

Chairperson and Subcommittee Members
AUDIT AND RISK SUBCOMMITTEE

18 AUGUST 2016

Meeting Status: **Public**

Purpose of Report: For Information

HEALTH AND SAFETY REPORT

PURPOSE OF REPORT

- 1 This report presents the Health and Safety Annual Report 1 July 2015 – 30 June 2016 which includes references to information which would have been presented in the Health and Safety Quarterly Report 1 April 2016 – 30 June 2016 had time allowed prior to the termination 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 The Annual Health and Safety Report summarises the Quarterly reporting to this Subcommittee for the 2015/16 year on the status and currency of health and safety initiatives within the Council and provides the means to ensure that health and safety is taken into account in all high level decision making processes.

CONSIDERATIONS

- 4 The Annual Health and Safety Report addresses the strategic reporting requirements as identified in the Strategic Health and Safety Plan 2014-2016. An overview of the year and the April-June quarter is provided in the Executive Summary and Key Achievements segments attached at Appendix One and Two.

Policy considerations

- 5 There are no policy implications.

Legal considerations

6 There are no legal considerations.

Financial considerations

7 There are no financial considerations.

Tāngata whenua considerations

8 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Publicity

10 There are no publicity considerations.

RECOMMENDATION

11 That the Audit and Risk Subcommittee notes the Health and Safety Annual Report, including references to the April-June Quarterly Report information as included at Appendix 1 to Report CE-16-1976.

Report prepared by	Approved for submission	Approved for submission
Jill Dallinger	Dianne Andrew	Crispin Mylne
Health and Safety Advisor	Organisational Development Manager	Acting Group Manager Community Services

ATTACHMENT

Appendix 1 Health and Safety Annual Report 1 July 2015 – 30 June 2016

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2015 – 30 June 2016

Executive Summary

The Health and Safety in Employment Act was repealed in 2016 after 20 years and replaced with the Health and Safety at Work Act 2015 (HSWA). The premise of the new Act recognised that a well-functioning health and safety system relied on participation, leadership and accountability by government, businesses and workers. The law changers believed that only when all parties accepted the part they played within health and safety in the workplace, could change be effected to stop workers being seriously harmed or killed. The legislation changes are significant and required a different way of working in the health and safety area.

The Council has committed to the Government's message for improvement of health and safety within the workplace and continues to actively work on implementing the changes required to ensure it remains aligned with the Health and Safety at Work Act 2015 (HSWA) expectations. Therefore, our focus has primarily been on reform education and the development of worker participation practices to ensure Officers and Workers understood key changes under the HSWA and were informed when making decisions regarding new worker participation practices. This in turn would ensure that when we review our Health and Safety Framework in detail, our people will be best placed to be involved and be confident in addressing future health and safety provisions.

To date, we have completed briefings to Elected Members, the Senior Leadership Team and all Managers on due diligence responsibilities and key legislation changes. These briefings were presented by Samantha Turner from Simpson Grierson. Simpson Grierson are key partners in the SOLGM, LGNZ, WorkSafe NZ and Business Forum Roadshow which has been delivered to the Local Government sector over the past few months. The briefing to Elected Members focused on the role of Officers under the new Health and Safety at Work legislation and what 'due diligence' means and how they can exercise this. In short, the requirement for Officer due diligence is in place to ensure reasonable steps are taken to ensure the business is complying with its health and safety responsibilities at a governance level.

Reform presentations have also been provided to individual work groups and a communication strategy has been developed and implemented to ensure ongoing communication and updates are available to all staff. Consultation on Worker Participation Practices (WPP) was completed in July with 138 submissions received. This consultation process identified and confirmed 5 Work Groups and the number of Health and Safety Representatives (HSRs). Going forward, there is an expectation that our Health and Safety policy review (currently underway) and future health and safety provision will progress more rapidly once the newly elected Health and Safety Committee conclude their working terms of reference and settle into their roles.

To assist in maintaining a consistent level of service delivery for our managers and staff, we employed a temporary Operational Health and Safety Advisor from January 2016 until July 2016. Funding for this position was made available due to the timing of the recruitment process for a vacant position in the Human Resources team. The Council prioritised its work programme and made good progress to be on track and prepared for the introduction of the new legislation in April. We are now bedding in the changes and

we continue to build the capability of our organisation to continue our goal to be proactive and open minded in our approach to identifying and managing risk now and in the future. Aside from the routine compilation of annual internal health and safety data, this report summarises the initiatives Council has developed and/or implemented in this financial year with the intention of meeting the new Health and Safety at Work legislative brief, as Appendix 1.

