

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Executive Summary

In 2014 the Government furthered its intention to improve, through the establishment of a new Regulator, the functionality and visibility of Health and Safety within the workplace. The overarching aim of this change was to reduce incidents of workplace harm. The proposed new legislation was due to come into effect in April 2015 but has been deferred until 4 April 2016.

Kāpiti Coast District Council acknowledged the Government's message for the improvement of Health and Safety practice within the workplace and began in 2013/2014, working towards the objective framework set out by the Government and later as set out in the draft reform legislation. The findings from our 2014 ACC Work Safety Management Practice (WSMP) Audit gave no recommendations for improvement, only comments for the need to retain our focus on continuous improvement in Health and Safety practice in conjunction with the aims and parameters of the Health and Safety reforms, which we are doing. In this regard we undertook an internal Health and Safety Policy review in 2014/15 as a step towards meeting the known aims of the reforms and from this review we developed a strategic planning and reporting framework to help us meet the requirements of due diligence at that level. We are already well underway in preparation for our May 2016 ACC Work Safety Management Practice (WSMP) Audit with the intention of maintaining our achievement of a Tertiary rating for the fifth consecutive time.

This has been a hectic year in regard to balancing the 'business as usual' with preparations to anticipate key legislative changes. The areas we have identified which have the potential to increase workload for our organisation are related to the changes proposed around Worker Participation, and Managing Volunteers. Both areas are currently under internal review and required changes are being investigated to ensure we keep as close as we can to the draft regulations in order to enable a smooth transition once the regulations are confirmed.

Due to the timing of scheduled meetings, the Quarterly Report information for the April – June 2015 period has been included in this Annual Report.

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

2014/2015 Key Achievements

- Development and integration of an organization wide Working Alone Policy
- Internal H&S auditing process was developed further for roll out across the organisation
- A successful Contractor H&S pre-qualification process has been embedded
- A revised Bullying and Harassment Prevention Policy was drafted for consultation
- Effective Incident Investigations and Reports for two Serious Harm notifications resulting in positive feedback from WorkSafe NZ
- Continuous improvements to help better position our Council in readiness for the H&S reform expectations

2015/2016 Work Programme

- Ongoing focus on continuous improvement which will position the Council to effectively manage and transition changes required under the new legislation
- Develop and introduce a revised Worker Participation Process that meets the requirements of the new legislation
- Commence a review of the PPE distribution policy and process
- Introduce the revised Bullying and Harassment Prevention policy, including education and awareness
- Further explore options for new or revised employee health monitoring and health initiatives programmes

Jill Dallinger

Health & Safety Advisor

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
1 Policy and Planning			
Health & Safety Plan	The Council Health & Safety Operational Plan runs annually from 1 July to 30 June to coincide with the financial year.	<ul style="list-style-type: none"> • 2014/2015 plan review is complete • 2015/2016 plan draft has been completed by the Health and Safety Committee and is currently under review by the Senior Leadership Team. 	2014/2015 H&S Objectives 2015/2016 draft H&S Objectives
H&S Policy Review	Health and Safety Policies undergo continuous H&S Committee review as per the approved schedule within the Health and Safety Policy and also by the Senior Leadership Team. All H&S Policies are generally reviewed on a 3 yearly cycle or earlier as required.	All H&S policy and procedures are available to staff via the staff intranet site. Understanding policy provision is provided via trained H&S representatives.	Sample of Health and Safety Policy and procedures on the Council's staff intranet site.
Working Alone Policy	The Council has operated an Operational area Working Alone Policy for many years. The H&S Policy review identified a more proactive approach was required to ensure all areas of Council had appropriate provision for employees who were tasked with working alone or working in remote locations.	<p>An organisational wide Working Alone Policy was approved in May 2015 and supported by communication to all staff</p> <p>A review of this policy in terms of employee understanding and practical effectiveness is scheduled for Nov/Dec 2015. Following this review, the policy will go into the three yearly review cycle.</p>	Working Alone Policy – Council's staff intranet
Bullying and Harassment Prevention Policy	Council has had an effective Harassment Policy in place and in the spirit of continuous improvement has broadened the scope to encompass clear provisions for the identification, prevention and management of bullying situations in our work place.	Draft Policy completed and due for review by SLT by September 2015. Delay in progressing the policy to SLT has been the result of workload and resource shortages.	Draft Bullying and Harassment Prevention Policy available through HR and H&S Committee

