by the H & S Committee and approved by the SLT on 27th August 2014.</p>	<p>The focus of the Annual Objectives this year is primarily on the Health and Safety Reforms due for release in April 2015. The reforms will have some impact on the way Health and Safety is applied and will require response in terms of application from Council to ensure Council complies.</p>	2014 – 2015 Annual Objectives
Health and Safety Policies	<p>Scheduled Review of Health and Safety Policies is ongoing as per the schedule within the Health and Safety Policy.</p> <p>Development of new policy occurs on the basis of need identified through hazards or as a result of change to the legislation. All policies are available on the Staff Intranet.</p>	<p>Policies reviewed this quarter by the SLT are:</p> <p>Health and Safety Policy Statement reviewed and renewed for 2014-2015 year.</p> <p>Council has commenced a review of the current Operations Working Alone Policy which will be broadened to that of a Corporate Working Alone Policy with overarching principles for the entire organisation.</p>	<p>Health and Safety Policy</p> <p>Health and Safety Policy Statement</p> <p>Draft Working Alone Policy</p>
Contractor Management of Health and Safety	<p>Council continues to embed the new Contractor Policy and Process using a three tiered Risk grading system.</p>	<p>Response from Contractors has been consistent and in the main positive. Registration has possibly peaked with 146 Contractors Registered currently as having completed the process or are actively working through the process.</p> <p>Recent review of the Con 1 Application form has provided clearer guidelines for Contractors on Council expectation regarding this process. This has reduced the response queries.</p>	<p>Contractor Application Forms</p> <p>Approved Contractor Register</p>

KĀPITI COAST DISTRICT COUNCIL
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1 July 2014 – 30 September 2014

2 Delivery			
<p>Hazard Management and Review</p>	<p>Each site holds a significant Hazard Register specific to that site which is reviewed by both the Managers and the Committee on an Annual basis and following every significant incident.</p> <p>Hazard reporting has remained at a low level.</p> <p>This is not to say hazards are not identified, there is clear evidence to say Council employees manage hazards and put solid solutions in place to resolve the issues. It is the reporting data only that requires further work and clarification.</p>	<p>A full annual review of all 16 site hazard registers has been completed by the Health & Safety Committee and Site Manager and communicated to employees. All are available on the Staff Intranet.</p> <p>Council has logged one Notifiable Serious Harm event with Worksafe NZ this quarter for a fall incident sustained by an elderly customer visiting the Waikanae Library when arising from her chair and stumbling against Library equipment. The Customer sustained a fractured shoulder joint and was transferred to Hospital. Surgery not required.</p> <p>Whilst the hazards identified in the report were not the cause of the event, they contributed to the level of injury.</p> <p>Hazards have since been removed eliminating any further harm. The Hazard Register for Waikanae Library addresses the hazard controls for falls, slips and trips.</p> <p>Communication has been effective with the reporting of Hazards increasing and data captured within the vault data base.</p> <p>Analysis of the information captured will continue to be reported on monthly the H & S Committee and quarterly to the Senior Leadership Team</p>	<p>Site Significant Hazard Registers 2014 – 2015</p> <p>Waikanae Library Hazard Register 2014 – 2015</p> <p>Statistical Data</p>

KĀPITI COAST DISTRICT COUNCIL
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1 July 2014 – 30 September 2014

Health and Safety Expertise and Training	The H & S Reforms require an organization to have a plan in place for the education of Health and Safety representatives that will allow them to participate to the highest level and be of most value.	Council is in the process of developing Job Descriptions for all Health and Safety Committee Members that will outline the requirements of their roles and a plan for how they will achieve these. To be developed in conjunction with the introduction of the new Worker Participation process.	Training records
Worker participation	Worker Participation replaces the current Employee Participation agreement for the application of H & S within Council and comes into effect April 2015. Worker Participation is essentially collaboration between Managers and workers and encourages the input of staff into the management of health and safety through workplace committees. The draft legislation provides guidelines for how they see Worker Participation being applied.	There is less focus on Union involvement in defining the parameters for H & S within an organisation and a significant increase in worker participation for Health and Safety Management. Collaboration between Managers and Workers will be the new focus for all H & S matters. Council is beginning to develop strategies for how this can be applied internally and is working towards implementation Feb/March 2015.	Draft H & S Legislation
Internal Audit Process	H & S Audit currently carried out within the Operation areas on a monthly basis. Draft Templates underway for Corporate H & S audit process along with schedules.	An internal audit process will monitor the practical application of the H & S policies and procedures and identify areas of risk. Audit data will be collated in the Vault H & S data base and reported to the H & S Committee on a monthly basis and to SLT each quarter. Expected time frame for schedule to commence is Feb/Mar.	Draft Audit Templates Draft H & S legislation

