

KAPITI COAST DISTRICT COUNCIL

STRATEGIC HEALTH AND SAFETY PLAN 2014/2016

1. Vision Statement

Kāpiti Coast District Council Elected Members subscribe to the principle that nothing is more important than the health, safety and well-being of employees, contractors and all other visitors to Council workplaces.

To this end Kāpiti Coast District Council Elected Members will use their best endeavours to ensure that, within every Council premise or worksite, everything reasonably practical is being done to ensure that Kāpiti Coast District Council is a safe and healthy place to work and/or visit.

2. Health and Safety Leadership Charter

In this key component of the Strategic Health and Safety Plan for Kāpiti Coast District Council, all Councillors commit to support the continuous improvement of Health and Safety practice in our workplace. This commitment is founded on the principle that the effective management of health, safety and wellness is essential to the operation of a successful and thriving organisation.

Specifically, Kāpiti Coast District Council Elected Members commit support to the following:

- To integrate Health and Safety into all business strategies, processes and performance indicators and to recognise that good health and safety practice provides good operational outcomes
- To effectively oversee the management of all health and safety risks within Council
- To strive for continuous health and safety improvement and to provide the leadership and internal capacity to achieve this
- To ensure an environment that enables all employees to participate and work collaboratively in developing, promoting and improving health and safety in the workplace
- To extend health and safety efforts, wherever relevant, beyond the workplace recognising and supporting related initiatives within the community
- To participate in a Health and Safety leadership learning community by providing and receiving relevant information and best practices with the goal of continuously improving health and safety strategies, programmes and performance

Signed:

Date:

KAPITI COAST DISTRICT COUNCIL

STRATEGIC HEALTH AND SAFETY PLAN 2014/2016

Objectives	Expected Outcomes	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
1. Policy and Planning				
a) Develop and implement robust annual health and safety plans for each area of Council	Plans to be completed and operational by 1 July each year	Chief Executive/ Group Managers	Original Documents sighted	Audit and Risk Committee
b) Ensure all contracts for major or minor capital works have a full health and safety plan	Plans completed and signed off as part of the contract before work starts		Quarterly management reporting	
c) Provide a current policy and procedures manual to all managers, contractors and staff which covers all aspects of best practice health and safety management	Policy and Procedure Manual available to all managers, staff and contractors		Management Performance Standards	
d) Develop and implement a regular policy and procedures review process	All policies and procedures part of auditable review timetable		Health and Safety Committee quarterly reports	
e) Develop and implement an internal audit process utilising the expertise of trained Health and Safety Committee representatives	A Health and Safety audit timetable is fully operational by 30 June 2014		Independent Audit (annual)	
f) Develop and implement systems and processes for the gathering of accurate information to support health and safety management and reporting	Systems and processes are developed and provide full support for health and safety management by 1 July 2014		Internal audit reports	
			Reporting is of a high and accurate standard	

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Objectives	Expected Outcomes	Responsibility	Risk Mitigation	
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2. Delivery				
a) Ensure all hazards in Council are identified, minimised and published to all relevant staff/contractors/visitors	Every area of Council has an up to date hazard management plan	Chief Executive/ Group Managers	Hazard plans available for scrutiny at the request of the Audit and Risk Committee	Audit and Risk Committee
b) Ensure a robust and regular hazard review process for all areas of Council	Every hazard plan is reviewed regularly in conjunction with staff		Independent Audit (annual) Internal audit reports	
c) Ensure all Managers performance measures include the standards of Health and Safety Management expected of them to achieve the strategic Health and Safety objectives	All manager PDP's have clear and measurable health and safety objectives to achieve		Achievement of personal Health and Safety objectives for senior managers reported on half yearly	
d) Ensure that appropriate emergency management plans are in place for all sites and that preparedness is regularly tested	Develop, implement and regularly test the quality of emergency management plans		Emergency plans available for scrutiny. Quarterly reporting on preparedness testing	
e) Ensure the right level of expertise to advise on Health and Safety best practice and to oversee the technical aspects of health and safety management	Employ or contract the level of expertise which will provide best practice and technical advice		Expertise available to Council if/when required	
f) Ensure that appropriate training is available for all staff and managers who have direct health and safety responsibilities	Develop or contract training programmes to assist those with health and safety responsibilities		Training programme and timetable	
g) Engage and encourage worker participation in Health and Safety planning, monitoring and management	Staff participate in Health and Safety Committee work and operational Health and Safety management		Health and Safety Committee quarterly reports Achievement of personal Health and Safety objectives for senior managers reported on half yearly	

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3. Delivery				
a) Monitor absence through accident/illness and ensure staff are supported and returned to work as soon as practicable	Establish clear return to work and rehabilitation policies and absence monitoring systems	Chief Executive/ Group Managers	Sick leave and accident quarterly reporting	Audit and Risk Committee
b) Monitor and review all serious incidents including serious noncompliance and near misses and be personally satisfied with the adequacy of the response	Develop and implement a review and incident reporting process for all serious incidents		Monthly (or as required) serious incident reporting	
c) Monitor Manager's quarterly progress against the achievement of strategic health and safety objectives	Manager's report quarterly on their progress against health and safety objectives		Half yearly report on progress	
4. Review				
a) Ensure continuous improvement in health and safety management by regular review of systems and processes	Develop review timetable and parameters using appropriate reporting/statistical information	Chief Executive/ Group Managers	Independent Audit ACC Audit outcomes	Audit and Risk Committee
b) Ensure all audit outcomes are affected in a timely and complete manner	Follow up on audit recommendations		Audit Reports	

