

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report to the Audit and Risk Committee
1 January 2019 - 31 March 2019

Following the recommendations from the Simpson Grierson review we continue to make steady progress on the work program. The Health and Safety Plan 2018 – 2020 was presented to this committee at the September 2018 meeting. The plan is split into three high level areas: Leadership; Health and Safety Management Systems, and Contractor Management. Underlying these there is a particular focus on:

- skill and capability of our people
- managing our critical risks, and
- leadership and engagement

An appointment to the role of Health and Safety Risk Manager has been made for a 2 year fixed term.

No areas of concern or indications that Council are failing to meet its obligations under HSWA were identified in this reporting period.

LEAD INDICATORS

1. CORPORATE HEALTH AND SAFETY TRAINING COMPLETED () indicates no. of attendees

TASK RELATED:

- Confined Spaces & Gas Detection (1)
- Operation & Maintenance Training For Trojan UV Swift (1)
- Safety Traffic Management – 1 (1)

ROLE RELATED:

- First Aid (12)
 - *Comprehensive*
 - *First Aid training review in conjunction with the work to be undertaken on job task analysis continues. Currently only roles which require a 'comprehensive' level of first aid competency and a small core group of admin based first aiders are undertaking the certified first aid courses. Other roles across the organization will be provided with CPR and Defibrillator (AED) training. The first course scheduled for March 2019 is being rescheduled to 24 May.*
- Apply Health & Safety Risk Management (1)

CRITICAL RISK RELATED:

- Bow Tie Critical Risk Assessment and Hazardous Substance Inventory training got underway, with 33 managers including the senior leaders completing it to date.
- Asbestos Awareness nil this quarter
 - *Training to raise awareness of the dangers of working in and around asbestos will be ongoing as required for those staff and contractors who are required to work in and around asbestos in accordance with our Asbestos Management Plan. The next asbestos awareness training is to be scheduled in the Jul – Sep Quarter.*

HEALTH AND SAFETY RELATED:

- Personal Safety in the Workplace training for all front line staff will continue to be available to Library, Aquatics, Regulatory and Customer Services staff within the corporate training schedules.
- No health and safety representative training was required this quarter.

2. EMERGENCY EVACUATION DRILLS

- 11 six-monthly emergency evacuation drills were conducted this quarter.
- The trial evacuation assessment report for the Civic Building notes that a Chief and Deputy Chief Warden should be appointed. The issue has arisen with the prior Chief Warden relocating to Takiri House, and the Registered Fire Evacuation Scheme still in the process of being confirmed.

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 7 inductions completed this quarter.

4. WELLNESS INITIATIVES*() indicates no. of attendees*

- Eye Examinations (14)
- Ergonomic Work Assessments (8)
- EAP Services hours utilized (21)

5. DRUG AND ALCOHOL MANAGEMENT*() indicates no. of attendees*

- Drug and Alcohol Tests pre-employment (48)
- Non negative (0)
- Reasonable Cause (0)

6. STANDARD OPERATING PROCEDURE (SOP) REVIEW

- The SOPs currently in place are in use and continue to be updated in conjunction with the Hazardous Substance Inventory. (see also below section 8 Risk Management)

7. CONTRACTOR MANAGEMENT

- As at 31 March a total of 205 Contractors were listed as 'approved' on the Contractor Register.
- Thirty-two contractors were either newly added or had their approval renewed this quarter.
- No breaches of health and safety required formal intervention or corrective actions this quarter.
- Significant work continues in the area of contractor management in conjunction with the recommendations from the Simpson Grierson health and safety review. This work stream is contained under the Contractor Management section of the 2018-2020 plan and is on track.

8. RISK MANAGEMENT

- As part of the 2018-2020 work program, three organizational critical risk areas have been identified as current: Asbestos Management, Hazardous Substance Management, and Driving. Work has commenced in each of these areas.
 - A centralized Hazardous Substance Inventory for all of council is complete which contains approximately 700 unique substances with over 1200 line entries. A review and alignment of the related SOPs is to commence next quarter. (see also above section 6 SOP Review)
 - Critical risk bowtie analysis pilot workshops with SLT and project/contract managers were completed 23 and 24 January 2019. Follow up workshops have been delivered to other managers, and the Health and Safety Committee is to be included in this training on 3 May.
 - An asbestos management plan has been developed which going forward will include provisions detailed in sub plans for property, parks & recreation, infrastructure and people. An asbestos exposure health monitoring programme has been established for staff identified at significant potential risk of exposure, as mandated by the Management and Removal of Asbestos Approved Code of Practice.
- Driving remains an ongoing critical risk for any PCBU who has vehicles and staff regularly on the road. We have revised our training plan to include a regular refresher/training cycle for all council staff who are required to regularly drive a council vehicle. Job specific training for specialist vehicles (pump trucks, bulldozers etc) is already in place. Not only is safety an issue, but also organizational reputational risk as all vehicles are clearly council logoed.
- As at 31 March 2019 there were 35 Care Register entries, one new addition this quarter.
- The prosecutions which arose from the quad bike related death of a kiwifruit sampler in a Tauranga orchard highlighted the importance of understanding and communicating the physical hazards associated with land and open spaces. Development of risk assessments and safety plans for Council Operations staff working at parks and reserves will commence next quarter.
- Waikanae Library Building and Paraparaumu Community Centre Building: Staff are no longer working from the Waikanae Library site. Report back from the Community Centre states that whilst elevated levels of spores other than *Stachybotris* were found they were "at the levels observed unlikely to result in health issues".