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report – Audit and Risk Committee
1 July 2014 – 30 September 2014

3 Monitoring for Wellness			
<p>Serious Harm</p>	<p>Serious Harm – 1 – Waikanae Library. Elderly Customer sustained fracture shoulder joint following a fall when standing up from her chair.</p>	<p>As stated above, one serious harm event this quarter met the criteria for Serious Harm notification to Worksafe Nz.</p> <p>Worksafe NZ responded that they were satisfied with the Council's internal investigation and subsequent remedies put in place. Worksafe advised on that basis there is no requirement for further investigation. The Notifiable Serious Harm event is now complete.</p> <p>Customer is progressing well.</p> <p>Incident/Accidents for the quarter are consistent with previous quarters</p> <p>Investigations outstanding are awaiting data or action for closure and will be completed 30 October 2014.</p>	<p>Investigation Report Worksafe NZ Notification Worksafe NZ Response Letter</p>

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report – Audit and Risk Committee
1 July 2014 – 30 September 2014

<p>Incidents/Accidents/Near Misses</p>	<p><u>Incident Statistical Data</u></p> <table border="0"> <tr><td>Incidents</td><td align="right">18</td></tr> <tr><td>Accidents</td><td align="right">12</td></tr> <tr><td>Near Miss</td><td align="right">1</td></tr> <tr><td>Illness</td><td align="right">1</td></tr> <tr><td>Third Party</td><td align="right">26</td></tr> <tr><td>Contractors</td><td align="right">1</td></tr> <tr><td>Total</td><td align="right">59</td></tr> </table> <p>Investigations Completed 56 Investigations Underway 3</p> <p>All incidents/accidents undergo investigation. An incident severity rating of 1 (insignificant) and 2 (minor) requires investigation by Manager. A rating of 3-5 will result in a Health and Safety Investigation by H & S Advisor or trained H & S Representative.</p> <p>EAP uptake for this quarter is: 6 Sessions 6 Clients 11 Hours total.</p>	Incidents	18	Accidents	12	Near Miss	1	Illness	1	Third Party	26	Contractors	1	Total	59	<p>Incident & Accident data remains consistent with previous quarters.</p> <p>Reporting trends continue to improve as does incident investigation completion.</p> <p>Incidents Investigations with a severity rating of 3 or higher are reported to the SLT by Manager and H & S Advisor or H & S Rep.</p> <p>SLT can then determine if the investigation and remedies are relevant and appropriate to the situation or may choose to undertake a Managerial investigation that will widen the scope of information and resolutions.</p>	<p>Injury/Accident Data</p>
Incidents	18																
Accidents	12																
Near Miss	1																
Illness	1																
Third Party	26																
Contractors	1																
Total	59																
<p>Lost Time</p>	<p>Data collection continues to improve with the new payroll system that will further assist analysis of health trends.</p> <p>Work Related leave – nil concerns this quarter</p> <p>Sick Leave – Data identifies an increase in sick leave taken but that the trends are consistent across the board with evidence supporting a similar region wide response to the same viruses.</p>	<p>Stats remain consistent to previous quarters with no evidence to support Council's sick leave totals are unusual.</p> <p>However more detailed analysis is required to understand the health of the organization in order to develop more robust strategies for managing wellness.</p> <p>The reforms identify that there has been very little Health guidance in the overall HSE framework and is intent on changing this with the proposed reforms.</p>	<p>Vault Data Payroll Leave analysis</p>														

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	Monitoring will continue in this area along with further research into Organisational Health strategies.	The government has signaled its requirement for Employers to be drilling down into the detail to better understand the reasons for the data recorded.	
4 Review			
Ensure continuous improvement in health and safety management by regular review of systems and process via internal audit.	Health and Safety Audit is a regular item in the Operations domain but there is further requirement to broaden this out to all areas of Council to ensure the Health and Safety systems and processes are appropriate Audit templates under development by the Health and Safety Committee as is the plan for how this will be implemented.	Audit Templates have been approved by the Health and Safety Committee. The audit roster of alternative Council sites will take place from February and reported to the Health and Safety Committee on a Monthly basis.	Audit Templates H & S Monthly Minutes