

**KĀPITI COAST DISTRICT COUNCIL**  
**Health and Safety Quarterly Report to the Risk and Assurance Committee**  
**1 October 2023 – 31 December 2023**

Appendix One

## 1 Executive Summary

There were no WorkSafe notifiable or serious harm events this Quarter. No 'reasonable cause' drug and alcohol tests were required from employees this quarter.

EAP hours continue to increase slightly from the last quarter (54 from 51). This increase is not a significant concern.

Two Trespass Notices were prepared this Quarter. One Notice was served prior to the Christmas break and one is due to be served early in the new year. Both Notices were issued to members of the public as a result of their behaviours towards staff.

The Property Services team have implemented a new process to enable more visible connectivity between purchase orders raised for capital works Contractors and their registration on the Sitewise system.

## 2 LEAD INDICATORS

### 2.1 CORPORATE HEALTH AND SAFETY TRAINING SUMMARY

Training Type	Training Course Name	Scheduled	Status
<i>Role Related</i>	<ul style="list-style-type: none"> <li>NZ Pool Lifeguard (Level 3) Certificate</li> <li>Pool Lifeguard Practicing Cert</li> <li>Site Traffic Management Specialist</li> </ul>	Nov 2023  Oct 2023 Oct 2023	Completed  Completed Completed
<i>Critical Risk Related</i>	<ul style="list-style-type: none"> <li>AA Safe Driving Assessment - Phase 1: All drivers of Council vehicles (online assessment)</li> <li>AA Safe Driving Assessment - Phase 2: Regular drivers (practical assessment)</li> <li>Situational Safety and Tactical Communications</li> </ul>		Not due to be scheduled. Awaiting update on inclusion into the on-line training portfolio.  Not due to be scheduled. Awaiting refresh for linking to role specific training in the on-line training portfolio.  Review of timing for training related to aggressive interactions to enable regular refresh opportunities as well as customized training for specific teams.
<i>Leadership</i>	<ul style="list-style-type: none"> <li>Totara Hui</li> </ul>	Nov 2023	Completed

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Training Type	Training Course Name	Scheduled	Status
<i>General - Health &amp; Safety</i>	• Comprehensive First Aid	Oct/Nov 2023	Completed
	• First Aid Refresher	Oct/Nov 2023	Completed
	• Heartbeat CPR training	Dec 2023	Completed
	• Health & Safety Rep training	Nov 2023	Completed

## 2.2 EMERGENCY EVACUATIONS AND DRILLS

- Trial evacuations are current for all required buildings.

## 2.3 WELLNESS INITIATIVES

Wellness Initiative	Staff recipients
Eye Examinations	15
Ergonomic Work Assessments	4
*Hearing Tests Annual cycle October-December	1
*Noise Monitoring (Water Treatment Plants and Operations) - 5 yearly cycle commenced October – December 2020	Not due this quarter

\*Note: Hearing tests and noise monitoring under review and to be incorporated in wider occupational health monitoring program.

## 2.4 DRUG AND ALCOHOL MANAGEMENT

- Pre-employment Drug and Alcohol Tests continue to be a requirement undertaken by all preferred applicants.
- Reasonable cause testing continues to be undertaken as a mandatory requirement where any incident involves the use of machinery or vehicles, and a worker's actions or lack of action may have contributed.
- No Reasonable Cause tests were conducted during this quarter.

## 2.5 RISK MANAGEMENT

- As of 31 December 2023, there are a total of 126 selected Contractors on the SiteWise system, which is up from 113 last quarter.
- As of 31 December, there were 59 Care Register entries, with 1 addition this quarter, which related to an abusive customer.
- EAP hours are up slightly from the last quarter (54 from 51). Presenting issues classified under 'work' have decreased with the subject areas of workload pressures and mental health maintaining a presence. Some of these are related to uncertainties related to the recent organisational restructure. Presenting issues classified under 'personal' remain steady but have also slightly decreased this quarter (18 from 21). Pressures of Christmas and the organisational restructure should be taken into account for this period.
- The Property Services team have implemented a process for reviewing electronic purchase orders to ensure that staff engaging contractors for physical works have confirmed that their contractor has completed the prequalification for health and safety in SiteWise, or another Council approved agency offering health and safety pre-qualification assessment.

