

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Audit and Risk Committee**  
**1 July 2015 – 30 September 2015**



## **Executive Summary**

In the first quarter for the 2015/2016 year we have continued our progress towards aligning council process and procedures with the known expectations from the incoming Health and Safety “At Work Bill”. This Bill is due for release on 4 April 2016. We have also consolidated our work schedule in preparation for our 2 yearly ACC Work Safety Management Practices (WSMP) Audit. This Audit was originally scheduled for June 2016 however with the new legislation coming into effect on 4 April, we have moved our WSMP Audit forward to February/March to better position our organization for the upcoming changes.

Completing our WSMP Audit prior to the legislative changes would enable our organization to have a full two year period to consolidate and review internal process against the new legislation before the next WSMP Audit in 2018.

In terms of overall preparation, some of the projected changes for the Council arising from the H&S reforms are likely to be in the following areas:

- *A requirement for a review of all Standard Operating Procedures against the Worksafe NZ Best Practice Guidelines and the development of new operating procedures/guidelines in those areas that are not core operational areas but still required to undertake duties that have risk attached to them. (we are currently allocating a resource to this function);*
- *Review of our Hazard Management structure against new legislative Risk Management practices;*
- *Competency – there will be a greater requirement to ensure and prove employee competency within specific roles with risk attached. This will impact on training, induction, education/up-skilling and auditing. (we are currently reviewing our recruitment process to address this as much as practicable up front);*
- *Aligning Personal Protection Equipment (PPE) requirements against new regulations;*
- *Furthering H&S practices and documentation for Volunteer Management. We aim to achieve this through partnership agreements, education and accessible procedure guidance;*
- *Reviewing our current worker participation process against new legislation parameters;*
- *Communicating the new/changes to our worker participation process via consultation;*
- *Reviewing H&S Policy content to ensure legislation changes are reflected and communicate any changes effectively;*
- *Reviewing our communication processes to ensure legislation changes can be accurately reflected and appropriate information is available in a timely manner (Eric and H & S manual); and*

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- *Re-aligning current contractor management policy and processes with legislation changes.*

**Key Achievements 1 July 2015 – 30 September 2015**

- Completion of the annual review of the Health and Safety Objectives
- Completion of the annual review of all 16 Council Significant Hazard Registers
- Annual Hearing Tests completed for Operations staff
- Commenced review of the Personal Protective Equipment Policy
- Completed first draft of the new policy: 'Identifying and Managing Bullying, Harassment and Discrimination in the Workplace'
- One Significant Event (Near Miss – no physical harm) reported to Worksafe NZ. Council's investigation deemed satisfactory and "No Further Action" required by WorkSafe.

**Work Programme 1 October 2015 – 31<sup>st</sup> December 2015**

- Continue progressing the Personal Protective Equipment policy review
- Continue the 'Identifying and Managing Bullying, Harassment and Discrimination in the Workplace' Policy development process including consultation, education and awareness
- Develop a draft Worker Participation System to meet the reform requirements
- Develop, through consultation, a new Employee Participation Agreement within the new H&S Reform parameters
- Lodge the Council application for the Work Safety Management Practices Audit
- Continue preparation relevant to maintaining Tertiary Level Accreditation within the WSMP Audit process
- Prepare for the Drug and Alcohol Policy review in early 2016
- Commence a review of all Operating procedures against the new Health and Safety Regulations as they are released
- Communicate and educate employees on the known H&S Reform parameters in the lead up to the At Work Bill release in April 2016

**Jill Dallinger**

Health & Safety Advisor

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Subject	Status	Comment on Subject	Evidence Available
<b>1 Policy and Planning</b>			
Health & Safety Plan	The Council's Health & Safety Plan runs annually from 1 July to 30 June.	<ul style="list-style-type: none"> <li>• 2015/2016 plan has been drafted by the Health and Safety Committee and reviewed by the Senior Leadership Team.</li> <li>• The objectives have been approved and communicated to employees via the Health and Safety Intranet and Health and Safety Committee Minutes.</li> <li>• The 2015/2016 focus remains on the Health and Safety Reforms and introduction of new legislation in April 2016.</li> </ul>	2015/2016 H & S Objectives
New Policy: Draft: "Identifying and Managing Bullying, Harassment and Discrimination in the Workplace"	The Council is in the process of broadening its current Harassment Policy to include provisions for identifying and managing bullying, harassment and discrimination within the workplace. The new Policy is based on the Best Practice guidelines provided by the regulator Worksafe NZ.	The policy draft has been completed and is undergoing its first review. Once completed it will be presented to Health and Safety Committee and the Senior Leadership team for comment before Employee consultation and education.  Once the above is complete the policy will undergo a final review by the Senior Leadership Team before it is approved. The Council is aiming for formal approval and subsequent implementation by March 2016.	Draft "Identifying and Managing Bullying, Harassment and Discrimination in the Workplace" Policy

