

Chairperson and Committee Members
AUDIT AND RISK COMMITTEE

27 APRIL 2017

Meeting Status: **Public**

Purpose of Report: For Decision

HEALTH AND SAFETY QUARTERLY REPORT HEALTH AND SAFETY QUARTERLY REPORT

PURPOSE OF REPORT

- 1 This report presents the Health and Safety Quarterly Report for the 1 January 2017 – 31 March 2017 period.

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 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 The quarterly reporting to this Committee on the status of health and safety within the Council provides both a summary of progress on health and safety initiatives and activities and also a high level overview of the organisational health and safety work programme.

CONSIDERATIONS

Policy considerations

- 4 There are no Policy considerations.

Legal considerations

- 5 There are no legal considerations.

Financial considerations

- 6 There are no financial considerations.

Tāngata whenua considerations

7 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Publicity

9 There are no publicity considerations.

RECOMMENDATIONS

10 That the Audit and Risk Committee notes the Health and Safety Quarterly Report included as Appendix 1 to Report CE-17-173.

Report prepared by	Approved for submission	Approved for submission
Jill Dallinger	Dianne Andrew	Wayne Maxwell
Health and Safety Advisor	Organisational Development Manager	Group Manager Corporate Services

ATTACHMENTS

Appendix 1

- Health and Safety Quarterly Report 1 January 2017 – 31 March 2017

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Quarterly Report to the Audit and Risk Committee
1 January 2017 – 31 March 2017

Executive Summary

Health and Safety progress for the January – March 2017 quarter saw the adoption by Council of a Health and Safety Leadership Charter. This signals commitment from the organisation to ensuring Kapiti Coast District Council provides for health and safety as set out within the principles of the new legislation. The Charter outlines the foundation principles of Council's health and safety framework.

To ensure the Organisation is on track Council is planning an external audit to review its transitional progress against the known reform expectations. The audit is expected to provide further focus and improvement that will add strength to the current health and safety systems in place. The outcomes of the audit report will be communicated to the Senior Leadership Team and the Audit and Risk Committee for discussion.

Key Updates

- Worksafe NZ advises that the Safety Star Rating System behavioral audit process is under design refinement following the 2016 national trials. At this time there are no known time frames for this refinement. Whilst the ACC Work Safety Management Practices audit (WSMP) ceases from April 2017, Council will retain its tertiary rating until March 2018.
- There were no notifiable injuries or events this quarter.
- Incident Reporting – remains consistent with that of previous quarters.

Jill Dallinger
Health and Safety Advisor

LEAD INDICATORS

1. CORPORATE HEALTH AND SAFETY TRAINING COMPLETED () *indicates attendance*

- First Aid Comprehensive Course (4)
- First Aid Refresher Course (9)
- Drug and Alcohol Policy Training for Workers (23)
- Drug and Alcohol Policy Training for Managers (8)
- Health and Safety Representative Training Stage One (3)
- Vault Training (7)
- Health & Safety Getting the Basics Right – Simpson Grierson (3)

2. EMERGENCY EVACUATION DRILLS - 6 MONTHLY ROTATION

- Emergency Management drills undertaken as per the corporate review cycle
- Drills took place 24 January 2017 and 1 March 2017 incorporating 6 Council sites;
 - Depot
 - Emergency Operations Centre
 - Otaki Library
 - Maple Building
 - Waikanae Library
 - Waikanae Water Treatment Plant

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 17 new employees for the quarter - 13 completed inductions received

4. WELLNESS INITIATIVES () *indicates attendance*

- Annual Influenza vaccinations booked for April 2017 (94 bookings as of 31/03/17)
- Eye Examinations (3)
- Ergonomic Work Assessments (5)
- EAP Services (31 hours – increase from 25 hours previous quarter. Not of concern due to specific situation. Increase in EAP uptake is encouraged)

5. PRE EMPLOYMENT MEDICAL MANAGEMENT () *indicates attendance*

- Drug and Alcohol Tests (6)
- Tetanus and Hepatitis A/B Vaccinations (3)

6. STANDARD OPERATING PROCEDURE REVIEW - INFRASTRUCTURE SERVICES GROUP

- Operations team managers continue to progress all Standard Operating Procedures in consultation with Operation workers and the Operations Working Group. This is an on-going project.

7. CONTRACTOR MANAGEMENT - APPROVED CONTRACTORS

- As at 31 March 2017 there are 179 Contractors listed on the Contractor Register.
- Of this total, 164 contractors have approved status the remaining 13 Contractors are working through the approval application process.
- The Health and Safety Contractor Management Policy review has been completed and is due for final review by the Senior Leadership Team in April.

- The Health and Safety Contractor Management Booklet has been completed. The expectation is that it will be released in April as well.

8. RISK MANAGEMENT

- Care Register – testing for the improved system has been completed and data is currently being verified prior to being transferred across into the new system. The Care Register is due to 'go-live' to staff by the end of May 2107.

9. HEALTH AND SAFETY COMMITTEES (HSC)

Jan – Mar 2017

- The Health and Safety Committee and Operations Working Group have only met twice this quarter due to the holiday period. Key outcomes from the Committee meetings centred on policy reviews, progress of the Standard Operating Procedure project, identification and resolution of incident trends, and operational health and safety general matters.

10. POLICY REVIEW PROGRESS

The following policies have been reviewed in consultation with the Health and Safety Committee and are to be forwarded for final review by the Senior Leadership Team in April.