Overall the Council has made and continues to make steady progress under the new legislative requirements.

Due to the meeting schedule of this Sub Committee and the termination date of the current Triennium, key achievements and progress information from the period 1 April – 30 June 2016 has been included within the Annual Report.

2015/2016 Key Achievements

- ACC WSMP Tertiary rating maintained.
- Worker Participation Practice and Procedures reviewed and revised as per new legislation requirements.
- Completion of council wide consultation regarding new worker participation and representation.
- Health and Safety Policy Framework review commenced to align Health and Safety policies with new legislation.
- Communication plan regarding legislation updates and law changes for all staff was developed and implemented, including a regular staff newsletter to promote and highlight changes.
- 10 high level Health and Safety Investigations were completed.
- Completion of transitional training programme for current health and safety representatives.
- Commenced a review of all Infrastructure Services Group operational Standard Operating Procedures (SOPs).
- Progressed the development of a Care Register for staff preparedness.
- Concluded implementation of the OpSec Security Report recommendations (Stages 1 & 2).
- Clarified provisions for volunteer management practices.
- Completed the provision of 'due diligence' responsibility briefings for Elected Members, Chief Executive, SLT and Managers.
- Completed consultation of new 'Preventing and Responding to Workplace Bullying' policy.

2016/2017 proposed Work Programme

- Complete Policy Framework review to ensure compliance under new legislation.
- Embed new worker participation practices.
- New Health and Safety Committee established and new Health and Safety Representatives elected.
- Define working terms of reference for new Health and Safety Committee.
- Complete training for new Health and Safety Representatives.
- Align Council Health and Safety Framework to the government led national audit system (WSMP or Safety Star Rating programme).
- 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.

KĀPITI COAST DISTRICT COUNCIL
Health and Safety Annual Report to the Audit and Risk Committee
1 July 2015 – 30 June 2016

Summary of progress and status of organisational health and safety initiatives for the period
 1 July 2015 – 30 June 2016 based on the reporting requirements identified in the Strategic
 Health and Safety Plan 2014 – 2016.

Subject	Status	Comment on Subject	Evidence Available (if required)
1 Policy and Planning			
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>	<p>Annual review of the 2015-2016 Health and Safety Plan against achievements is currently underway by the Health and Safety Committee.</p> <p>The newly elected committee will comment on the draft 2016-2017 Plan during its first meeting on the 5th August 2016. Both the current and draft plan will then require review by the Senior Leadership Team.</p> <p>A draft Health and Safety Leadership Charter and draft Health and Safety Plan 2016-2018 will be presented to the last meeting for this triennium of the Audit and Risk Subcommittee for review.</p>	2015-2016 - Annual Objectives 2016-2017 - Draft objectives 2016-2018 - Draft Leadership Charter and Health and Safety Plan
Health and Safety Policy Review	<p>Health and Safety policies are reviewed with a continuous improvement requirement on a scheduled plan. The entire Health and Safety framework will undergo review this year to ensure Council compliance with HSWA.</p> <p>The review process will formally commence from the 5th August 2016 following the first meeting of the newly elected Health and Safety Committee. Some Health and Safety policies have already commenced review and as completed will be incorporated into the general policy review cycle.</p> <p>Where circumstances require a review earlier than the 3-5 year cycle, any such review will be actioned as appropriate. The Drug and Alcohol Policy will be reviewed and consultation due to commence by 30 September.</p> <p>Consultation completed on the new 'Preventing and Responding to Workplace Bullying'. Expected release date deferred to August due to workload commitments.</p>	<p>All Health and Safety policies remain available to workers, electronically and hard copy as required.</p> <p>Changes to policy will be communicated both electronically, and via presentation as required.</p> <p>Consultation is undertaken for all significant policy changes. This is currently our custom and practice although and is required under the new legislation.</p>	Health and Safety Policies

