

KĀPITI COAST DISTRICT

COUNCIL

Health and Safety Quarterly Report to the Audit and Risk Committee

1 October 2019 – 31 December 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 the Audit and Risk 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

This Report covers the beginning of a new triennium. Health and safety governance training is scheduled for February 2020 for elected members who have Officer due diligence duties.

LEAD INDICATORS

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

TASK RELATED:

- Confined Space Entry and Gas Detection (1)
- Traffic Management – Level 1 (12)
- Truck Loader Crane (6)
- Growsafe Basic (3)

ROLE RELATED:

- First Aid - *Comprehensive including 2 yearly refresh* (28).
- HeartBeat CPR and AED (10)
- Psychological First Aid for Emergency Responders (15)
- Vault software upgrade (10)

CRITICAL RISK RELATED:

- None this quarter

HEALTH AND SAFETY RELATED:

- None this quarter

2. EMERGENCY EVACUATIONS AND DRILLS

- Six-monthly emergency evacuation drills – 2 due, 2 completed.

3. EMPLOYEE HEALTH AND SAFETY INDUCTIONS

- 10 inductions were completed this quarter.

4. WELLNESS INITIATIVES

() indicates no. of attendees

- Eye Examinations (15)
- Ergonomic Work Assessments (10)
- EAP Services hours utilized (34)

5. DRUG AND ALCOHOL MANAGEMENT

- 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 October a total of 216 Contractors were listed as 'approved' on the Contractor Register.
- Three contractors were either newly added or had their approval renewed this quarter.
- Two separate Infrastructure contractor events occurred this quarter involving diggers rupturing live natural gas pipes. The most serious resulted in Kapiti Road being temporarily closed, Fire and Emergency NZ being called to attend, and a notification to WorkSafe NZ. There was no fire or explosion, no-one was injured, and no enforcement action ensued. In both events the Contract Managers obtained a detailed investigation report from the contractor with an improvement plan for preventing a recurrence.
- 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.
 - Hazardous substances management is now Business-As-Usual. For example, there is an enduring expectation on line management to continue to pursue opportunities to reduce and where practicable eliminate the storage and handling of hazardous substances.
 - Property Services continued to build 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 and over time both training streams will be incorporated under a centralized program. Not only is safety an issue, but also organizational reputational risk as all vehicles are clearly council logoed.
- As at 31 December 2019 there were 41 Care Register entries, with two new additions this quarter.
- Risk assessments and safety plans for Council Operations staff working at parks and reserves planned to commence in the Apr - Jun quarter were deferred due to Operations resource unavailability. The project will be rescheduled.

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.
- The HSC did not meet with SLT this quarter. A stronger relationship was one of the initiatives contained in the Leadership section of the 2018-2020 plan and given full support by SLT. Once vacancies on the HSC have been filled the meeting rotations will be reviewed.
- An extraordinary Committee meeting was held in November to discuss options to best achieve organisation-wide worker representation in future. Improvement opportunities were identified and taken forward for further consideration.

10. HEALTH AND SAFETY POLICY REVIEW PROGRESS

- The current Health and Safety at Work Act came into force on 4 April 2016, triggering ACC to review and ultimately withdraw its 20-year-old Workplace Safety Management Practices (WSMP) Discount Program. The scheme was already subject to challenge by academics for the lack of empirical evidence of actually delivering improving performance, but it did offer significant

discounts on ACC insurance premiums which enabled further investment in health and safety initiatives and related training. Most reputable medium and large employers, including Council, used the criteria as the basis for its formally documented health and safety management system. By the time the scheme was withdrawn two years ago Council had successfully attained the top, tertiary level. A new one-page health and safety policy statement was signed by the Chief Executive and published in mid-2019, and the formal top tier management system policy document is currently being redrafted. Compared to the pre-existing document it will be significantly more strategic, and consistent with both international standards and WorkSafe's SafePlus model of what good organisational health and safety management looks like and will have an emphasis on engagement and leadership. The Chief Executive and SLT are committed to building, strengthening and maintaining a workforce which is underpinned by effective healthy and safe behaviour in our workplace.

- 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 services of 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.

