

**Chairperson and Subcommittee Members**  
AUDIT AND RISK SUBCOMMITTEE

15 SEPTEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

## **HEALTH AND SAFETY REPORT**

### **PURPOSE OF REPORT**

- 1 This report presents the Health and Safety Quarterly Report for the 1 July 2016 – 31 August 2016. The data does not represent a full quarter due to the meeting schedule of the Subcommittee and the termination date of the current Triennium.

### **DELEGATION**

- 2 The Audit and Risk Subcommittee has delegated authority to consider this report under the following delegation in the Governance Structure, Section C.3.

7. *Without limiting the generality of this delegation the Subcommittee has the following functions, duties and powers:*

*Internal Reporting:*

7.4 *To review the processes for ensuring the completeness and quality of financial and operational information, including performance measures, being provided to Council.*

*Risk Management:*

7.11 *Assist elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role.*

### **BACKGROUND**

- 3 Quarterly reporting to this Subcommittee on the status and currency of health and safety initiatives within the Council provides the means to ensure that health and safety is taken into account in all high level decision making processes. This furthers the view that health and safety principles and practices are considered paramount in all planning and monitoring initiatives.

### **CONSIDERATIONS**

- 4 The Health and Safety Quarterly Report (Appendix 1) outlines the health and safety initiatives underway for the first quarter of the 2016/17 financial year 1 July – 31 August 2016 and the progress of health and safety related matters along with a high level description of proposed programmed work for the second quarter.
- 5 The attached Health and Safety Quarterly Report addresses the strategic reporting requirements as identified in the Strategic Health and Safety Plan 2016-2018.

### Policy considerations

6 There are no policy implications.

### Legal considerations

7 There are no legal considerations.

### Financial considerations

8 There are no financial considerations.

### Tāngata whenua considerations

9 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

10 This report does not trigger the Council's Significance Policy.

### Publicity

11 There are no publicity considerations.

## **RECOMMENDATION**

12 That the Audit and Risk Subcommittee notes the Health and Safety Quarterly Report included as Appendix 1 to Report CE-16-2002.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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## **ATTACHMENT**

Appendix 1 Health and Safety Quarterly Report 1 July 2016 – 31 August 2016

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Audit and Risk Committee**  
**1 July 2016 – 31 August 2016**

### **Executive Summary**

Due to the meeting schedule of this Subcommittee and the termination date of the current Triennium, the data provided within this report is for 2 months of the 1<sup>st</sup> quarter of 2016 financial year and will complete the review cycle for this Subcommittee. This report continues to provide information to support the progress of the Health and Safety Plan delivered to the Audit and Risk Subcommittee on the 18<sup>th</sup> August 2016.

The Health and Safety Committee (HSC) and Operational Working Group (Ops WG) have commenced their roles. Our new Committee will be reviewing the draft 2016/2017 Corporate Health and Safety Objectives which outline the delivery plan for health and safety progression within Council over the next 12 months.

The Leadership Charter and Health and Safety Plan 2016/2018 (presented to the Subcommittee on the 18/08/16) are due to be presented to the Council meeting on 29/09/2016.

Overall, the Council has made and continues to make steady progress under the new legislative requirements within the first two months of this financial year as is evidenced within the Key Achievements.

### **July – August 2016 Key Achievements**

- Elections completed for Work Group Health and Safety Representatives (HSRs).
- Elections concluded for a chair person for both the Health and Safety Committee and Operations Working Group.
- Terms of Reference defined for both the Health and Safety Committee and Operations Working Group and ready for presentation to SLT and the HSC.
- Draft Health and Safety Objectives are completed and are to be presented to the HSC for initial review on 9 September.
- Training for the four new HSRs to Level 1 has been completed.
- HSC discussions on individual HSR portfolio management such as Contractor management/communications and health has commenced.
- Assisted with clarification regarding Volunteer and Volunteer Association management for Volunteer Association groups.
- Health and Safety Policy Framework review commenced to align Health and Safety policies with new legislation.
- Continuing to review all Infrastructure Services Group Operational Standard Operating Procedures (SOPs).
- Concluded the Health and Safety provisions for the integration of a new Council work site – I-site facility.