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- **Trespass Notices**

During this period two Trespass Notices were required. Both related to abusive and harassment behaviours by members of the public/customers towards front line staff.

One related to a known customer and the type of behaviours experienced from them when they contact staff. This is an ongoing issue and a management plan to manage this persons interactions with the Council has been developed and is being put in place across the different teams which interact with the queries.

The second Trespass Notice related to an assault on a staff member outside the workplace.

The assault was deemed by Police to be a 'random' incident. The person has since been charged and was granted bail.

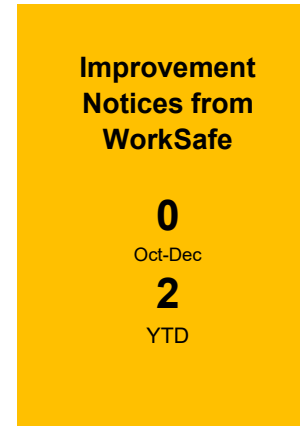
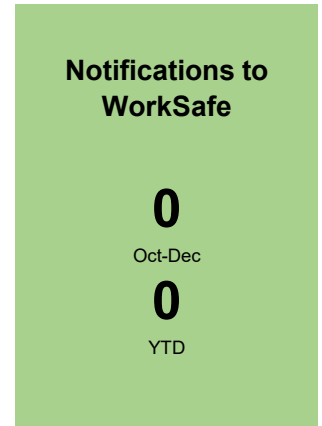
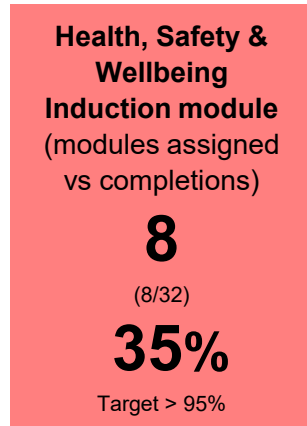
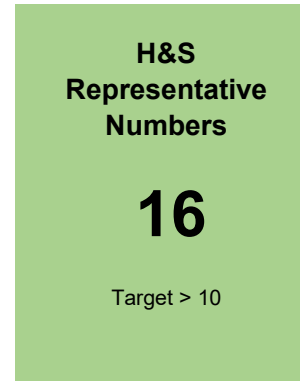
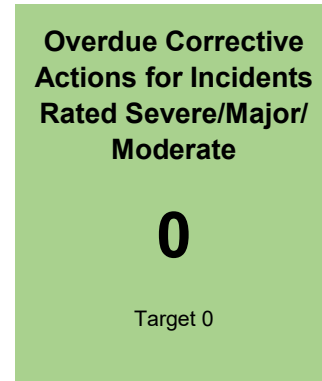
## **2.6 SENIOR LEADERSHIP TEAM**

- The focus on staff safety continues with SLT championing the development of a health and safety process and risk assessment for council led public engagement sessions. This also extends to in-house activities.
- SLT continues to recognise appropriate rest and recreation breaks are an important part of employee wellbeing and as such are continuing to monitor use and accumulation of leave.
- As part of its focus on staff health and wellbeing, SLT approved free pool access for all Council employees.

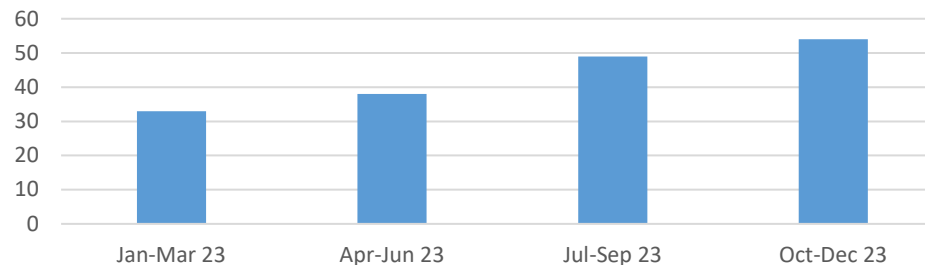
## **2.7 ORGANISATION HEALTH AND SAFETY COMMITTEE**

