

HEALTH AND SAFETY QUARTERLY REPORT

1 October 2013 – 31 December 2013

EXECUTIVE SUMMARY

1. Achievements in Second Quarter

- completed Vault Training for all Executive Secretaries on Incident/Accident; PPE and Training modules;
- completed Level 1 H & S Representative training for 11 H&S Committee Staff;
- put forward four H&S policies for approval via SLT – all approved;
- put forward two H&S policies via H&S Committee for approval – both approved;
- six monthly H&S business case as foundation for WSMP Audit – Approved by SLT;
- completed Review of Drug and Alcohol Policy first year implementation along with staff submissions on the issue of Random Testing. SLT review deferred* until January 2014 (**review completed in January 2104*);
- reviewed Vault database to determine suitability as the central register for the Approved Contractors list; and
- SLT approval of new Contractors policy and Contractors information booklet.

2. Issues and Concerns

- Sick Leave Entitlement. Council provides twice the legislated requirement for sick leave per staff member of 10 days per annum. Of concern is the number of staff potentially exceeding their 10 days sick leave per year evidenced by LWOP entitlements that are currently attributed to sick leave. There is some rationale for the current figures e.g. (ACC non work recorded as LWOP 240 hours) but more detailed record keeping will evolve via CHRIS21 to provide further breakdown and strategy development; and
- Vault – Minimal uptake so far for incident recording, training and PPE management by Corporate but successful in Aquatics. GM instruction required for manager awareness of the requirement to record all PPE & Training in Vault including inductions.

3. Third Quarter Work Programme

- Drug and Alcohol Policy Review by SLT with decision required on the issue of Random Testing January 2014 (*since completed*);
- commencement of final Health and Safety Policies in lead up to Audit;
- further development of the Vault database for the Hazard Management Process;
- implementation of the newly approved Contractor Management Policy, approved Contractor Data Base and Contractor information Booklet as of January 2014;
- presentation to external Contractors on new Contractors Policy;
- presentation to staff on new Contractors Management Policy;
- continuing preparation for WSMP audit in April 2014;
- completion of H&S Staff Information booklet;
- completion of H&S Manager's Information booklet;
- application lodged in March 2014 for WSMP Audit date;
- continuation of new H&S Manual compilation; and
- review of the H&S Job descriptions by SLT.

Jill Dallinger
HEALTH AND SAFETY ADVISER

1. INCIDENTS/ACCIDENTS

Summary by Site 1-10-2013 TO 31-12-2013

Person Type	Site	Near Miss	Incident	Injury	Total
Employee	Animal Control - Depot		2		2
	Corp Svces Direct Reports		1		1
	Infra Svces Direct Reports	2			2
	Operations Depot - Paraparaumu	2	8	6	16
	Otaki Library			1	1
	Paraparaumu Library			1	1
	Property		1		1
	Stormwater & Coastal Assets	2			2
	Waikanae Water Treatment Plant	1			1
	Water & Wastewater Assets	1		1	2
Employee Total		8	12	9	29
Third Party	Coastlands Aquatics Centre	1	11	3	15
	Property		1		1
	Waikanae Pool		6		6
Third Party Total		1	18	3	22
Total		9	30	12	51

INCIDENT INVESTIGATION DETAIL

Reported incident detail to SLT are those that have been identified as potential risk. Definition of risk will be further defined with the upcoming Incident/accident policy review in February and clarity in the level of risk investigation allocation. The following potential significant investigation details for the period were:

October 2013 – Reasonable Cause Test (under Drug and Alcohol Policy)

Employee was cleared to return to work. Manager put observation strategies in place.

October 2013 – Incident involving external Contractor on external work site

Contractor was removed from the site and all further dealings were negotiated by the Engineer to Contract and the external Contractor Site Manager. H&S issues addressed in writing to Contractor and duly completed.

Development of internal H&S approved Contractors process whereby external contractors will need to apply to Council to become an approved supplier by meeting documented H&S requirements. Failure to become an approved Contractor will result in that Contractor not being successful in their application for Council work. In this instance, this Contractor will be required to provide details of their H&S history and evidence to attest that previous issues have been addressed in full.

2. EAP USAGE

Work Area	No of employees	No of Visits
Council staff	2 Plus Team Site Support for death of colleague	1 Employee x 3 visits 1 Employee x 2 visits 1 x one hour team session

3. DRUG AND ALCOHOL POLICY IMPLEMENTATION OCT 2013 – DEC 2013

Total Number of tests to date: 78

Pre Employment Testing

Work Area	Prospective Employees Tested	Positive Result	Negative Result
Aquatics	24	0	24

Testing

Work Area	No's of employees	Outcome	Follow Up Action
Reasonable Cause	1	Negative	No further action.
Rehabilitation Test	1	Negative	ongoing requirement until March 2014 as per D&A Policy