### September – December 2016 Work Programme

- Progress approval for HSC Terms of Reference with the Senior Leadership Team.
- Present the draft Health and Safety Objectives to the Senior Leadership Team.
- Complete the review of the Health and Safety Policy Statement and present to SLT for consideration.
- Development of an Aquatic Site Safety Plan for each aquatic facility as a PCBU collaboration requirement with educational organisations to address risk management.
- Policy Framework review continues to ensure compliance under new legislation.
- Embed new worker participation practices.
- Continue identifying and implementing initiatives to support ongoing health and safety continuous improvement.
- Continue to review and develop health initiatives and monitoring programmes.
- Develop and confirm the Risk Action Plans for each work group.
- Investigate concept of introducing *Competency Passports* for all operation workers against position descriptions.
- Further define and develop critical risk action plans.

Jill Dallinger  
Health and Safety Advisor

Subject	Status	Comment on Subject	Evidence Available (if required)
<b>1 Policy and Planning</b>			
Health & Safety Plan	<p>The Council Health and Safety Plan deliverables are reported annually for the period 1 July – 30 June.</p> <p>The plan objectives are defined and developed by the Health and Safety Committee and approved by the Senior Leadership Team. They are then communicated to all workers.</p> <p>The objectives are set at an operational level and follow the high level objectives set down within the Health and Safety Leadership Plan.</p>	<ul style="list-style-type: none"> <li>The draft Health and Safety Corporate Objectives have been completed and are to be reviewed by the Health and Safety Committee on the 9<sup>th</sup> September 2016.</li> <li>A review of the completed 2015/2016 objectives and the 2016/2017 draft objectives will be considered by the Senior Leadership Team for approval by the end of September 2016.</li> </ul>	<p>2015-2016 - Annual Objectives</p> <p>2016-2017 - Draft Annual Objectives</p>
New Policy: Preventing and Responding to Workplace Bullying	<p>The council has broadened its current Harassment policy to include provisions for identifying, managing and preventing bullying behavior in the work place.</p> <p>The Worksafe NZ Best Practice Guidelines provide the fundamental basis for this policy.</p>	<ul style="list-style-type: none"> <li>Draft policy has been completed and worker consultation concluded.</li> <li>Submissions received and collated. A key submission document is to be presented to the Senior Leadership Team with recommended policy enhancements/changes.</li> <li>Once the policy has been approved it will be communicated to all workers.</li> <li>Expected release date October 2016.</li> </ul>	Draft policy Key Submission Issues Table
Policy review: Drug and Alcohol Policy	<p>The Council introduced a Drug and Alcohol Policy in 2012.</p> <p>The last review of this policy occurred in 2013 with a recommendation that the current testing parameters within the policy be reviewed to determine their ongoing compliance with health and safety legislation.</p>	<ul style="list-style-type: none"> <li>Drug and Alcohol Policy review has commenced.</li> <li>Any significant Policy changes will require consultation with staff.</li> <li>Expected review completion date October 2016.</li> </ul>	<p>Draft Drug and Alcohol Policy</p> <p>Drug and Alcohol Policy review Submission</p>
Health and Safety Policy Statement	<p>Council leads health and safety with a policy statement that defines the provision and intent of health and safety within Council.</p> <p>The policy statement is reviewed annually to ensure the provisions remain current and reflect the actions of the organisation at every level.</p>	<ul style="list-style-type: none"> <li>Internal review of this document has commenced. The draft will be presented to the new HSC and the Senior Leadership Team in September/October 2016.</li> </ul>	H&S Policy Statement