- Monthly meetings were held in October, November and December 2023.
- There was one health and safety representative departure this quarter bringing the total number of representatives to 16.
- With the support of Communications and Marketing, the committee have agreed to develop health and safety promotional themes, brands and campaigns to raise visibility and build the Council health and safety culture. The theme of 'Aggressive Interactions' is currently under way with posters and scenario messaging being developed for each Council site. New signage has also been placed in customer facing areas requesting customers to be patient, considerate and respectful of Council staff.
- Health and Safety Committee Members and Fire Wardens assisted in facilitating the earthquake drill for New Zealand ShakeOut on the 19<sup>th</sup> October. After the drill, WREMO hosted a debrief in the Civic building with a short CDEM related quiz and prizes including a CDEM grab bag and a 200L water tank.
- The Health and Safety Committee provided its feedback to the updating of the *Preventing and Responding to Workplace Bullying, Harassment and Discrimination Policy*.

Number of Actual or Potential ‘Severe’ ‘Major’ & ‘Moderate’ Events related to Critical Risk		Oct-Dec 2023	July 2023 - YTD
	Aggressive interactions	7	9
	Biological hazards & unknown organisms	0	0
	Contractor Management	3	4
	Driving	0	2
	Fatigue	0	0
	Hazardous Substances	1	2
	Psychological H&S	0	1
	Remote & Isolated Work	0	0
	Working with animals	0	1



**EAP Hours Used**  
(includes staff and elected members)



## Key Insights

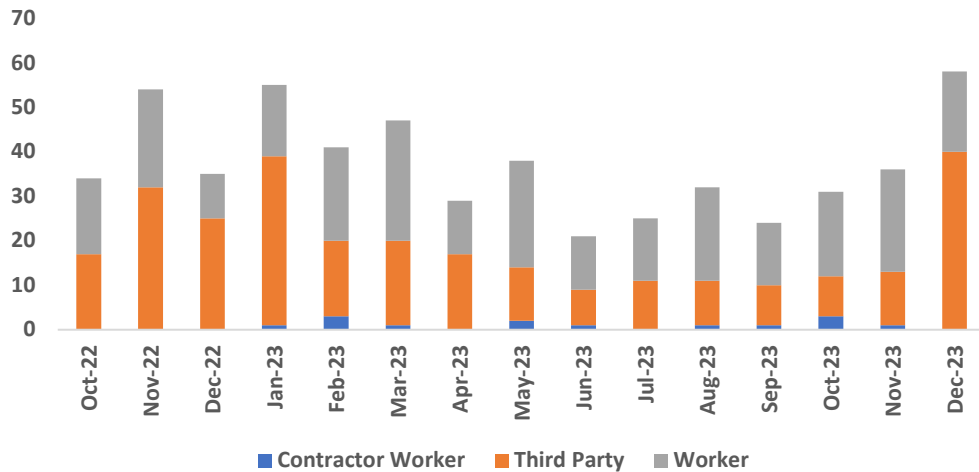
- The number of actual or potential events relating to critical risks that were rated severe, major or moderate was 11.
- There was 1 emerging risk identified following a near miss at the Pools (refer to No. 13 on page 2 of this dashboard).
- Health and Safety Representative numbers have decreased from 17 in the Jul-Sep period to 16 in the Oct-Dec period and they remain above target.
- The number of Council staff showing as having completed the HSW Induction via the e-Ako module is below target. As this is a new initiative, a review will be undertaken to ensure the new process is fully embedded.
- There were no WorkSafe notifiable or serious harm events this quarter.
- EAP issues reported under ‘work’ have decreased since the last quarter with issues relating to workload pressures and mental health maintaining a presence.