9. HEALTH AND SAFETY COMMITTEE (HSC)

- The HSC and the Operations Working Group have continued to meet monthly. The HSC did not meet with SLT this quarter. The SLT will meet annually with the HSC and these meetings will be entered into the SLT forward agenda program. The Chief Executive will continue to meet with Group Managers and their teams in his office to discuss health and safety.
- Previous vacancies on the Corporate HSC have been filled, and training for representatives is scheduled for June.
- A review of the Operations Working Group has resulted in a change to the previous arrangement. In future the group will comprise of two trained worker representatives, together with the Operations Manager.

10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

- The health and safety policy statement has been reviewed and updated, and was signed off by the Chief Executive on 11 February 2019. The wider health and safety policy review work programme continues to be a work in progress with 12 key procedure documents drafted and under review. This work stream is contained under the Health and Safety Management Systems section of the 2018-2020 plan. It is presently at risk of falling behind schedule due to competing operational demands on the Health and Safety Risk Manager, although at this time is broadly still on track.
- Following implementation of the Working Alone Policy, a need had been identified to implement a consistent technical solution to assist safety of workers who go into the field alone. The outcome of the trial of the App GetHomeSafe was that it had limited user acceptance. A different App called VeriSafe has been successfully trialed this quarter and is to be fully rolled out with at-risk staff. Part of the agreement with the VeriSafe provider is that the App can be offered to Council staff for private use with their families at the discounted Council price.
- The updated Health and Safety Toolkit on HubKap (the new intranet) has been completed, and is now in business-as-usual continuous improvement.