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
2 Delivery			
Hazard Management	Hazard Management is a continuous process and the responsibility of each employee. Each Council workplace site has a Significant Hazard Register. These Registers are reviewed annually and also reviewed post incident. Identification of hazards is reviewed by the H&S Committee who will make a determination if a hazard requires inclusion onto a site specific Significant Hazard Register.	<ul style="list-style-type: none"> • 2014/2015 Hazard Plans reviewed by Site Managers and Health and Safety Committee in June/July 2014 and 2015 • Hazard Registers are placed on the Council's staff intranet site for immediate accessibility • Site Hazard Registers are discussed during induction to any Council site • Internal Audit findings are reported back to the Health and Safety Committee for consideration/recommendations/follow up as required 	Sample Hazard Registers on sites Hazard report forms on sites and available on Council's staff intranet
Incident Management	All employees are made aware that it is their responsibility to report all near misses and incidents. The information received is recorded and stored within the Council's H&S data base management system – Vault - and trend reporting is provided to the CE and Senior Leadership Team on a quarterly basis and to Group Managers on a monthly basis.	<p>In the 2014/2015 year we recorded a total of 300 incidents. This was an increase of 53 reported incidents from the previous year. This increase in reported incidents was expected due to our focus on raising staff awareness and understanding regarding the importance of reporting.</p> <p>Of the 300 reported incident, 157 were employee incidents, 140 were Third Party incidents (mainly Pools and Libraries), and 3 were Contractor incidents. Of the 140 Third Party incidents, 2 were Serious Harm – one toddler at the Coastlands Aquatic Centre, and one elderly customer at the Waikanae Library.</p> <p>For the two Serious Harm incidents, in both cases Worksafe NZ accepted the investigations and subsequent remedies put in place by the Council. WorkSafe NZ confirmed their satisfaction with the manner and results from our investigations and did not see the need to undertake their own investigation or take any further action.</p>	Incident Statistical Data – Monthly reports to Group Managers

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
H&S Investigations	<p>All incidents are investigated. All incidents with Severity Rating 3-5 inclusive have the investigations reported and presented to SLT.</p> <p>If the incident Severity Rating is:</p> <ul style="list-style-type: none"> • Level 1-3, the investigation is carried out by the Manager and forwarded to H & S Advisor. • Level 3-5 the investigation is generally carried out by the H&S Advisor/Manager and/or the H&S Representative. 	<p>300 H&S investigations were completed for this period. Of these 12 were rated at Severity Level 3 and were reported directly to SLT.</p>	<p>Incident Investigation information and data held in Vault.</p>
Emergency Management	<p>Council has effective general emergency plans in place that are site specific and are tested regularly.</p>	<p>The emergency management plans incorporate the following:</p> <ul style="list-style-type: none"> • Fire • Emergency Evacuation • Earthquake provisions • Fire warden training 	<p>Individual Site Emergency Plans and reviews of trail evacuation drills</p>
Drug and Alcohol Monitoring	<p>Council administers a Drug and Alcohol Policy for the dual purpose of Hazard Management and Employee Health.</p>	<p>During this period 30 Pre-employment Drug and Alcohol tests were carried out with no positive results for the presence of drugs and/or alcohol.</p> <p>No testing was required under the 'Reasonable Cause' provision, and no testing was required under the 'Post Critical Incident' provision of our Drug and Alcohol Policy.</p>	<p>Drug and Alcohol Test Data</p> <p>Drug and Alcohol Policy – available on Council's staff intranet</p>