## Actual or Potential 'Severe' 'Major' & 'Moderate' Events related to Critical Risk and Emerging Risks: October – December 2023

Risk	Critical Risk (Y/N)	Key Information	Description	Identified failed or absent controls	Corrective actions
1 Aggressive Interactions	Y	Vault ID 6405 - 26/10/2023	Animal Management team seized two dogs from property . Owner arrived and verbally abused officers and threatened them with a gun.	None	Police were called
2 Aggressive Interactions	Y	Vault ID 6406 - 27/10/2023	Aggressive and volatile dog owner presented at front counter of Civic - he had been requested to pay for release of impounded dogs.	None	Address and customer added to the Care Register
3 Aggressive Interactions	Y	Vault ID 6417 - 31/10/2023	Animal Management team investigating dog complaint SR#2330489 - were verbally abused by owner and requested to vacate the property.	None	After attempts to defuse the situation failed, officers left the property. Under investigation
4 Aggressive Interactions	Y	Vault ID 6436 - 20/10/2023	Protesters at Library for Rainbow Storytime - one protester was particularly aggressive.	Process and Risk Assessment Tool	Staff ensured protestors did not block access to library for other visitors. No protestors entered the library and were gone by the time Storytime was finished.
5 Aggressive Interactions	Y	Vault ID 6444 - 20/10/2023	Member of the public aggressively barged into a staff member outside Civic building	None	Incident reported to police
6 Aggressive Interactions	Y	Vault ID 6490 - 19/12/2023	Erratic behaviour by library user; shouting swearing.	None	User was asked to leave the library.
7 Aggressive Interactions	Y	Vault ID 6516 - 31/12/2023	A trespassed customer phoned the contact centre and visited the Civic public counter 24 times in December.	None	Police were called and have been in contact. Investigating blocking their number.
8 Contractor Management	Y	Vault ID 6393 - 03/10/2023	Contractor drove roller into a trench.	Training and supervision	Full investigation completed.
9 Contractor Management	Y	Vault ID 6397 - 13/10/2023	Subcontractor was to look at site and mark out installation points but instead bought digger onsite and started work. Pressurised wastewater pipe was struck.	Training and supervision	The incident was recorded and followed up with the Principal Contractor who was responsible for the site.
10 Contractor Management	Y	Vault ID 6468 - 13/12/2023	Contractor failure to wear correct PPE, namely safety glasses while using Skillsaw.	Training and supervision	Requested work stop and PPE be worn - informed the supervisor of the incident.
11 Hazardous Substances	Y	Vault ID 6413 - 19/10/2023	Pipe burst and splashed chlorine over worker.	PPE, training and supervision	Washed the chlorine off with water and shut off the connecting pipes to the chlorine tank.
12 Alcohol and Drugs	N	Vault ID 6389 - 06/10/2023	Couple entered library under the influence of some substance type. Behaved unusually for 30mins before one started shaking and acting erratically.	Involve a Hub lead at the onset of event	Security guard assisted but in future, the police should be called if situation deteriorates.
13 Working in/over water	N	Vault ID 6438 - 25/11/2023	Near Miss. Bar of the Aquatics flying fox (zipline) unclipped, nearly landing on the head of the zipline use.	A screw gate carabiner that retains the handle to the carriageway may have worked loose	Have added checks to this equipment in the operating procedures and Team Leaders have refreshed the operator training.

Group Overview		Organisational Development		Strategy & Growth		People & Partnerships		Iwi Partnerships		Corporate Services		Place & Space		Regulatory Services		Infrastructure Services		Total	
		Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD	Oct-Dec	YTD
Lead Indicators	Near Miss Reporting	0	0	0	0	0	0	0	0	0	0	10	15	2	5	3	5	15	25
	H&S Representatives	0	0	0	2	0	2	0	1	0	1	-1	4	0	2	0	4	16	16
Lag	Total Events by Group	0	1	0	0	2	2	0	0	0	0	94	139	7	13	22	42	125	197

Events by Person Type



Events by Classification

