

Chairperson and Committee Members
AUDIT AND RISK COMMITTEE

1 NOVEMBER 2018

Meeting Status: **Public**

Purpose of Report: For Information

HEALTH AND SAFETY QUARTERLY REPORT

1 JULY 2018 - 30 SEPTEMBER 2018

PURPOSE OF REPORT

- 1 This report presents a Health and Safety Report for the period 1 July 2018 – 30 September 2018.

DELEGATION

- 2 The Audit and Risk Committee has delegated authority to consider this report under the following delegation in the Governance Structure, Section B.3:
 - *Ensuring that the Council has in place a current and comprehensive risk management framework and making recommendations to the Council on risk mitigation;*
 - *Assisting elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role;*
 - *Governance role in regards to the Health and Safety Leadership Charter and Health and Safety Plan.*

BACKGROUND

- 3 This quarterly Health & Safety Performance Report is intended to provide the Council with insight into initiatives and activities, and their progress, as part of our organisations commitment to providing a safe and healthy place to work. The contents and any subsequent discussions arising from this report can support Council officers to meet their due diligence obligations under the Health & Safety at Work Act (HSWA) 2015.

ISSUES AND OPTIONS

Issues

- 4 Between July and September 2017 the Simpson Grierson Health and Safety team were engaged to review how the Council was progressing with changes and planned initiatives following the introduction of the Health and Safety at Work Act (HSWA) 2015. The findings were presented back to this Committee in November 2017. This review identified areas for improvement, in particular where we can improve some current processes to further strengthen our ability to more effectively monitor and verify.
- 5 A draft Health and Safety Plan 2018 – 2020 was provided to the Committee at the meeting 13 September 2018.

- 6 Progress on the 2018 – 2020 plan will be incorporated into quarterly reports going forward.

CONSIDERATIONS

Policy considerations

- 7 There are no policy considerations.

Legal considerations

- 8 There are no legal considerations.

Financial considerations

- 9 Budget has been provided for implementation of the action plan initiatives as part of the 2018-38 Long Term Plan.

Tāngata whenua considerations

- 10 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

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

Publicity

- 12 There are no publicity considerations.

RECOMMENDATIONS

- 13 That the Audit and Risk Committee notes the Health and Safety Quarterly Report for the period 1 July 2018 – 30 September 2018 and the progress update on the Health & Safety Plan 2018-2020 included as Appendix One and Appendix Two to Report CE-18-646.

Report prepared by

Approved for submission

Dianne Andrew
Organisational Development Manager

Wayne Maxwell
Chief Executive

ATTACHMENT

Appendix 1 – Health and Safety Quarterly Report 1 July- 30 September 2018

Appendix 2 – Progress update on Health & Safety Plan 2018-2020

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report to the Audit and Risk Committee
1 July 2018 – 30 September 2018

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

A progress summary on the high level focus areas in the Health and Safety Plan 2018-2020 is attached to this report as Appendix 2.

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 (7)
- GROWSAFE Introductory Course (3)
- Safety Traffic Management – L1 (9)

ROLE RELATED:

- First Aid
 - Refresher (10)
 - Comprehensive (5)
 - *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 are undertaking the certified first aid courses. Other roles across the organization will be provided with CPR and Defibrillator (AED) training.*
- CDEM Training (49)
- Disability Responsiveness & Awareness Workshop (9)
- Drug & Alcohol Health & Safety Training (Libraries & Aquatics) (46)
- Health & Safety Rep Stage 1 Training (1)
- Workplace Health & Safety Risk Assessment Pilot Course (1)
- NZIHT Compaction - A key to quality road pavements (2)
- Risk Assessment Workshop (14)

CRITICAL RISK RELATED:

- Hazardous Substance Inventory – *training on the use of the new database and the revised procedures regarding procurement of hazardous substances has been rescheduled to commence by the end of November rather than October 2018. This is due to resource availability.*
- 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.*

HEALTH AND SAFETY RELATED:

- Personal Safety in the Workplace is a regular training for all front line staff. To further support the training provided to date we have trialled a phase two version of this workshop to assist staff in developing their skills in detecting and being proactive in customer facing situations that have the potential to get out of hand. This trial was carried out with Library staff following a spate of incidents with challenging situations in Library spaces. It has been well received and planning is underway to extend this to the Aquatics staff.

