

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

30 MAY 2019

Meeting Status: **Public**

Purpose of Report: For Information

**HEALTH AND SAFETY QUARTERLY REPORT**  
**1 JANUARY 2019 - 31 MARCH 2019**

**PURPOSE OF REPORT**

- 1 This report presents a Health and Safety report for the period 1 January 2019 – 31 March 2019.

**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 Health and Safety Plan 2018 – 2020 was adopted by the Senior Leadership Team and presented to this Committee at its September 2018 meeting. Progress on the plan is incorporated into the health and safety quarterly reports to this Committee.

## ISSUES AND OPTIONS

### Issues

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

## 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.

### 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 January 2019 – 31 March 2019 attached as Appendix One to Report CE-19-790.

### Report prepared by

### Approved for submission

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

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

Appendix One Health and Safety Quarterly Report for the period  
1 January - 31 March 2019