Subject	Status	Comment on Subject	Evidence Available (if required)
Worker Participation - Employee Participation Agreement (EPA)	<p>The EPA agreement has previously defined the agreed parameters for Health and Safety provision within the Council. This was as agreed to with the then appointed worker representatives, Unions.</p> <p>The newly elected HSC has defined its draft terms of reference as have the Operations Working Group (Ops WG).</p>	<ul style="list-style-type: none"> <li>• Draft Terms of Reference for the HSC and Ops WG to be tabled at the HSC on the 9<sup>th</sup> September 2016 for discussion.</li> <li>• The Terms of Reference will be presented to the SLT for discussion and consideration by end of September then published on the Intranet.</li> </ul>	Worker Participation Agreement - Draft Terms of Reference
<b>2 Delivery</b>			
Hazard Management	<p>Under the HSE Act, Council was required to operate a significant hazard register for each work site and to have a process for educating all those that entered that site on those key hazards.</p> <p>The focus under HSWA is that whilst hazards still require management, focus now will be directed around risk. Primarily, the critical risks for each site.</p> <p>Development of a Risk Action Plan for each site will take precedence and will be managed by Managers and monitored by the Health and Safety Committee. The SLT will consider approval of all final documents.</p> <p>The Action Plans will undergo annual review through the Health and Safety Committee, Managers and Health and Safety Representatives as well as after any post critical incident event or notifiable event.</p>	<ul style="list-style-type: none"> <li>• Draft risk action templates have been completed.</li> <li>• HSRs will work with each site manager to identify and formulate an action plan for those critical risks.</li> <li>• Each plan will then be reviewed by the Health and Safety Committee before any final approval.</li> <li>• All action plans are to be effectively communicated to all workers and others on entering those sites.</li> <li>• Regular internal audits will ensure the risk action plans remain relevant, appropriate and functional.</li> </ul>	Draft Risk Action Plan Templates

Subject	Status	Comment on Subject	Evidence Available (if required)
Incident Management	<p>Incident Management is the responsibility of every worker in Council. Policy and procedures are communicated through Induction, Health and Safety Committee Minutes and Health and Safety Representatives.</p> <p>Incident data is reviewed monthly by the Health and Safety Committee/Operations Managers and quarterly by the Senior Leadership Team.</p>	<p>Incident data for this quarter remains consistent with the trends of previous quarters. This quarter we had:</p> <ul style="list-style-type: none"> <li>• 39 reported incidents</li> <li>• 19 were employee incidents</li> <li>• 20 were non- employee incidents. (Contractors/Third Party)</li> <li>• No significant incident trends identified</li> <li>• Focus on encouraging and increasing near miss reporting will continue</li> </ul>	Incident Statistical Data – Vault
Health and Safety Investigations	<p>Incidents are investigated to the severity rating level appropriate.</p> <p>Severity rating 1-3 is completed by the Manager and forwarded to the H&amp;S Advisor for review.</p> <p>Severity rating 3-5 is carried out by the H&amp;S Advisor/Manager and/or HSRs.</p> <p>Severity rated incidents 3-5 are reported individually to the SLT.</p>	<p>This quarter Council recorded:</p> <ul style="list-style-type: none"> <li>• 34 investigations severity rating of 1-3 (minor)</li> <li>• 5 investigations remain underway at the time of writing this report. All are expected to be concluded within the month. They have a severity rating of 1-3 (minor).</li> </ul>	<p>Investigation Statistical Data – Vault</p> <p>Investigation Incident Reports</p>
Drug and Alcohol Monitoring	<p>Council administers a Drug and Alcohol Policy for the dual purpose of Hazard Management and Employee Wellness functions.</p>	<p>In July and August Council undertook:</p> <ul style="list-style-type: none"> <li>• 2 Pre- employment tests</li> <li>• Nil Post Critical Incident tests</li> <li>• Nil Reasonable Cause</li> </ul> <p>All pre-employment tests were negative</p>	<p>Drug and Alcohol Policy</p> <p>Drug and Alcohol testing Data</p>
H &S Training	<p>H&amp;S Training is considered a necessity to ensure competency relative to the work risk undertaken. It is a legislative requirement and one that Council actively promotes.</p>	<p>Health and Safety training undertaken in July and August includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Comprehensive First Aid Training</li> <li>• Breathing Apparatus Wearer Instruction</li> <li>• Managing Contractor Health &amp; Safety Major Works Contracts</li> </ul>	Training Data - Vault