2. EMERGENCY EVACUATION DRILLS

- no emergency evacuation drills were scheduled this quarter.

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 11 inductions completed this quarter.

4. WELLNESS INITIATIVES

() indicates no. of attendees

- Eye Examinations (11)
- Ergonomic Work Assessments (5)
- EAP Services hours utilized (28)
- Screening Hearing Tests on 8 & 29 August (55)
 - Individual reports have reviewed and entered into Vault

5. PRE EMPLOYMENT MANAGEMENT

() indicates no. of attendees

- Drug and Alcohol Tests (no fails) (24)
- No 'reasonable cause' assessments required this quarter

6. STANDARD OPERATING PROCEDURE (SOP) REVIEW

- This programme of work was extended from initially focusing on the Infrastructure Services Group area of work to now cover all SOPs required across the organisation. Consistency in SOP format and process was one of the recommendations of the Simpson Grierson health and safety review and is a work stream contained in the Health and Safety Management Systems section of 2018-2020 work plan.
- Priority focus is on those SOPs which are related to tasks which rely on information in the new Hazardous Substances Inventory (HSI). As these SOPs are developed and implemented, further SOPs for general safety priority tasks will be reviewed, updated and implemented.
- The SOPs currently in place are in use but as they are updated in conjunction with the HSI they will have consistent format and language with imbedded references to other SOPs which have relevance to the task. (see also below section 8 Risk Management)

7. CONTRACTOR MANAGEMENT

- As at 11 October a total of 200 Contractors were listed as 'approved' on the Contractor Register.
- Six new contractors were added this quarter. A number of existing contractors have been renewed.
- 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.
- To date the following 'procedures' have been drafted and are currently under review in preparation for presentation to the SLT and the Health and Safety Committee:
 - Incident Reporting and Management Procedure
 - Hazard & Risk Management Procedure
 - Contractor Management Procedure, including revised
 - H&S Contractor Pre Selection Form
 - H&S Contractor Minor Works pre-selection Form
 - H&S Contractor Pre Commencement Checklist
 - H&S Contractor Performance Evaluation Form
 - H&S Contractor Practices Verification Form, and
 - H&S Contractor Arrangements and Expectations Handbook

8. RISK MANAGEMENT

- As part of the draft 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.
 - Compilation of a centralized Hazardous Substance Inventory for all of council has been completed this quarter. There are approximately 700 unique substances with over 1200 line entries. The next phase of this work stream will be to review and align the SOPs. (see also above section 6 SOP Review)
 - An asbestos management plan has been developed which going forward will include provisions detailed in sub plans for property, infrastructure and people. In simple terms – how we identify where asbestos is present, how we work with it, and what we do with the information.
 - Property plan will include which Council owned buildings identified as (a) containing asbestos, (b) containing no asbestos, (c) we are unsure about the presence of asbestos, and how we will manage the presence of asbestos when we work in these buildings including how we communicate the status of the buildings to workers, and what training is required by the workers who we will require to undertake tasks in the buildings we have identified as containing asbestos or those we are unsure about.
 - Infrastructure plan will include which Council owned infrastructure assets identified as (a) containing asbestos, (b) containing no asbestos, (c) we are unsure about the presence of asbestos, and how we will manage the presence of asbestos when we work with these assets including how we communicate the status of the assets to workers, and what training is required by the workers who we will require to undertake tasks with the assets we have identified as containing asbestos or those we are unsure about.
 - People plan will include the process and procedure for how we monitor the health of our workers who are required to come into contact with asbestos during the course of or in the nature of their work for the council.
- Driving remains an ongoing critical risk for any employer who has vehicles and staff regularly on the road. We are revising our training plan and refresher driver awareness workshops and practical assessments will become part of a regular refresher/training cycle for all council staff who are required to regularly drive a council vehicle. Job specific training for specialist vehicle's (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 30 September 2018 there are 33 reported Care Register events/hazards.

