

KĀPITI COAST DISTRICT COUNCIL

Health and Safety Quarterly Report to the Audit and Risk Committee

1 July 2019 – 30 September 2019

Following the recommendations from the SimpsonGrierson review we continue to progress 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

LEAD INDICATORS

1. CORPORATE HEALTH AND SAFETY TRAINING COMPLETED () indicates no. of attendees

TASK RELATED:

- ConstructSafe Foundation (19)
- Confined Space Entry and Gas Detection (1)
- Kerbside Collection Traffic Leader (4)
- Traffic Management – Level 1 (1)
- Slings and Loads (6)
- Height Safety - Introduction (1)

ROLE RELATED:

- First Aid - *Comprehensive including 2 yearly refresh* (10).
- HeartBeat CPR and AED (21)
- Fire Warden (16)
- Vault software upgrade (10)

CRITICAL RISK RELATED:

- Asbestos Awareness (1)

HEALTH AND SAFETY RELATED:

- Health & Safety Representative Stage 1 (1)
- Health & Safety Representative Stage 2 (1)

2. EMERGENCY EVACUATIONS AND DRILLS

- Six-monthly emergency evacuation drills – 9 due, 9 completed

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 12 inductions were completed this quarter.

4. WELLNESS INITIATIVES

() indicates no. of attendees

- Eye Examinations (11)
- Ergonomic Work Assessments (7)
- EAP Services hours utilized (31)

5. DRUG AND ALCOHOL MANAGEMENT

() indicates no. of attendees

- Drug and Alcohol Tests pre-employment continue to be 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.

6. STANDARD OPERATING PROCEDURE (SOP) REVIEW

- SOPs continue to be periodically reviewed and updated

7. CONTRACTOR MANAGEMENT

- As at 1 July a total of 213 Contractors were listed as 'approved' on the Contractor Register.
- Fourteen contractors were either newly added or had their approval renewed this quarter.
- No breaches of health and safety required formal intervention or corrective actions this quarter.
- Significant work continues in the area of contractor management in conjunction with the recommendations from the SimpsonGrierson health and safety review.

8. RISK MANAGEMENT

- As part of the 2018-2020 work program, three organizational critical risk areas have been identified as current: Asbestos Management, Hazardous Substance Management, and Driving. Work has progressed in each of these areas.
 - Some additional legislative requirements relating to storage of hazardous substances and hazardous waste came into effect last quarter. Our independent Compliance Certifier has issued a Compliance Certificate verifying compliance.
 - Partly as a consequence of the Waikanae Library Mould issue, Property Services began the process of building team capability and capacity to better manage property assets from a health and safety perspective, including identifying and managing hazards such as asbestos and mould.
- Driving remains an ongoing critical risk for any PCBU who has vehicles and staff regularly on the road. We have revised our training plan to include a regular refresher/training cycle for all council staff who are required to regularly drive a council vehicle. Job specific training for specialist vehicles (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 2019 there were 39 Care Register entries, with three new additions this quarter.
- Risk assessments and safety plans for Council Operations staff working at parks and reserves planned to commence in the previous quarter were deferred due to Operations resource unavailability. The project has not yet been rescheduled as resource is unlikely to become available in the short-term.

9. HEALTH AND SAFETY COMMITTEE (HSC)

- The corporate HSC has continued to meet monthly.
- The Operations Working Group did not meet during the quarter due to the worker representative positions remaining unfilled. Further consideration of how best to achieve Operations worker participation and representation is in hand.
- One recently elected HS Representative successfully completed Level 1 training, and one other progressed to Level 2 in the quarter.
- The Civic Building Chief Fire Warden was formally recognised by the Chief Executive for proactively initiating improvements to the arrangements for evacuating the building in a fire emergency.

10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

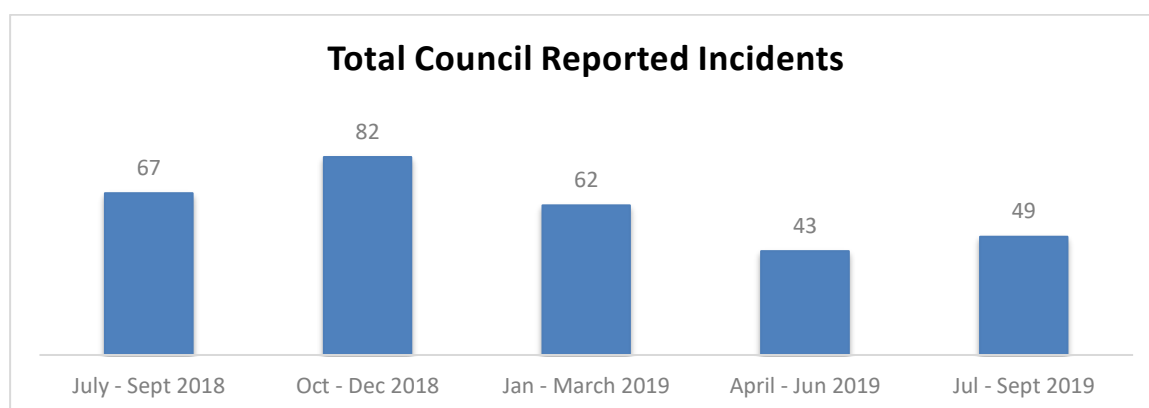
- The Contractors' Health and Safety Management Policy review was completed. No significant issues were found and a slightly updated version will be published soon.
- The wider health and safety policy review work program continues to be a work in progress, with 12 key procedure documents drafted and pending review. This work stream is contained under the Health and Safety Management Systems section of the 2018-2020 plan. The schedule is beginning to slip behind, due to competing operational demands on the Health and Safety Risk Manager as previously reported.
- The Health and Safety Toolkit on HubKap has been maintained under business-as-usual continuous improvement.