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Employee Participation Agreement (EPA)	<p>The EPA agreement is the document that details the agreed provision of Health and Safety for employees. This is a worker participation process, an agreement between the Council and the Unions based mainly on the legislative parameters but also agreed negotiated provisions for an on behalf of the employee.</p> <p>It is reviewed annually every June and will be required to be renegotiated in April 2016.</p>	<p>The Health and Safety Reforms change the parameters of this document significantly. There is no longer a requirement for negotiated agreement with Unions in the provision of Health and Safety as this transfers to that of the Employee/Workers instead. The At Work Bill strengthens 'Worker engagement and participation' in Health and Safety.</p> <p>The Bill sets out 2 overarching PCBU duties for involving workers in H&amp;S. The employer must:</p> <ul style="list-style-type: none"> <li>• Engage – so far as is reasonably practical with workers who work for the business and those workers that are directly affected by a H&amp;S matter of the PCBU. There will be a requirement for effective horizontal consultation.</li> <li>• Have effective practices that allow workers who work for its business to have an opportunity in improving work H&amp;S on an on-going basis – these are to be called Worker Participation Practices.</li> </ul> <p>We are currently undertaking a review on how the new worker engagement participation parameters can be applied that will have the optimum outcome for the workers.</p>	Current EPA Agreement
<b>2 Delivery</b>			
Incident Management	<p>Incident Management is the responsibility of every individual within Council. Current process is well known and effective. Trend information is analysed by the Health and Safety Committees monthly and reported to the Senior Leadership Team. Strategies for improvement are communicated via the Committee minutes which are published on the intranet.</p>	<p>This quarter Council recorded:</p> <ul style="list-style-type: none"> <li>• 68 incidents</li> <li>• 32 of these related to Third Party</li> <li>• 36 were employee related</li> <li>• 1 employee incident was categorized as a serious event with a potential severity rating of 5.</li> </ul> <p>The incident totals remain consistent with that of previous quarters with the average incident ratio for the last 4 quarters at 71.25. (Appendix 1)</p> <p>Under current legislation only serious harm is notifiable to Worksafe NZ. Under the new legislation those parameters change to serious or notifiable event and there are new parameters for what these are.</p>	<p>Incident Statistical Data - Vault</p> <p>Monthly reports to Group Managers</p>

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		<p>Worksafe NZ were advised of the serious event that occurred this quarter and requested that Council follow the upcoming requirements and report it to them formally. Council complied with this request.</p> <p>The incident detail is covered within the Wellness Monitoring section of this report.</p>	
Health and Safety Investigations	<p>All incidents are investigated to the level appropriate to the potential severity rating. Potential severity rating 1-3 is completed by the Manager and forwarded to the H&amp;S Advisor.</p> <p>Potential severity rating 3-5 is carried out by the H&amp;S Advisor/Manager and/or the H&amp;S Representative.</p>	<p>This quarter:</p> <ul style="list-style-type: none"> <li>• 65 investigations were completed from a total of 68 incidents</li> <li>• 2 incidents had a severity rating of 3 – 5 and required high level investigation and reporting directly to the Senior Leadership Team.</li> <li>• One of the significant investigations was reportable to Worksafe NZ as discussed earlier.</li> </ul> <p>Refer to Appendix 2 for further investigation data.</p>	Incident Investigation Data
Emergency Management	<p>Emergency Management plans are site specific. Each plan is formally tested on a 6 month rotation.</p>	<p>Standard Emergency plans incorporate the following:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Emergency Evacuation</li> <li>• Earthquake Provision</li> <li>• Fire Warden Training</li> </ul> <p>Drill reviews are communicated to Managers and accessible via the intranet. Issues are resolved by the team/site and reported back to the Health and Safety Committee.</p> <p>In addition all Council participated in the Annual Shakeout Earthquake awareness programme for 2015.</p>	Site specific Emergency Plans and trial evacuation drill reviews.
Drug and Alcohol Monitoring	<p>As stated earlier Council administers a Drug and Alcohol Policy for a dual purpose, that of:</p> <ul style="list-style-type: none"> <li>• Hazard Management</li> <li>• Employee Wellness</li> </ul>	<p>This quarter Council undertook:</p> <ul style="list-style-type: none"> <li>• 4 Pre-employment Tests = All Negative</li> <li>• Nil Reasonable Grounds tests</li> <li>• 2 Post Critical Incident tests – both negative</li> </ul>	<p>Drug and Alcohol Testing Data</p> <p>Drug and Alcohol Policy</p>