9. HEALTH AND SAFETY COMMITTEE (HSC)

- The HSC and the Operations Working Group have continued to meet monthly where possible. Focus continues on health and safety policy consultation, incident management, risk strategies and general health and safety matters. Following elections to fill vacant roles the new HSC met this quarter and an introduction and catch up afternoon tea with SLT is scheduled for Monday 12 November. This is one of the initiatives contained in the Leadership section of the 2018-2020 plan.

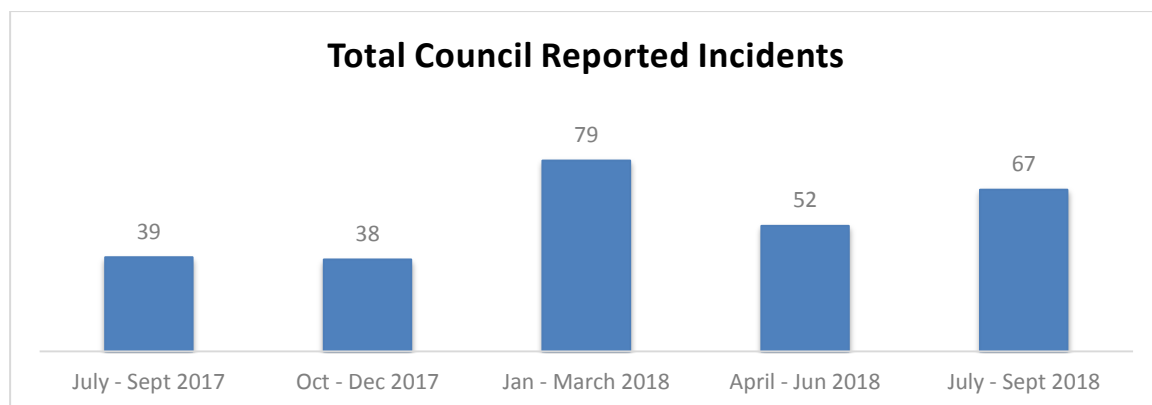
10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

- The health and safety policy review work program continues to be a work in progress with 12 key procedure documents drafted and ready for review in conjunction with the refresh of the overarching health and safety policy document, including the health and safety policy statement. This work stream is contained under the Health and Safety Management Systems section of the 2018-2020 plan.
- Following implementation of the Working Alone Policy, the next stage to support this policy in action is to implement a consistent technical application to assist safety of workers who go off site alone. The trial of the 'app' GetHomeSafe was delayed due to resource and workload issues across the trial teams. Feedback from the trial indicated further investigation was needed and a trial of an alternative 'app' VeriSafe' is scheduled to be completed by the end of October. The confirmed 'app' will be initially available on all mobile devices issued to staff in roles who work off site and 'after hours'.

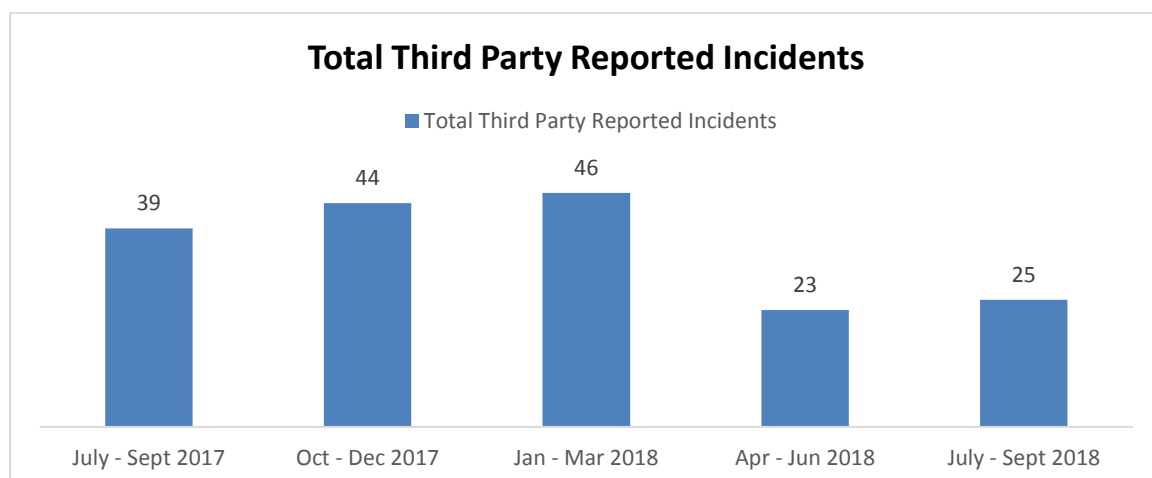
LAG INDICATORS**11. INCIDENTS, INJURIES AND NEAR MISS 1 JULY 2018 – 30 SEPTEMBER 2018**