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
H &S Training	Not all training provided is specifically linked to H&S as such, however, to help reduce stress in the workplace, employers are required to ensure employees are provided with opportunities for adequate and appropriate training to ensure they have the knowledge required to do their jobs.	<p>H & S Training undertaken this year includes but is not limited to:</p> <ul style="list-style-type: none"> • Comprehensive First Aid • H & S Representative Courses • Personal Safety in the work place • Disability Training • Apply Safe Work Practices • Drug and Alcohol Training • Grow Safe • Hazchem • Dangerous Goods Course • Confined Spaces • Post disaster building usability • Working At Heights 	Training data base - Vault
3 Monitoring for Wellness			
Serious Harm	<p>Accident Reporting provisions for Serious Harm are documented in our H&S Policy as per the legislative guidelines and are reported directly to the CE and Senior Leadership Team.</p> <p>Nil Serious harm this year in regard to employee incidents.</p>	<p>Council has reported two Serious Harm incidents to Worksafe NZ during this period. Both were for Third Party Events. (see previous section: Incident Management).</p> <p>In both cases Worksafe NZ accepted the investigation and subsequent remedies put in place by the Council. WorkSafe NZ confirmed their satisfaction with the manner and results from our investigations and did not see the need to undertake their own investigation or take any further action.</p>	Serious Harm Events – data base Worksafe NZ notifications

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
Health Absence Leave	Council recognizes the importance of monitoring health absence leave as a critical factor in determining the health of the organization. Robust monitoring enables trends to be identified and pre-emptive measures to be put in place.	<p>Data evaluation for this period indicates employee sick leave has remained consistent with that of the previous period. Due to a change in payroll systems, we are not able to effectively compare data earlier than for this last period.</p> <p>Following a more stringent monitoring of leave without pay (LWOP) requests, LWOP useage has decreased overall.</p> <p>There has been a small increase in LWOP being used for Sick Leave and also for Annual Leave being used where there is no sick leave available. As we continue to build our data on our new reliable system, further investigation will continue to identify trends and underlying reasons where applicable.</p> <p>ACC work related absence has increased and the rationale for this increase is related to two specific instances. Both are understood and being well managed.</p>	Health Absence Leave Data.
Health Provision Uptake	Council actively supports the provision of Health initiatives for employees that will have a positive impact on their health in the work place.	<p>For this period:</p> <ul style="list-style-type: none"> • EAP - 24 Employees (46 hours) • Hearing Assessments - 68 employees • Work Station Assessments - 10 employees • Eye Examinations - 33 Employees • Gym Contribution - 2 Employees • Influenza Vaccinations - 69 Employees • Hepatitis A&B Vaccinations - 3 Employees 	Vault database

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2014 – 30 June 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
4 Review			
Internal Audits	<p>Council has implemented an internal H&S Audit process which is reported to the H&S Committees each month.</p> <p>Following the Ashburton tragedy, the SLT engaged OPSEC to undertake a security audit of all Council /public interface worksites. The audit provided a list of recommendations which are ongoing and priority rated, all of which are being monitored and managed through the SLT Action register (see below).</p>	<p>Minimal Requirements have been set up as:</p> <ul style="list-style-type: none"> • 2 x Operations site audits per month • 2 x Office based site audits per month • 1 x High level Council site audit per quarter monitored by SLT Action Register – e.g. Library Building • Contractor Audits are ongoing and managed by the individual Council Contract Manager. <p>All front line staff undertook ‘resilience’ training as a result of the security audit outcomes. This training encompasses how to keep yourself safe and how to respond under threat and/or anticipate a potential for threat. Each session was customized for the context of each work environment. This training was highly rated by attendees and will be incorporated into the Corporate training calendar to provide ‘refresher’ opportunity for existing staff as well as new employees.</p>	H&S Committee Agendas and Minutes, Completed Audit information on Vault database
SLT H&S Action Register	The Senior Leadership Team undertakes (amongst other H&S initiatives) a high level audit of one Council work site per quarter.	These site visits by the SLT are consistent with the requirements set out in the parameters of the proposed H&S reforms. All actions from the site audits are placed on the SLT action register with progress reports discussed and recorded monthly.	SLT Action Register / SLT Meeting Agenda and Minutes