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Health and Safety Training	<p>Health and Safety training provides the direction required by workers to appropriately understand the risks posed in the work they undertake when in the workplace and to implement relevant strategies to mitigate that risk.</p> <p>It also provides a tool with which to gauge competency, a factor that is to become more stringent under the new legislation in April 2016. This will have an impact on recruitment, training and induction.</p>	<p>Health and Safety Training completed this quarter was:</p> <ul style="list-style-type: none"> <li>• Comprehensive First Aid</li> <li>• Confined Spaces and Gas Detection</li> <li>• Confined Spaces Reassessment</li> <li>• Electrical Awareness Health and Safety</li> <li>• Stop Violence Workshop</li> <li>• Traffic Management Basic L1</li> <li>• Traffic Management STMS L2/3</li> <li>• Civil Defence Emergency Management</li> </ul>	Training Records (Vault)
Hazard Management	<p>Underpinning the Health and Safety in Employment Act has been Hazard Management. Employers were to apply mitigation strategies for identified hazards using one of the Hierarchy of Controls:</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Isolate</li> <li>• Minimise</li> </ul> <p>Under the new legislation, the focus from Hazards has changed to that of risk identification. The new At Work Act focus will be:</p> <p><i>To Protect workers and others by eliminating or minimizing the risk.</i></p> <p>(Isolating as a hierarchy control has been removed from the legislation).</p>	<p>Council has completed its annual review of all 16 site specific significant hazard registers and approved these through the Health and Safety Committee.</p> <p>All registers are accessible on the intranet system.</p>	Significant hazard Registers.

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<b>3 Monitoring for Wellness</b>			
<p>Serious Harm</p>	<p>The Health and Safety Act directs that all serious harm is notifiable to Worksafe NZ within 7 days in writing.</p> <p>The new legislative provisions provide classification for notifiable events, not just serious harm. These events are to be notified to Worksafe NZ within 48 hours using any communication means.</p>	<p>This quarter, Council notified Worksafe NZ of a Notifiable Event. The details are:</p> <p>On 02/09/15 a trailer carrying a 3500kg digger became unhitched from the operational vehicle towing it whilst on an open road. Speed was 50km per hour. The trailer travelled independently and fell into an open ditch. The Breakaway Braking system was damaged in the impact so it was not possible to determine if it functioned during the event. In any case it was not considered a causative factor.</p> <p>No harm was sustained to any party as a result of this event.</p> <p>Investigation findings could not attribute conclusive fault to either plant malfunction or human error. It was noted that there was erosion to the tow ball and weight loading markings were no longer visible. The investigation highlighted a need for further internal checking provisions by operators and by Fleet Management resources other than the regulated warrants (which were compliant in this instance).</p> <p>A standard operating procedure has been developed and communicated to all parties and included within the induction process. A physical check of all tow ball couplings completed and new tow balls installed for all operational vehicles.</p> <p>The incident has been communicated to all Council employees. A review of internal audit checking process is underway.</p> <p>Worksafe NZ ruled that the Council investigation satisfied their process. No further action was to be taken by them - 09/09/15.</p>	<p>Health and Safety Investigation</p> <p>Worksafe NZ notification</p> <p>Worksafe NZ Letter 09/09/15</p>

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Health leave	Monitoring of Health leave enables trends to be identified and pre-emptive measures to be put in place.	<ul style="list-style-type: none"> <li>• Data evaluation for this period indicates employee Sick Leave and Sick Leave used for a Dependent has increased this quarter more significantly than this time last year with reasons understood.</li> <li>• Trend data identifies the July - September quarter as being the highest sick leave quarter annually.</li> <li>• Strategies for decreasing sick leave in the July 2016 quarter include further promotion and education around the Health initiative vaccination programme that currently has an uptake of 21.5% of Council employees.</li> </ul>	
Health initiative uptake	<p>Council continues to further health initiatives for employees under current HSE provisions.</p> <p>Under new legislation there is a greater focus on the Occupational Health aspect of Health and Safety where Employers are required to delve further into the longer term aspects of the work undertaken and provide strategies for reducing the impact of those roles.</p>	<p>The following health initiatives were progressed during this quarter::</p> <ul style="list-style-type: none"> <li>• 51 Operational employees completed annual hearing tests</li> <li>• 6 Workstation Assessments were completed for new employees</li> <li>• 7 eye examinations were utilised</li> <li>• Nil uptake in the \$30.00 gym contribution</li> <li>• Nil requirement for Hepatitis or Tetanus vaccinations this period.</li> </ul>	