	Incident/Injury	Notifiable Incident / Injury	Near Miss	Total
Community Services	12			12
Infrastructure Services	15		2	17
Corporate Services	3			3
Regulatory Services	5		2	7
Strategy & Planning				
Chief Executive	1			1
Third Party	22		3	25
Contractor	1		1	2
Total	59		8	67

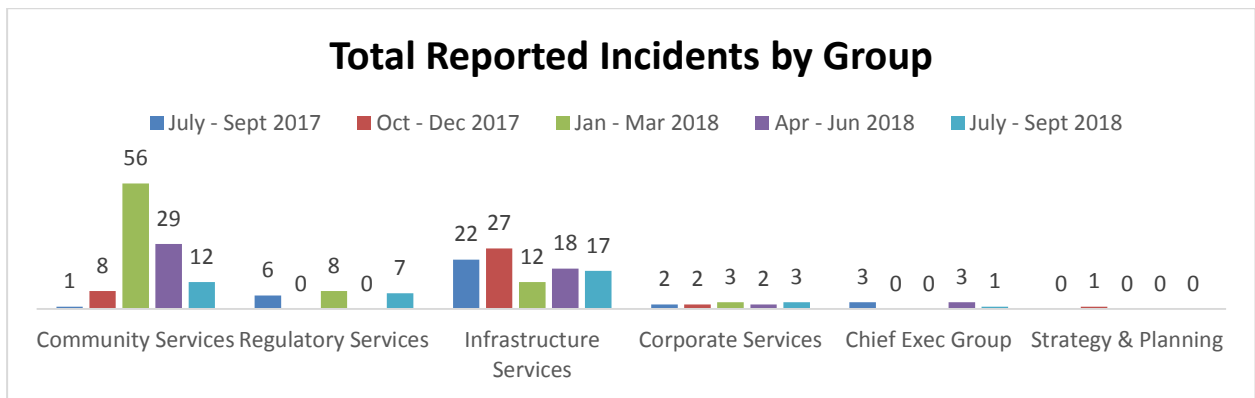
- *Notifiable Incident: an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk, arising from immediate exposure.*
- *Notifiable Injury: suffers an injury as a result of work. Requires admittance to hospital or immediately or within 48 hours of the event, not just first aid.*
- *The data entry error last quarter for Corporate Services, Regulatory Services, and Strategy & Planning has been investigated and further audits of data entries will continue for the next few months to confirm no further issues and reduce the opportunity of recurrence.*



- *All reported incidents were investigated and corrective actions identified and actioned where required.*
- *Of 67 total incidents,:*
 - *19 injuries: sprains, lacerations, bruising and scald*
 - *23 non –injuries including 8 near misses, 2 near misses were contractors*
 - *25 third party incidents*



- *Third Party is defined as a person who does not hold employee status.*
- *This quarter Third Party events continue to be predominantly Aquatics (19) and Libraries (4) – Council's public spaces.*
- *Monitoring of third party events is continuous and dealt with directly by each site and escalated where risk is identified.*



12. LEAVE MANAGEMENT

The use of annual leave continues to be monitored and managed at the group level to ensure the application of adequate rest and recreation breaks support overall wellbeing. A regular report to SLT identifies those employees with an unused annual leave entitlement of greater than 25 days. These employees are requested to provide a leave plan to reduce their balance.

