

Executive Summary

Achievements in 3rd Quarter

- Bedded in internal Health and Safety Audit Process
- Commenced SLT directed Security Personal Safety in the Workplace Training
- Commenced Audio narration project for H & S internet pages
- Completed review of Contractor Doc

Issues/Updates arising from the 3rd Quarter

- Progress continues with the Health and Safety Reforms
- SLT H & S Site audits and action register underway
- Proposal for high level H & S recognition process underway

4th Quarter Work Programme

- Effective communication of new Working Alone policy
- Commence project for H & S responsibility clarification in Event Planning
- Progress Bullying Policy
- Further the Worker Participation Process
- Commence annual review of site hazard registers
- Commence annual review of H & S Policy Statement

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report – Audit and Risk Committee
1 January 2015 – 31 March 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
1 Policy and Planning			
Working Alone Policy	Draft Corporate Working Alone Policy Completed	Council has an operational policy in effect currently and has furthered this to incorporate all areas of Council including non-operational areas. Once approved the policy will be effectively communicated to all staff.	Draft Working Alone Policy
Bullying Policy	Draft Policy underway	Council holds effective processes for the management of bullying and harassment and is comfortable in formalizing this process into policy. Expected date of completion is June 2015.	Draft Bullying Policy
H & S Reforms	Release of the At Work Bill has been delayed until the end of 2015. (No set date). Regulations were expected to be released in April/May of 2015. These releases will require adaptation of current policy.	Council undertook a policy review in 2014 with the upcoming reforms in mind. This review continues on an ongoing basis as per continuous improvement.	Worksafe NZ Reform Updates.
2 Delivery			
Contractor Health and Safety Management	17 – A Grade Contractors 33 – B Grade Contractors 57 – C Grade Contractors 33 – Pending 19 – Council initiated contact made 107 Approved Contractors	All contractors undertaking work for Council must be on or working through the Health and Safety Approval process.	Contractor Management Policy Approved Contractor Register
Drug and Alcohol Management	2 Pre- employment – 2 negative tests	Results are consistent.	Drug and Alcohol Policy

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report – Audit and Risk Committee
1 January 2015 – 31 March 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
Health and Safety Training	Routine site specific Health and Safety training continues to ensure Health and Safety knowledge is at the highest level and appropriate to the business groups.	Continuous improvement in Health and Safety for staff training has led to the SLT direction of Personal Safety workshops for all staff with direct customer service interaction. 37 employees completed training to date	Training Records
Hazard Management	Annual Review of all site Registers will occur in June of each year.	Internal Security Review – The SLT commissioned Security review of all Council Customer Service sites phase 1 has commenced with individual groups working through implementation of the report recommendations. This includes completion of additional security lock provision on internal doors within Civic Building, and management of ID card identification. Phase 2 will be reviewed on the completion of phase 1.	Independent Security Review Report OPSEC.
3 Monitoring for Wellness			
Serious Harm	Nil Serious Harm events this quarter	Low – Moderate Level incidents only this quarter	
Incidents/Accidents/Near Miss	19 – Incidents 13 – Injuries 3 – Near Miss 36 – Third Party 0 – Serious Harm	Incident stats on par with that of previous quarters with 50.7% of all recorded incidents relating to third party events in primarily Library and Aquatics area.	Incident Reporting Data

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report – Audit and Risk Committee
1 January 2015 – 31 March 2015

Subject	Status	Comment on Subject	Evidence Available (if required)
Lost Time	ACC Work – 496.00 hrs ACC Non Work – 38.00 hrs Sick Leave – 2087.00 hrs Sick Leave as A/L 196.00 hrs Sick Leave as LWOP 41.00 hrs Sick Leave for Dependents 430.00 hrs	Health absence leave is lower than in previous quarters with the exception of ACC work related leave. The ACC leave represents 2 employees requiring Return to Work Programmes. One employee has returned to full duties, the other is working through a graduated return to work programme and is expected to have completed this early May.	Health Leave Data
Employee Assistance Programme	Service Uptake: 8 Hours	Usage remains consistent with previous periods.	
4 Review			
Internal Audit Process	2 x Operation Site audits per month 1-2 Non Operational sites audited per month. 1 x high level H & S audit per quarter	Continue to bed in the internal audit process for Council that encompasses auditing at all levels by all levels including that of STL who undertake one internal H & S site audit on a quarterly basis. Staff led audits recorded in vault data base and recommendations tracked for completion. SLT led audits recorded on SLT H & S Action Register and progress monitored monthly.	H & S Completed Audits