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<b>4 Review</b>			
Personal Protective Equipment Policy (PPE)	<p>Council currently has a PPE policy and a PPE Distribution document for the operations areas of Council.</p> <p>The known H&amp;S reform parameters make some mention of stronger regulation in this area so the Council will look to broaden the PPE policy to incorporate all areas of Council who have the requirement to operate using PPE and to ensure this is moderated against the new regulations as they come to hand.</p>	<p>This policy is in the draft stages with input from the Health and Safety Committee and Site Managers. It is expected that the draft document will be ready for Senior Leadership Team review early 2016 and that changes to current policy will be supported by the new Regulations. PPE will be recorded in the Vault data base for all staff and regulated against the Australia/NZ standards to ensure best practice procurement.</p> <p>Changes to the current policy will be communicated to staff via the intranet, H&amp;S Committee and H&amp;S Representatives.</p>	Draft PPE Policy
Drug and Alcohol Policy	<p>Council introduced a Drug and Alcohol Policy in December 2012 as a further Hazard Management tool. The policy was last reviewed in 2013 and minor policy changes implemented to clarify aspects of the rehabilitation provisions.</p> <p>The Policy has been a valuable tool in setting expectations for what is acceptable behavior in the work place and is well supported by Managers and Employees.</p>	<p>Council undertakes the following testing procedures:</p> <p>Pre- employment for safety sensitive roles, Reasonable Grounds testing and Post critical incident testing.</p> <p>Random testing is included within the policy provisions but has not been implemented.</p> <p>A review of the policy will include a review on the testing parameters applied currently.</p> <p>Of the 134 tests completed since the policy introduction 133 returned negative results.</p>	Drug and Alcohol Policy

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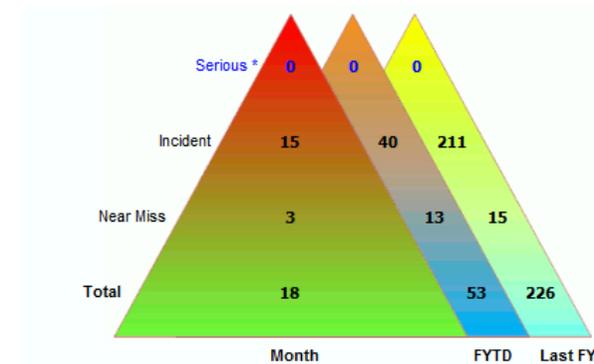
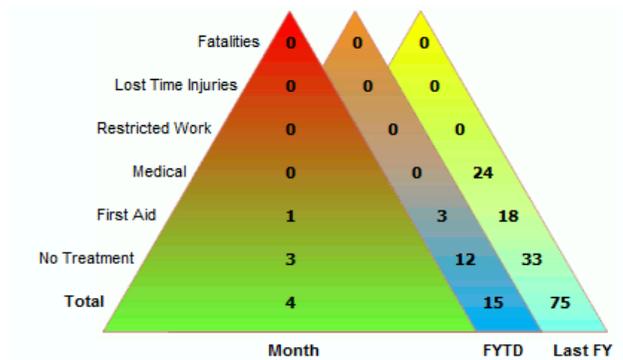
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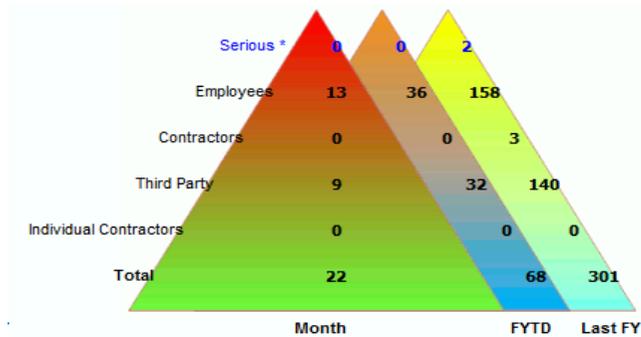
#### Incident/Near Miss/Injury Data:

**Recorded Injuries 01/07/15 – 30/09/15** – Centre Triangle reports this Quarter's injury data for the financial year. Trending indicates an averaged lower injury rate than for the previous financial year. (Vault lost time function not utilised)

**Recorded Incidents/Near Miss 01/07/15 – 30/09/15** – Centre triangle reports data for the quarter. Trending indicates this is on par with that of the previous financial year



**Recorded Incidents/Illness/Near Miss 01/07/15 – 30/09/15** – Centre triangle reports data for this quarter. If this trend continues the overall incident data is likely to be slightly lower than that recorded last year.



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**Incident Severity Analysis:**