- Working Alone Policy
- Emergency Management Policy
- Contractor Management Policy

Policies for progress within the April-June quarter are:

- Drug and Alcohol in the Workplace Policy
- Personal Protective Policy
- Incident/ Accident Management Policy

LAG INDICATORS

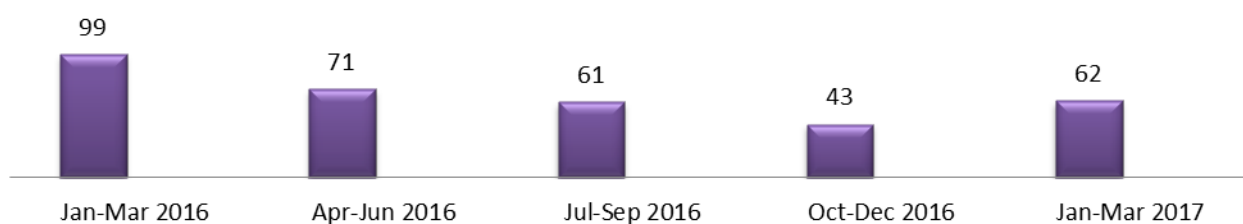
11. INCIDENTS, INJURIES AND NEAR MISS 1 JANUARY 2017 – 31 MARCH 2017

	Non-Notifiable Incident/Injury	Notifiable Incident	Notifiable Injury	Near Miss	Total
Community Services	5	-	-	3	8
Infrastructure Services	11	-	-	5	16
Corporate Services	0	-	-	3	3
Regulatory Services	2	-	-	2	4
Strategy and Planning	2	-	-	-	2
Chief Executive	1	-	-	-	1
Third Party	21	-	-	7	28
Total	42	-	-	20	62

- *Notifiable Incident: Peoples Health and Safety are seriously threatened or endangered as a result of a work situation.*

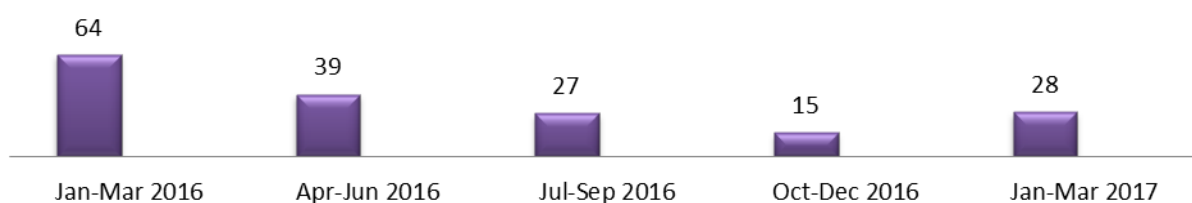
- *Notifiable Injury: Injury that requires (or would usually require) person to be admitted to hospital for immediate treatment or receive medical treatment within 48 hours of exposure to a substance.*

Total Incidents - Council



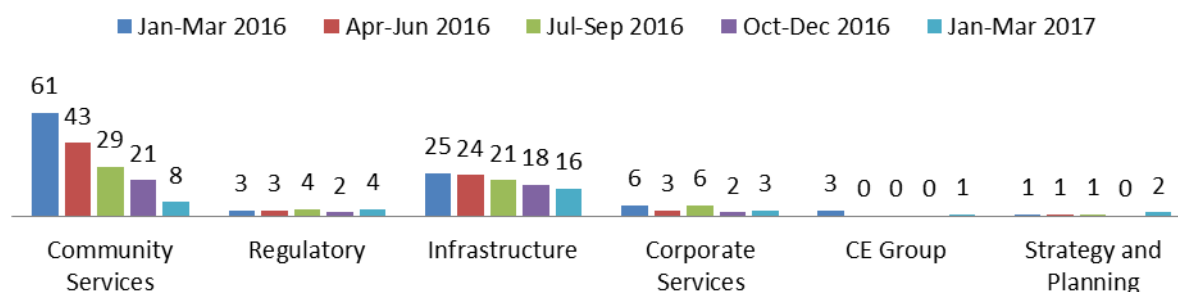
- *Incident investigations were completed. One investigation is currently underway with an expectation for completion by 14 March 2017. The category for this investigation is minor.*

Total Incidents - Third Party



- *Third Party is defined as a party that is not a direct employee of the Council.*

Total Incidents by Group



12. ANNUAL LEAVE MANAGEMENT

The use of annual leave is currently monitored and managed at the Group level to ensure the application of adequate rest and recreation breaks support overall wellbeing. Analysis is being developed for future reports.

Group	Employees with Entitlement past 25 days
Chief Executive	2
Community Services	5
Corporate Services	8
Infrastructure Services	12
Regulatory Services	2
Strategy and Planning	2

13. **SICK LEAVE USAGE (DAYS)****COUNCIL QUARTERLY COMPARISON - 2016/2017**

Quarter	ACC	ACC Non-Work	Sick Leave	S/L as A/L	S/L as LWOP	S/L for Depend ent
Jan-Mar 2016	17	27	328	13	6	52
Apr-Jun 2016	45	14	367	39	1	69
Jul-Sep 2016	48	18	494	39	11	115
Oct-Dec 2016	74	79	380	45	10	118
Jan-Mar 2017	14	39	372	30	6	67

- *Decrease in ACC related leave days could be due to successful return to work.*
- *Sick leave data is consistent with the same period last year.*
- *Decreased Sick leave usage for dependants could be seasonal but is consistent with the same period last year*