4. HEALTH & SAFETY TRAINING/CORPORATE TRAINING COMPLETED

Course Name	Date	No. Staff
Orientation/Induction Bus Tour	11/10/2013	16
Compliance, Enforcement & Regulatory Training	6/11/2013	10
Comprehensive First Aid - CFA - Refreshers	Oct/Nov/Dec 2013	22
Disability Responsiveness & Awareness Workshops	November 2013	28
Driver Training	22/10/2013	1
Drug & Alcohol Policy Session	8/11/2013	10
Effective Business Writing	8/11/2013	5
Electric Fishing Machine training	12/11/2013	4
Excel Webinar	4/12/2013	1
Gas Pipelines Safety Induction	1/11/2013	12
Health & Safety Representative Level 1	11/11/2013	11
Induction Module Corp Svcs	2/10/2013	14
Induction Module Finance	14/10/2013	14
Induction Module Infra Svcs	17/10/2013	8
Managers Forum	29/11/2013	43
Managing Performance	Oct 2013	12
Media Training	Oct-Nov 2013	11
Project Management	Oct 2013	24
Reinstatement of Service Trenches	24/10/2013	13
STMS L1 - STMS L1	1/11/2013	10
Traffic Management STMS Lvl 1 - STMS L1	5/12/2013	12
Water NZ Annual Conference	16/10/2013	4

Wheels, Tracks Rollers Licence	17/10/2013	7
WREMO EOC Induction	Dec 2013	32
TOTAL		324

5. WELLNESS INITIATIVES

Initiative	No of Employees	Results
Hearing Assessment	0	Annual only
Work Station Assessments	1	Ball mouse provision
Eye Examinations	12	
Gym Contribution	0	

Sick Leave Breakdown (Hours):

Group	ACC	ACC- Non-Work	Annual Leave (SL unavailable)	LWOP No Reason	LWOP- Reason	Sick	Total
Community Services		64		609	58	1283	2014
Infrastructure Services	48		124	82		749	1003
Corporate Services	4		24	112		591	731
Strategy & Partnerships			8	72	9	249	335
Chief Executive/HR				46	4	123	176
Total	52	64	156	921	71	2995	4259

Sick Leave Comparison: 1st Quarter **499 Days** or **3990.50 Hours**

2nd Quarter **549 Days** or **4259.33 Hours**

LWOP – No reason provided column - Payroll suspect the majority of this category will actually be for sick leave/ACC related reasons. To gain further clarification of this, Managers can be advised of the requirement to provide reasons for approval of LWOP when the self reporting programme of Chris 21 comes into effect.

6. HEALTH AND SAFETY COMMITTEES

Corporate: Meetings Completed = 3

Significant Agenda Issues	Action
Polices reviewed: Wellness H & S Policy, Smoke Free, Contractor	Forwarded for SLT approval
Committee approved Policies:	Working Alone & Emergency Preparedness
Completion of Level 1 H & S Rep Training	11 Committee Members passed Level 1 H & S
Development of H & S Events Calendar	Eric hosts H&S events calendar accessible by all Committee Members for H&S team events, audits, meetings, training, or upcoming H&S issues of interest. Wellness bookings such as Influenza vaccinations, hearing assessments. Committee Managed.
Aquatic Centre	Wet tile issues resolved Increase in Wet rescue numbers for new centre. Pool staff undertaking comparisons against other regional facilities to determine if Kapiti is above or below the average. Strategies under development for continued improvement.
Otaki Pool	Roof repairs underway.

Significant Agenda Issues	Action
Staff clarification re H & S in the workplace Vs Public Safety responsibilities. Ie Kapiti Kiosk, Wharemauku Stream and Miniature Railway.	Instruction & clarification via H&S induction handbooks for staff and Managers under construction.
Youth disruption issues Paraparaumu Library	Increase security presence during school holidays. Training and process reinforcement to staff re security procedures. Police support for Facebook restrictions to children under 13. Police 24 hour cell phone access provided.
Incident Investigations	Commencement of some committee members undertaking investigations, expectation is that this will increase post level 2 H & S rep training in Feb 2014.
Development of H & S Committee Member Job Descriptions	Drafted – Require further discussion by Committee then approval by SLT as there may be impact on the Committee member's time.

Depot: Meetings Completed = 3

Significant Agenda Issues	Action
Traffic Management Plans	Developed generic TMP's for regular areas of work such as local roundabouts and intersections. Plans detail level of TMP required for each specific site.
Animal Control	Temperature issues within confines of shelter are under investigation. Fencing completed on top of external cages allowing internal doors to remain open during hot evenings. Costing underway for internal heat pump to cool/heat internal closure in extreme temps.
Site Audits	Are no recorded in Vault along with actions to be taken.
Communication	RT's provided for those working alone or in inaccessible sites. Training completed.
Technical Infrastructure	Issues continue re site and office management. Resolution of clutter, storage and staff work spaces still underway. Outcome unknown at this point. Concerns for safety moderate, requests for intervention underway.

7. POLICY REVIEW PROGRAMME

SLT Approved policies :	Staff Wellness – Dec 2013 Health & Safety –Dec 2013 H & S Smoke Free Policy – Dec 2013 Contractor H & S Management – Dec 2013
H & S Committee Approved Policies:	Working Alone Policy – Operational Dec 2013 Emergency Preparedness – Dec 2013
Policies under Review by SLT:	Drug and Alcohol Policy – Jan 2014
3 rd Quarter Policy Review:	Hazard Management Incident/Accident Policy Rehabilitation Policy H & S Staff Training Policy

8. VAULT

- Executive Secretaries training completed Nov 2013
- Approved Contractor Register formatted Nov 2013