Applications to cash up 'alternative day' leave and the additional 5 days annual leave over the legislated entitlement have declined this quarter.

The use of sick leave is monitored to identify trends of excessive use or identify trends of high use within common areas. Council employees are entitled to 10 days sick leave per year and may accumulate unused sick leave. Unused sick leave is not paid out upon termination. No trends of concern were identified during this quarter other than it was a particularly bad winter for delayed onset of flu and related ailments.

EVERYONE HOME SAFE EVERY DAY

Strategic priorities	Definition	Key focus area	Outcomes	Actions	Responsibility/Lead	Timing	Progress update
LEADERSHIP AND ENGAGEMENT	Improve organisational H&S culture and increase H&S performance levels.	Improve H&S engagement across all levels (Q1 2019)	'Conversations for engagement' sessions developed and delivered	Develop and deliver sessions for all workers at all levels, including SLT and workers without direct reports	SLT sponsor	Commencing October 2018	Under development in conjunction with recognition and learning from incident reports
			H&S is a part of all team interaction	H&S is an agenda item in all meetings, including SLT meetings HSRs contribute to all meetings they attend	SLT Managers	In progress and work in conjunction with collaboration initiatives	In progress
			Survey is developed and shows improvements over time	Survey is developed, to capture H&S perception and engagement and run at least annually.	OD Manager H&S Committee/Reps	Commencing February 2019	
			Workers are given formal recognition on a regular basis	Develop a worker recognition programme with supporting documentation	OD Manager H&S Committee	In progress	
	Improve H&S understanding across all levels (Q4 2019)	Proactive H&S communications to all workers	Regular H&S communications, e.g. on HubKap H&S committee minutes are communicated in a timely manner	SLT	Commencing October 2018	Newsletter underway for Hubkap and revision commenced of H&S Toolkit info	
		Relevant safety messages are communicated after incidents	Learning from H&S incidents are shared	SLT Managers	In progress	SLT report backs incorporated into agenda item	
		Relevant H&S training becomes an integral part of performance and skill assessment	SLT, HSRs and H&S committee take part in appropriate H&S training at least annually	SLT sponsor	HSR & Committee training by January 2019 SLT workshop to be scheduled after new GMs appointed.		
	Increase effectiveness of H&S Committee and H&S Representatives (Q4 2018)	H&S committee participation, consultation and engagement increases A stronger relationship exists between SLT and the H&S committee	H&S committee role, responsibilities and relationships are clarified	SLT	Commencing October 2018	Meet and greet HSC and SLT session scheduled for 12 November	
		Elections have ensured coverage of work areas, participation agreement is met HSRs are working collaboratively with their work areas	HSRs attend adequate training to equip them to effectively support their work area	SLT sponsor	Commencing October 2018	First HSC meeting held with new members following completion of election process for the vacant positions. Training dates tbc pending availability of course.	
	Improve H&S reporting to better understand and evaluate performance (Q1 2019)	Updated reporting formats in use. A relationship/impact has been established between lead and lag indicators	Update H&S reporting format, including both lead and lag indicators, and establish the relationship between them and provide trending.	OD Manager	In progress	Revised format partially in use with further developments on trending reporting to be developed and incorporated from 2019	
		Regular H&S communication internally and externally of H&S performance	HS& reporting becomes incorporated on a regular basis	SLT sponsor	Proposed changes underway from 1 July	New format in use but further development to continue to provide: injury trend over time; injury trend by type; near misses by type; safety observation feedback.	