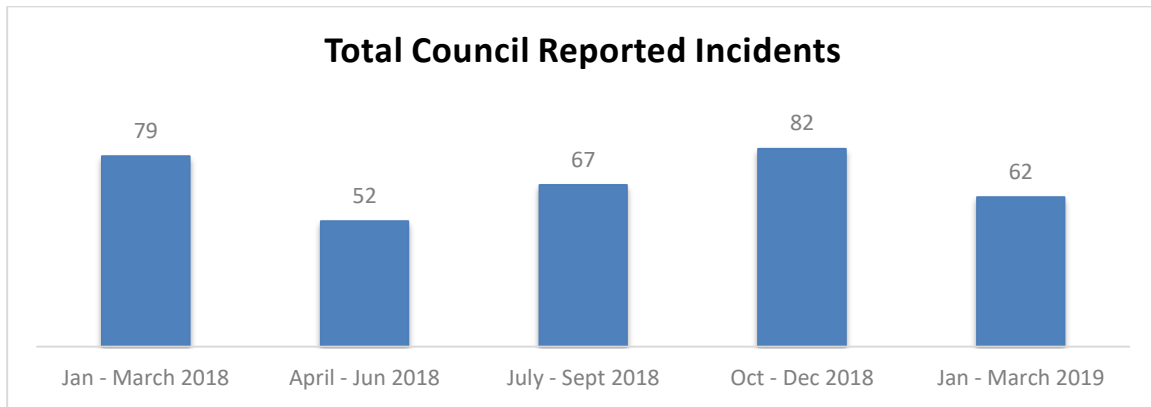
LAG INDICATORS

11. INCIDENTS, INJURIES AND NEAR MISS 1 JANUARY – 31 MARCH 2019

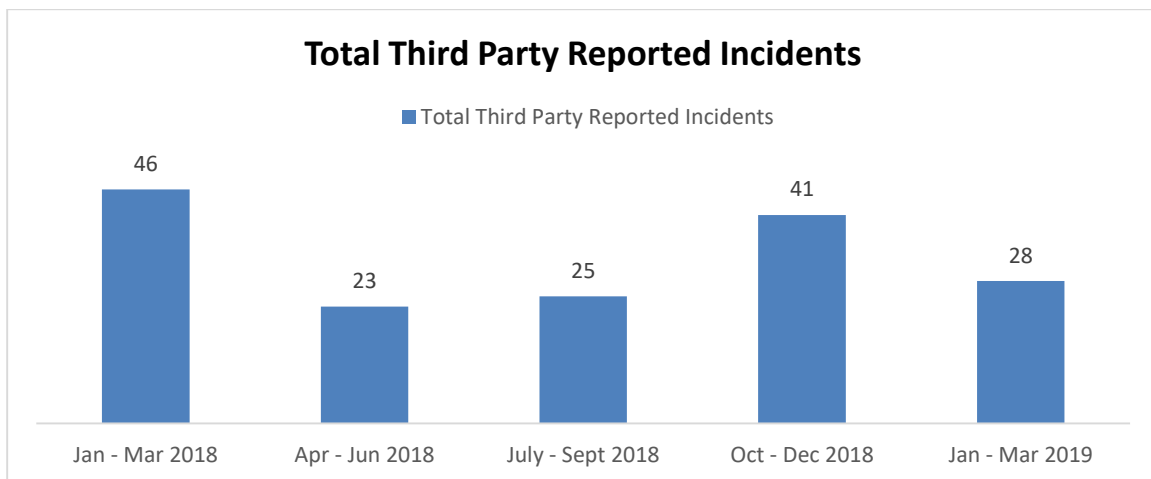
	Incident/Injury	Notifiable Incident / Injury or illness	Near Miss	Total
Corporate Services	0	0	0	0
Infrastructure Services	19	0	2	21
People and Partnerships	3	0	0	3
Place and Space	5	0	0	5
Regulatory Services	2	0	1	3
Chief Executive	0	0	0	0
Third Party	22	0	6	28
Contractor	2	0	0	2
Total				62

There were no notifiable incidents this quarter.

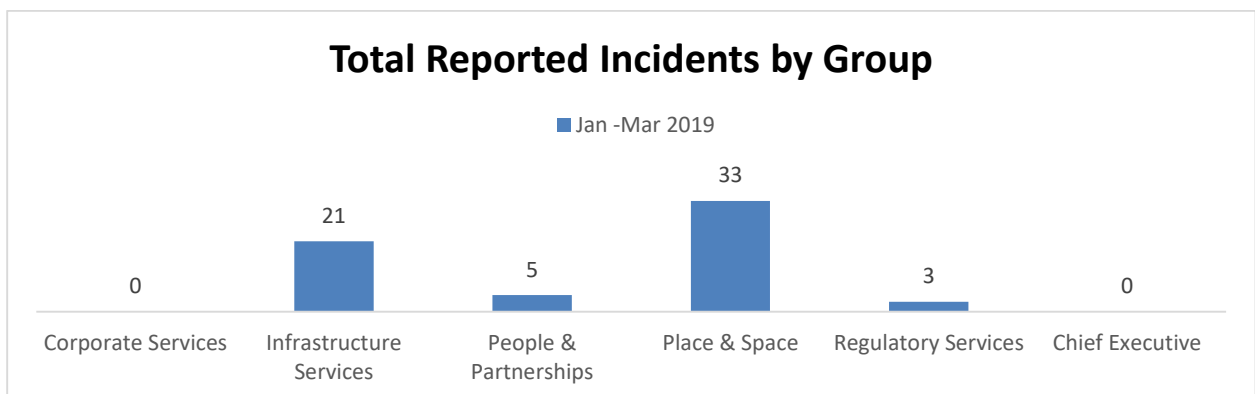
- *Notifiable Incident: an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk, arising from immediate or imminent exposure.*
- *Notifiable Injury or illness: suffers a serious injury or illness as a result of work, for example requires immediate qualified medical assistance or admittance to hospital, or treatment from a registered medical practitioner within 48 hours of exposure to a substance.*



- All reported incidents were investigated and corrective actions identified and actioned where required.
- Of 62 total incidents:
 - 15 worker injuries: including body stressing (6) wasps and bees (4), slips trips and falls (2) punctures / lacerations (2) and impacting an object (1).
 - 17 worker non –injuries including 3 near misses
 - 2 contractor incidents, 28 third party incidents



- Third Party is defined as a person who does not hold employee status or contractor worker status
- This quarter Third Party events continue to be predominantly Aquatics (23) and Libraries (2) – Council’s public spaces.
- Monitoring of third party events is continuous and dealt with directly by each site and escalated where risk is identified.



Previous quarterly reports provided Group comparisons by quarter over time, for the organisational restructure which existed prior to January 2019. The next quarterly report will begin to build the history of comparison by Group going forward.