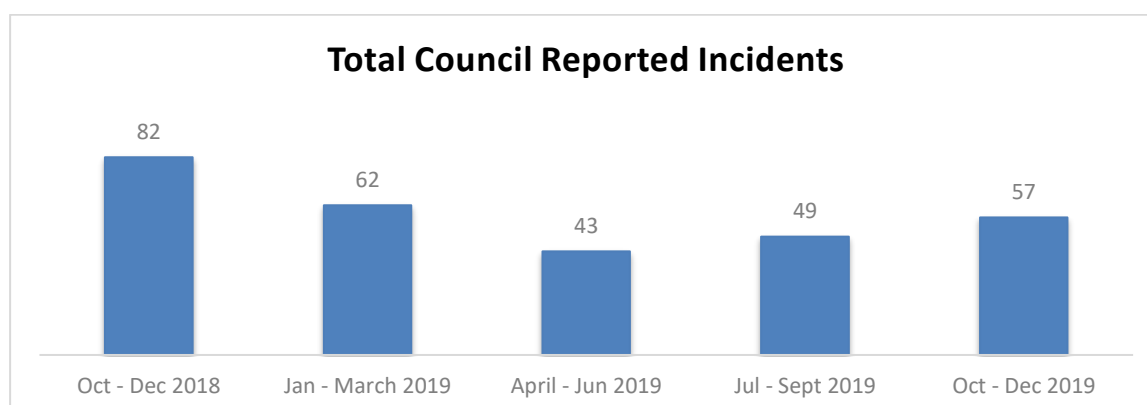
LAG INDICATORS

11. INCIDENTS, INJURIES AND NEAR MISSES 1 OCT – 31 DEC 2019

	Incident/Injury / illness	Notifiable Incident / Injury or illness	Near Miss	Total
Corporate Services	1	0	0	1
Infrastructure Services	12	0	4	16
People and Partnerships	1	0	0	1
Place and Space	2	0	2	4
Regulatory Services	5	0	0	5
Chief Executive including Org Dev	0	0	0	0
Third Party	22	0	5	27
Contractor	2	1	0	3
Total				57

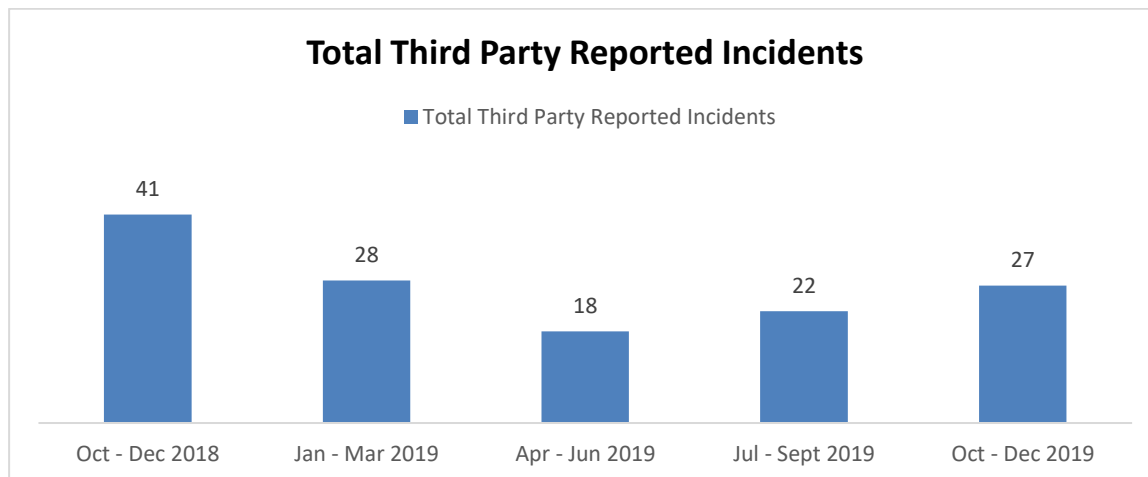
The Notifiable Event occurred when a contractor ruptured an in-ground natural gas pipe resulting in closure of Kapiti Road and an emergency services callout.

- *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.*

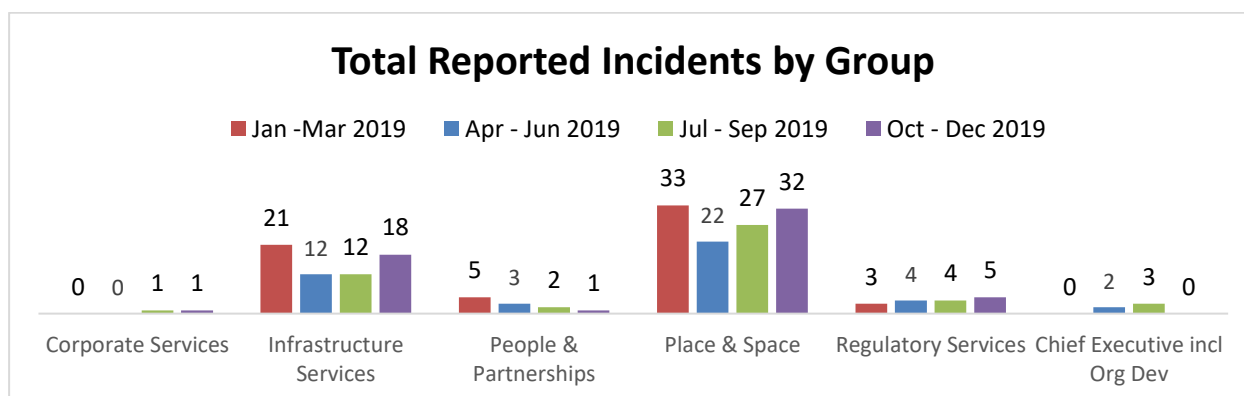


- *All reported incidents were investigated and corrective actions identified and actioned where required.*

- Of 57 total incidents:
 - 8 worker injuries: including falls on same level (4), over-exertion / bodily stressing (3), skin puncture (1).
 - 19 worker non –injuries including 6 near miss (1 unexpected in-ground power cable, 4 vehicle related, 1 shelf collapse), vehicle events (7), 3rd party behaviour (3), insecure site (1), dog related (1), body stressing (1)
 - 3 contractor incident (natural gas pipe damage (2), work at height (1))
 - 27 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 (22) and Libraries (5) 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.