EVERYONE HOME SAFE EVERY DAY

MANAGEMENT SYSTEMS	<i>Develop and implement an appropriate and proactive H&S management system, including processes and documentation, to drive good behaviour and reduce risk and harm.</i>	Fit for purpose H&S management system (Q1 2019)	Updated Vault HSMS is in place and operational	Upgrade completed and updates to Vault. Training and refresher training sessions for key staff.	OD Manager	Upgrade completion due by end November 2018 Training scheduled for November 2018	
		Improve incident management and root cause analysis, and reduce potential for harm (Q2 2019)	Incidents are managed effectively and appropriately Corrective actions are implemented in a timely manner Learning from incident management is business as usual Reduction in incident reoccurrences	Processes and procedures are revised for continuous improvement Learning from incident management is shared regularly amongst teams – team meetings, HubKap H&S news	OD Manager	Commenced May 2018	12 procedures drafted and currently under review
			Incident management training completed for both workers and managers	Investigation training schedules set in place for managers	Group Managers	Commencing January 2019	
		Empowering our people through improved skills and capabilities (Q4 2020)	Matrix developed, skills/capability by role determined Job Task Analysis completed for roles	Identify preferred training providers Develop H&S skill/capability matrix incorporated with job task analysis and competency measures	OD Manager	Training providers confirmed by December 2018	
			H&S KPIs are achieved	Review current H&S KPIs Include KPIs into revised role descriptions Development objectives to include skills/capability	SLT sponsor	KPI review preparation underway Capability matrix and competency measures to be done in conjunction with JD reviews	
		Effective risk management (Q1 2019)	Critical Risk project group has been established and is operational	Establish a Critical Risk project group, consisting of SLT, HSRs and key workers	SLT sponsor	End of November 2018	
			Bowtie analysis, plan and priorities have been agreed	Develop and schedule critical risks bowtie workshops	OD Manager	November 2018 – February 2019	
		Effective management of critical risks (Q4 2019)	Hazardous substances legal compliance – Inventory completed and in use Procurement guidelines for staff completed and in use	Complete inventory Deliver training on use of inventory and legal compliance Launch procurement guidelines	OD Manager	By end October 2018 Training November 2018 – February 2019	Inventory completed.
			Asbestos – Council inventory, management plan, policy and updated SOPs, health monitoring programme all developed and in use	Complete Inventory and management plan Update SOPs covering all potential asbestos exposure Develop and implement Health Monitoring Programme	SLT sponsor		Property Plan draft commenced August 2018 and under review November 2017
			Driving – Included in competency matrix where required. Scheduled training completed each financial year.	Competency matrix developed to include Driving. Develop and implement an annual Driver Assessment programme to include provision for initial training and assessment plus advance driver training	OD Manager	Phase one of training completed by June 2018 Phase two assessments Q1 2019 Competency matrix October 2018 – December 2019	Assessments to be incorporated into Corporate training Calendar from January 2019
CONTRACTOR MANAGEMENT	<i>Develop policy and procedures for working with other PCBUs, ensuring alignment with HSWA and best practice.</i>	Council policy, procedures and templates (Q3 2019)	Legislative compliance Policy, procedures and templates are updated, easy to access and user friendly	Review Council policy, procedure and templates for working with other PCBUs as required by HSWA, including pre-qualification Update and refresh as appropriate Deliver refresher training to staff	OD Manager	In progress – commenced April 2018 Training to commence November 2018 -	Revised documentation for contractor management drafted and under review Training dates and provider tbc
		Monitoring / review procedures (Q3 2019)	On-going monitoring and review (annual, post incident) is taking place All PCBUs reviewed post incident and at least annually.	Review procedures for review, monitoring and verification of other PCBUs Update and refresh as appropriate Deliver refresher training to staff	SLT sponsor	In progress – commenced April 2018	Revised procedure documentation for contractor management drafted and under review

EVERYONE HOME SAFE EVERY DAY

		<p>Improve engagement and collaboration (Q4 2019)</p>	<p>Refresher/coaching sessions for internal managers about their responsibilities when working with other PCBUs are incorporated into Corporate training calendar each financial year Annual forums held with other PCBUs Consistent management of other PCBUs</p>	<p>Develop and deliver internal coaching sessions Establish a forum with other key PCBUs to communicate new policy, procedures and expectations, e.g. contactors, volunteers</p>	<p>OD Manager</p>	<p>Commencing Q1 2019</p>	
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