KAPITI COAST DISTRICT COUNCIL

Health and Safety Quarterly Report – Audit and Risk Committee

1 January 2014 – 30 March 2014

(Please note – data is only an example of how reporting could respond to strategic plan)

Executive Summary

1 Achievements in Third Quarter

- 1.1 Continuation of H & S Policy and procedures review (Incident & Accident Policy; Rehabilitation Policy)
- 1.2 Establishment of Approved Contractors Policy including managers/staff training
- 1.3 Completion of a Managers H & S Responsibility Handbook
- 1.4 Commencement of H & S Intranet Reconfiguration

2 Outstanding Issues in Third Quarter

- 2.1 Preparation for the ACC Work Safety Management Practice Audit continues, scheduled for June 2014.
- 2.2 Implementation of the new Risk grading based Contractors policy and process.
- 2.3 A number of actions are on hold until the parameters of the new Health and Safety Reform Bill, due to be introduced 2015, are solidified.

3 4th Quarter Work Programme

- 3.1 Preparation for the WSMP (ACC) audit due 24 June 2014.

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Health and Safety Quarterly Report – Audit and Risk Committee

1 January 2014 – 30 March 2014

(Please note data used for the third quarter is an example only)

Subject	Status	Comment on Subject	Evidence Available (if required)
1 Policy and Planning			
Health and Safety Plan	Council has a Health and Safety plan which will remain current until June 30 2015	.	Health and Safety Plan
Possible Serious Harm Hazard Areas	<p>Through its health and safety planning, Council has worked to identify and minimise all possible causes of harm in the following possible serious harm hazard areas:</p> <ul style="list-style-type: none"> • Working with chemicals/gases • Working in confined places • Heights • Computer Use • Plant and Machinery • Electrical • Work Related Stress <p>In addition, Council monitors all possible serious harm hazards areas and reviews the strategies for preventing harm regularly.</p>	There have been no incidents of serious harm in the third quarter.	
Contractor Management of Health and Safety	<p>Under the new Council policy, all approved contractors are required to submit an application to become a Council Health and Safety Approved Contractor using a three tiered industry risk grading system.</p> <p>The overall aim is to simply ensure those that undertake work for Council (other than employees) understand the H & S requirements for their industry and have put appropriate management steps in place to</p>	<p>Policy Approved by SLT.</p> <p>Publication of Contractor Responsibilities booklets for Contractors.</p> <p>Application process commenced via initial mail out to known contractors.</p> <p>Approved Register underway via the Vault data base.</p>	<p>Contractor health and safety plans</p> <p>Contractors Booklet</p> <p>Contractor Application Forms</p> <p>Approved Contractor Register</p>

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Subject	Status	Comment on Subject	Evidence Available (if required)
	<p>mitigate their risk.</p> <p>The Contractors applying for approved status must provide evidence to support their H & S Practices applicable to the grade they apply for.</p> <p>Council will maintain a register of Approved Contractors and their grade which will remain in place for a period of 2 years, the contractor must then re-apply for approved status by showing a process of continuous improvement of their H & S management.</p> <p>Any contractor applying for a tender must also provide a Site Safety Plan that outlines the H & S requirements for the contract tendered for.</p>		
<p>Health and Safety Policies and Procedures</p>	<p>Staff can access all health and safety procedures through the Health and Safety Intranet site which is regularly up via their trained H & S representatives.</p> <p>Contractors are required to provide Council with their Health and Safety procedures and practices as part of their application to receive approved status. These requirements are set out in the Council's Contractor Booklet.</p>		<p>Samples of Health and Safety Policies and procedures on Staff Internet.</p> <p>Managers H & S Responsibility Booklet</p>

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Health and Safety Quarterly Report – Audit and Risk Committee

1 January 2014 – 30 March 2014

Subject	Status	Comment on Subject	Evidence Available (if required)
Policies/ Procedures and Review	<p>Council Policies are reviewed every two – five years.</p> <p>The latest Policy review is underway and near completion having been commenced in August 2013.</p> <p>WSMP – Work Safety Management Practices Audit. An ACC Health and Safety Audit.</p>	<p>Council undergoes an external health and safety audit every two years through ACC, the WSMP audit.</p> <p>This audit examines the Council's health and safety procedures and practices using a three tiered grading system. If Council's management of health and safety is operating at a responsible level, Council will receive a WSMP rating. Kapiti Coast District Council has achieved the highest rating for three previous audits, that of Tertiary. This rating reduces the ACC employer's premium Council will pay by 20% for the following two years if it is achieved in the 2014 Audit.</p> <p>Council's policies and practices are reviewed prior to this two yearly audit.</p> <p>The next WSMP audit is due in June 2014.</p>	Sample policy review documentation