LAG INDICATORS**11. INCIDENTS, INJURIES AND NEAR MISSES 1 JULY – 30 SEPT 2019**

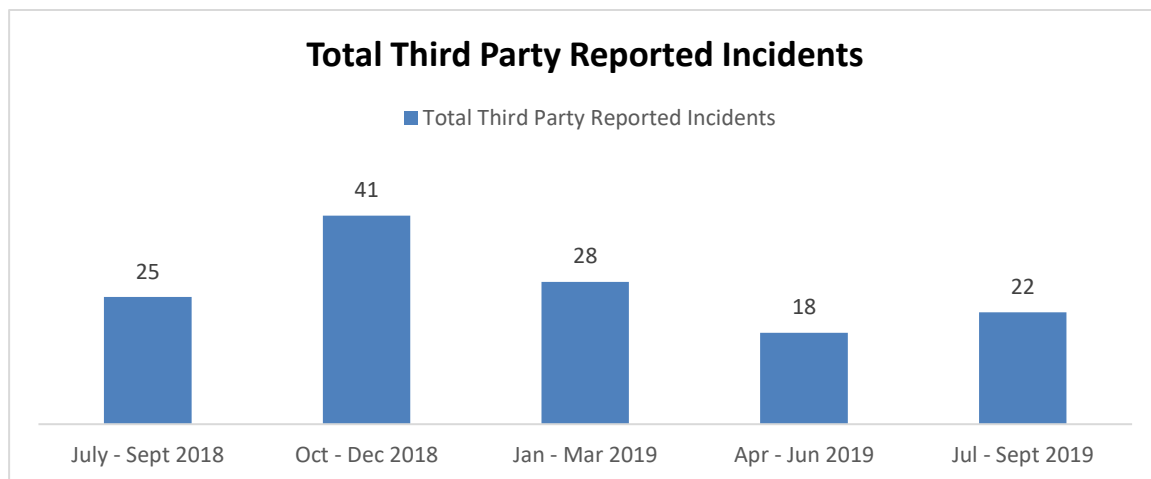
	Incident/Injury / illness	Notifiable Incident / Injury or illness	Near Miss	Total
Corporate Services	1	0	0	1
Infrastructure Services	9	0	2	11
People and Partnerships	1	0	0	1
Place and Space	6	0	0	6
Regulatory Services	4	0	0	4
Chief Executive including Org Dev	2	0	1	3
Third Party	20	0	2	22
Contractor	1	0	0	1
Total				49

There were no notifiable incidents this quarter.

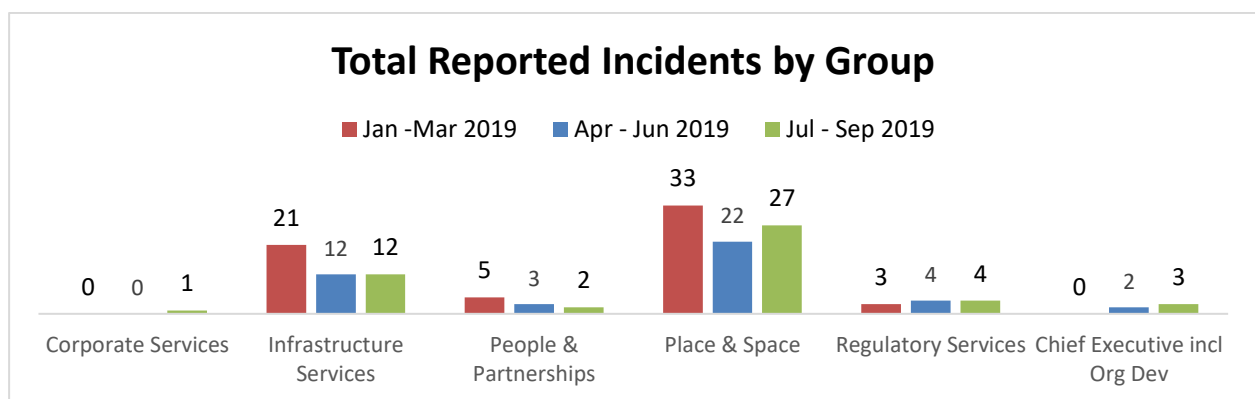
- *Notifiable Incident: an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk, arising from immediate or imminent exposure.*
- *Notifiable Injury or illness: suffers a serious injury or illness as a result of work or workplace, for example requires immediate qualified medical assistance or admittance to hospital, or treatment from a registered medical practitioner within 48 hours of exposure to a substance.*



- *All reported incidents were investigated and corrective actions identified and actioned where required.*
- *Of 49 total incidents:*
 - *10 worker injuries: including falls on same level (3), non-powered tools & equipment (3), animal other than aggressive dog (1), biological factor (1), skin puncture (1), overexertion / body stressing (1)*
 - *16 worker non –injuries including 3 near miss (mobile plant, flying object, person's behaviour), 5 vehicle events, 3rd party behaviour (3), indoor environment (2), hitting objects (1), fall on level (1), property damage (1)*
 - *1 contractor incident (sewer damage)*
 - *22 third party incidents*



- *Third Party is defined as a person who does not hold employee status or contractor worker status*
- *This quarter Third Party events continue to be predominantly Aquatics (9) and Libraries (11) i.e. Council's public spaces.*
- *Monitoring of third party events is continuous and dealt with directly by each site and escalated where risk is identified.*



Due to the major organisational restructure in January 2019, data for quarterly comparison by Group is only available back to the beginning of the 2019 calendar year.