Subject	Status	Comment on Subject	Evidence Available (if required)
Notifiable Events	<p>New legislation directs reporting of Notifiable Events which are defined under the following categories:</p> <ul style="list-style-type: none"> <li>• Notifiable Death</li> <li>• Notifiable Injury</li> <li>• Notifiable Illness</li> <li>• Notifiable Incident</li> </ul>	There have been no Notifiable Events requiring a report to Worksafe NZ this quarter.	Investigation Statistical Data
<b>3 Monitoring for Wellness</b>			
Health Provision Uptake	Council actively promotes the provision of health initiatives for workers as a positive impact on their health in the workplace.	<p>July &amp; August uptake for Council led health initiatives are as follows:</p> <ul style="list-style-type: none"> <li>• 55 annual workplace hearing assessments completed</li> <li>• 4 work station assessments completed</li> <li>• 6 eye examinations undertaken</li> <li>• Influenza Vaccination Programme next due April 2017</li> <li>• 1 Hepatitis/Tetanus vaccination undertaken</li> <li>• 2 Pre-employment Drug and Alcohol tests undertaken</li> <li>• EAP – data only available for a full quarter which is next due 30 September 2016</li> </ul>	Health Data – Vault
Audits	Internal Health and Safety audits remain a key lead indicator in the prevention of incidents and identification of risks within the work place.	<ul style="list-style-type: none"> <li>• Current internal audit processes continues as scheduled.</li> <li>• Completed internal audit data is monitored by the Health and Safety Committee each month</li> <li>• Audit Actions are also monitored by the Health and Safety Committee and escalated as required.</li> <li>• SLT site visit actions monitored monthly</li> </ul>	<p>Group Audit Data – Vault</p> <p>Health and Safety minutes</p> <p>SLT Action register</p>

Subject	Status	Comment on Subject	Evidence Available (if required)
Health Absence Leave	<p>Council recognises the importance of monitoring health absence leave as a critical factor in determining the health of the organisation.</p> <p>Robust monitoring enables trends to be identified and pre-emptive measures to be put in place.</p>	<ul style="list-style-type: none"> <li>LWOP taken for Sick Leave continues to be monitored</li> <li>Overall use of Sick Leave does not raise cause for concerns</li> </ul>	Sick Leave Data
<b>4 Review</b>			
Internal Audits	<p>Council has an ongoing internal Health and Safety Audit process which is reported to the Health and Safety Committee for discussion on outcomes and strategy.</p> <p>In addition the SLT visit one council work site per quarter to undertake a Safety assessment.</p> <p>The Chief Executive also meets with 2 worker representatives from a different team each quarter to discuss their top 5 perceived risks and the management strategies in place to address those risks.</p>	<p>Currently in operation are:</p> <ul style="list-style-type: none"> <li>2 x Operations site audits per month</li> <li>2 x Aquatic site audits per quarter</li> <li>2 x Office based site audits per month</li> <li>1 x high level Council site visit per quarter monitored through the SLT Action Register</li> <li>CE meeting to discuss management of departmental risks</li> <li>Contractor Audits are ongoing and managed by the individual Council Contract Manager relative to the work being undertaken</li> </ul>	<p>Health and Safety Committee Agendas and Minutes, Completed Audit information on Vault database</p> <p>SLT Acton Register</p> <p>Approved Contractor Database</p>
SLT Health and Safety Action Register	<p>The Senior Leadership Team undertakes 1 site visit of a Council site/operation per quarter.</p> <p>All actions from the site visit are recorded on the SLT Health and Safety Action Register and undergo monthly formal reviews to ensure any agreed recommendations arising from the findings are worked through to completion.</p>	<p>The Senior Leadership Team undertook health and safety site visits to:</p> <ul style="list-style-type: none"> <li>Waikanae library</li> <li>Civic Building Reception</li> </ul> <p>All recommendations arising from the site visit are placed on the SLT Health and Safety Action Register and monitored monthly until completion.</p>	<p>Audit reports</p> <p>Site visit reports</p> <p>SLT Health and Safety Action Register</p>

Subject	Status	Comment on Subject	Evidence Available (if required)
Contractor Management	<p>As it is obligated to do under the Act, Council has a grading system in place with which to accurately assess the Health and Safety management systems of those companies wishing to undertake work for the Council.</p> <p>All approved Contractors are placed on an approved register for a period of 2 years; they must then re-apply for approved status and re-submit evidence of their continuous improvement.</p>	<p>The Contractor process has undergone review by the previous Health and Safety Committee and will be reviewed again by the new Committee to ensure it is still fit for purpose.</p> <p>Education will continue regarding the requirement to consult, co-operate and co-ordinate multi party work activities and for Council to influence any work undertaken on its behalf to the best of its abilities.</p> <p>Refresher training for the process of managing Approved Contractors was undertaken in May and a more comprehensive training session for managing multiple PCBU's is scheduled for early September. This training is a cooperative event initiated and hosted by our Council and includes Horowhenua and Hutt Councils.</p>	Approved Contractor Register