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>Going forward the newly elected HSC will define their terms of reference as guided by the new legislation as one of the first committee actions undertaken. This will require a revision of the current EPA agreement. As such any changes agreed to by the HSC will be discussed with the SLT and communicated effectively to all workers by their nominated Health and Safety Representatives.</p>	<p>Engagement and consultation with all workers has been undertaken to define the provision of Health and Safety representation internally.</p> <p>Consultation has defined 5 agreed Work Groups within the organization based on work type, risk, location and accessibility, these are:</p> <ul style="list-style-type: none"> ○ Civic/Maple ○ Operations ○ Water Treatment Plants ○ Aquatics ○ Libraries <p>14 Health and Safety representative positions were proposed and agreed upon.</p> <p>From the nominations received from each Work Group, elections have been held for the vacant HSR positions on the new HSC. All positions are now filled.</p>	
2 Delivery			
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 risk for each site.</p> <p>Development of a Risk Action Plan for each site will take precedence and will be managed in part by Managers and the newly elected health and safety committee.</p> <p>The Action Plans will undergo annual review by the HSC/Managers/HSRs and after any post critical incident event or notifiable event.</p>	<p>Draft risk action templates have been completed and will be presented to the HSC</p> <p>Health and Safety representatives will work with each site manager to identify and formulate an action plan for those critical risks.</p> <p>Each plan will then be reviewed by the HSC before approval is confirmed.</p> <p>All action plans are to be effectively communicated to all workers and others on entering those sites. Regular internal audits will ensure the risk action plans remain relevant, appropriate and functional.</p>	Draft Risk Action Plan
Incident Management	<p>Incident management remains a requirement under HSWA. Incident analysis is a pre requisite to understanding how incidents occur, and to putting strategies in place to prevent them happening again.</p> <p>Incident data is reviewed monthly by the Health and Safety Committee/Operations Managers and quarterly by the Senior Leadership Team.</p>	<p>In the 2015 – 2016 financial year Council reported:</p> <ul style="list-style-type: none"> • 330 incidents in total, of these there were • 84 Near miss incidents • 53 Injuries incidents • 183 Third party incidents • 6 Contractor incidents • 311 investigations undertaken • 19 investigations underway and all are due for completion by 30 August. 	Incident Statistical Data

Subject	Status	Comment on Subject	Evidence Available (if required)
		For the April – June quarter there were 74 reported incidents. Of these 32 were employee incidents and 42 non-employees. No significant trends were identified this quarter and data is consistent with the trends of previous quarters.	
Emergency Management	Council operates effective emergency plans on each Council site. Monitoring is done by external resources and testing/drills are carried out on a 6 monthly basis.	The emergency management plans incorporate the following: <ul style="list-style-type: none"> • Fire • Emergency Evacuation • Earthquake provisions • Fire Warden training For the 2016-17 year we will be introducing a drill to test response to our 'Alert' procedures at our front of house customer services desks.	Individual Site Emergency Plans and trial evacuation drill reviews
Drug and Alcohol Monitoring	Council administers a Drug and Alcohol Policy for the dual purpose of Hazard Management and Employee Health.	This financial year Council undertook: <ul style="list-style-type: none"> • 37 Pre- employment tests • 5 Post Critical Incident tests • 1 Reasonable Cause All pre-employment and post critical results were negative.	Drug and Alcohol Policy Drug and Alcohol testing Data
H &S Training	Health and Safety training is a requirement under the new legislation. Employers are required to ensure that all those that undertake work are competent to do so or have the provision to up skill to the required competency.	Health and Safety training undertaken this year includes but is not limited to: <ul style="list-style-type: none"> • Comprehensive First Aid • H & S Representative Courses • Personal Safety in the work place • Disability Training • Apply Safe Work Practices • Drug and Alcohol Training • Grow Safe • Hazchem • Dangerous Goods Course • Confined Spaces & Gas Detection • Post disaster assessment for building usability • Working At Heights • Transitional training and basic training for Health and Safety Representatives • Managing multiple PCBUs for Council Contract Managers 	Training Data - Vault