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1 January 2014 – 30 March 2014

Subject	Status	Comment on Subject	Evidence Available (if required)
Internal audit Processes	Not yet established	<p>It is intended to fully establish an internal audit process once the parameters of the proposed new Health and Safety Reform act are fully known.</p> <p>The proposed Act is at present in draft with the Select Committee.</p> <p>The final outcome of the new Act may also require changes to a range of current Health and Safety parameters and Council is keeping abreast of the information release at SLT level.</p>	
Recording and Reporting	<p>Council is building the utilization of an in house Health and Safety Computer Programme, VAULT.</p> <p>It is currently being developed to hold all health and safety management information including:</p> <ul style="list-style-type: none"> • Accidents • Incidents • Investigations • Hazards • Audit • Approved Contractors • Staff Training <p>This data base provides the information for Council's reporting parameters.</p>	<p>The most recent development of this system has been for the approved contractor process.</p> <p>Under current legislation, Council is required to ensure that all contractors who carry out work for Council are responsible health and safety practitioners.</p> <p>Council has established a risk based system of assessing the competency of contractors in terms of health and safety in order to approve them to carry out work for Council.</p> <p>The Vault database will hold this information and report on it.</p>	<p>Contractors Policy</p> <p>Contractors booklet</p> <p>Database information</p>

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1 January 2014 – 30 March 2014

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2 Delivery			
Hazard Management	Hazard registers/plans have been developed for most areas of Council	Follow up work is continuing for those few areas that do not have hazard plans	Sample hazard registers
Hazard Reviews	This is an area that requires more work. Currently formal review of hazards is spasmodic in most areas but is expected to improve with continued education and training of staff and managers	Most areas of Council do have good knowledge of their serious hazards and how to manage them and do monitor the effectiveness of their strategies. They must be encouraged to formalize the processes they currently follow.	
Management performance standards	This area is as yet undeveloped.		
Emergency Management Plans	Emergency management plans are in place for all areas of Council. Preparedness testing for fire safety and evacuation is regularly carried out.	In the last 12 months all main sites under 6 monthly review. With the introduction of a new Fire Service Provider we are working through the smaller areas of Council to ensure they receive the same level of Emergency Preparedness available to the main sites. All sites will be equal in respect to Emergency planning on completion of this review. This involves signage, training and education. Outstanding sites are currently the Animal Control area and Scanning unit. Assessments dates have been booked for June 2014.	Sample emergency management plans Preparedness Reporting

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Subject	Status	Comment on Subject	Evidence Available (if required)
Health and Safety Expertise and Training	<p>Council has a specialist Health and Safety Advisor and a specialist Health and Safety Database Administrator.</p> <p>In addition, it provides specialised training for health and safety representatives and managers.</p>	<p>In the third quarter:</p> <p>15 staff attended specialist health and safety training via Level 2 H & S Representative training. They are scheduled to undertake Level 3 in July 2014 and reach level 4 by February 2015.</p> <p>Training sessions were provided to all managers and staff on the new approved contractor processes.</p>	Training records
Worker participation	<p>Council encourages the input of staff into the management of health and safety through workplace committees of staff and management representatives.</p> <p>The committees meet monthly and provide reporting through to SLT.</p>	<p>The area of worker participation is likely to change significantly with the introduction of the new Health and Safety Reform Act in 2015.</p> <p>Awaiting further advice before making any changes.</p>	Health and Safety Committee meeting minutes
3 Monitoring for Wellness			
Serious harm accidents/ incidents/near misses	Nil in last quarter	There have been very few serious harm accidents/incidents within Council and this is due to the diligence of staff and managers in managing hazards and ensuring safety in their workplace.	Council records
Lost time through work related accidents			
Lost time through sick leave absence			

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Subject	Status	Comment on Subject	Evidence Available (if required)
Manager's Performance in health and safety Management	This area has not yet been developed but is expected to be part of the changes required to meet the parameters of the new Health and Safety Reform Act.	Notwithstanding the lack of formal process to measure performance in this area, Council managers do take a responsible approach to Health and safety management.	
4 Review			
Continuous improvement	Health and Safety policies and procedures have all been reviewed. Approved Contractors policy and Drug and Alcohol policy were significantly improved as a result of recent reviews.	Other Councils in this region have shown significant interest in Council's new Approved Contractor process and are likely to adopt all or part of the process developed by Kapiti District Council.	Approved Contractors Policy

Health and Safety Reform Bill

Subpart 2—Duties of officers, workers, and other persons

39 Duty of officers

- (1) If a PCBU has a duty or an obligation under this Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.
- (2) In this section, **due diligence** includes taking reasonable steps—
 - (a) to acquire, and keep up-to-date, knowledge of work health and safety matters; and
 - (b) to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and
 - (c) to ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
 - (d) to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
 - (e) to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and
 - (f) to verify the provision and use of the resources and processes referred to in **paragraphs (c) to (e)**.

Compare: Model Work Health and Safety Act (Aust) s 27(1), (5)