Subject	Status	Comment on Subject	Evidence Available (if required)
3 Monitoring for Wellness			
Serious Harm – now ‘Notifiable Event’	<p>Council was required to report on Serious Harm events up until the new legislation came into effect 4th April 2016. This requirement still exists but under the redefined category of ‘Notifiable Event’. In brief, this includes the following sub categories:</p> <p>Notifiable Injury – a serious injury arising from work where someone is admitted to hospital or needs medical treatment.</p> <p>Notifiable Incident – when someone has been exposed to a serious and immediate risk to their person.</p> <p>Notifiable Death – death caused by work.</p> <p>Notifiable illness – becomes seriously ill requiring hospitalization of medical treatment within 48 hours.</p>	<p>This year Council reported 4 events to WorkSafe NZ under the serious harm/notifiable event parameters. Full investigations on each incident were completed and recommendations implemented.</p> <p>WorkSafe NZ confirmed to us that our recommendations were deemed appropriate and supported by WorkSafe NZ who would take no further action.</p> <p>3 events were related to mechanical failure and one event was a fall from height.</p> <p>There have been no notifiable events to report to WorkSafe NZ in the April-June quarter.</p>	WorkSafe NZ notifications
Health Absence Leave	<p>Council recognizes the importance of monitoring health absence leave as a critical factor in determining the health of the organization. Robust monitoring enables trends to be identified and pre-emptive measures to be put in place.</p>	<p>Sick leave has increased slightly this year but is not considered to be significant. The overall trend of usage is consistent.</p> <p>Reduced provision in the area of work related injury leave/ACC.</p> <p>For the April- June quarter Sick Leave taken for the care of a dependent was slightly elevated and will be monitored going forward. Not of significant concern.</p>	Sick Leave Data
Health Provision Uptake	<p>Council actively promotes the provision of health initiatives for workers as a positive impact on their health in the workplace.</p>	<p>Annual Uptake for current health initiatives is:</p> <ul style="list-style-type: none"> • EAP - 20 employees • Hearing Assessments – 68 employees • Workstation Assessments -17 employees • Eye Examinations – 16 employees • Influenza vaccinations – 87 Employees • Hepatitis/Tetanus Vaccinations – Nil required 	Health Data - vault

Subject	Status	Comment on Subject	Evidence Available (if required)
4 Review			
Internal Audits	<p>Council has implemented an internal Health and Safety Audit process which is reported to the Health and Safety Committees each month.</p> <p>Internal Health and Safety audits remain a key lead indicator in the prevention of incidents and identification of risks within the work place.</p> <p>In addition, the SLT visit one council work site per quarter.</p>	<p>Currently in operation are:</p> <ul style="list-style-type: none"> • 2 x Operations site audits per month • 2 x Office based site audits per month • 1 x high level Council site visit per quarter monitored through the SLT Action Register • Contractor Audits are ongoing and managed by the individual Council Contract Manager relative to the work being undertaken. 	<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>
External Audits (ACC WSMP/Star Rating System)	<p>Council has participated in the ACC WSMP Audit every 2 years for over 10 years. The audit is a measurement of the effectiveness of Council's Health and Safety systems and uses evidence to support achievement.</p> <p>WorkSafe NZ is trialing a behavioral audit framework (Star Safety Rating) and has advised that they will consult on this process at the same time as they undertake the WSMP review. This project will also fall under a parliamentary review in early 2017.</p> <p>The Government review will determine what and which National Health and Safety Audit system they will promote going forward in 2017. There is no direct impact to Council at this stage; renewal of WSMP accreditation is not due until April 2018.</p>	<p>Council will continue to monitor the progress of the government reviews and consultation.</p> <p>The 4 minor recommendations arising from the April 2016 Work Safety Management Practices Audit are underway:</p> <ul style="list-style-type: none"> • More clearly document the requirement to accurately report and record incidents, accidents, into the performance appraisals for senior managers. • Consider consolidating the processes used for obtaining external specialist advice into one procedure. • Continue to encourage near miss reporting • Ensure all Safety Data Sheets are no more than five years old. 	WSMP Audit Report
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>This year SLT completed the following site visits:</p> <ul style="list-style-type: none"> • Paraparaumu Library - July 2015 • Operations Depot - September 2015 • Operational public space work site– Marine Gardens - April 2016 	<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	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. 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>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>Currently the process is working well, contractors are compliant and the number of approved contractors continues to increase.</p> <p>The Contractor process will continue to be monitored by the Health and Safety Committee going forward with emphasis on Audits and Contractor review.</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 hosted by our Council and includes Horowhenua and Hutt Councils.</p>	Approved Contractor Register