

QLDC Council
15 December 2016

Report for Agenda Item: 8

Department: Corporate Services

QLDC Organisational Health Safety and Wellbeing Performance

Purpose

The purpose of this report is to provide Councillors with a regular update on the Health & Safety performance of the organisation.

Recommendation

That Council:

1. **Note** the contents of this report.

Prepared by:



Glyn Roberts
Health & Safety Officer

1/12/2016

Reviewed and Authorised by:



Peter Hansby
GM Property & Infrastructure

1/12/2016

Background

- 1 Queenstown Lakes District Council (QLDC) has duties under the Health and Safety at Work Act and subsequent regulations to ensure the safety of employees, and all other persons, at, or in, the vicinity of work or subsequently affected by the work. This duty is upheld through QLDC's safety management system, which is guided by best practice and designed to address operational risks and workforce behaviour.
- 2 As officers under the Health and Safety at Work Act, elected members have duties to ensure the organisation is fulfilling its Health and Safety requirements and therefore need an understanding of the functioning and ongoing effectiveness of the QLDC safety management system. Elected members have requested such information to be provided in this report.

Comment

- 3 On 30 October 2015 Council's safety management system was externally audited by the nationally recognised ACC Workplace Safety Management Practices

(WSMP) standards and achieved the highest possible rating (Tertiary). The WSMP audit examines ten robust elements critical to good health and safety management systems;

- a. Employer Commitment. The employer demonstrates active and consultative commitments to health and safety in the workplace.
 - b. Planning, Review & Evaluation. The employer demonstrates a focus on continuous and systematic improvement of health and safety in the workplace.
 - c. Hazard Identification, Assessment and Management. The employer actively and systematically identifies, assesses and manages controllable hazards in the workplace.
 - d. Information, Training & Supervision. The employer and employees are informed of their responsibilities for health and safety in the workplace and have specific knowledge concerning the management of hazards and risks.
 - e. Incident & Injury Reporting, Recording & Investigation. The employer has an active reporting, recording and investigation system that ensures incidents appropriate investigation and corrective actions are taken.
 - f. Employee Participation. The employer will ensure that all employees have ongoing opportunities to be involved in the development, implementation and evaluation of safe workplace.
 - g. Emergency Planning. The employer has the capacity to manage emergencies likely to occur within any part of the organisation's operation.
 - h. Management of work undertaken by contractors and sub-contractors. The employer has a systematic approach to ensure that contractors, subcontractors and their employees do not cause harm.
 - i. Workplace Observation. On-site review of the employers systems in action.
 - j. Employee Verification. Employee focus group conducted to confirm and validate safety management systems and safety culture.
- 4 Council's tertiary achievement indicates a good level of compliance with safety management practices legislated in the Health and Safety at Work Act. In order to maintain compliance with the Health and Safety at Work Act and the ACC WSMP audit standards, a process of 'continuous improvement' is required. Accordingly, QLDC regularly reports safety performance measures to ensure the safety management system is assessed and improved. The following report outlines key measures.

Health and Safety Committee Chair: Monthly Summary

There have been a number of changes to the H&S Committee members over the last month. The Committee has a good balance of experience and new energetic members keen to make a difference within the organisation. A focus for the Committee going forward will be setting goals for the new calendar year and raising the profile of safety as staff return to work in January.

Key Risks:

- 5 Key organisational health and safety risk themes that require continuous or improved management, are outlined below:
 - a. **Contractor Activities**
Refers to contract workers and work, engaged by or on behalf of QLDC
 - b. **Fleet Operations**
Refers to all QLDC work related vehicle and mobile plant use
 - c. **Public Interaction**
Refers to all direct engagement with the general public for work purposes
 - d. **Fitness for Work**
Refers to workers physical & mental capacity to perform work safely
 - e. **Isolated Workers**
Refers to workers operating alone or from remote locations
 - f. **Volunteer Activities**
Refers to volunteer workers and work, engaged by or on behalf of QLDC

Lead Indicators:

- 6 Steps Council employees have taken to prevent harm.
 - a. Improvement Reports: Any pro-active reporting which generate a safety improvement action.

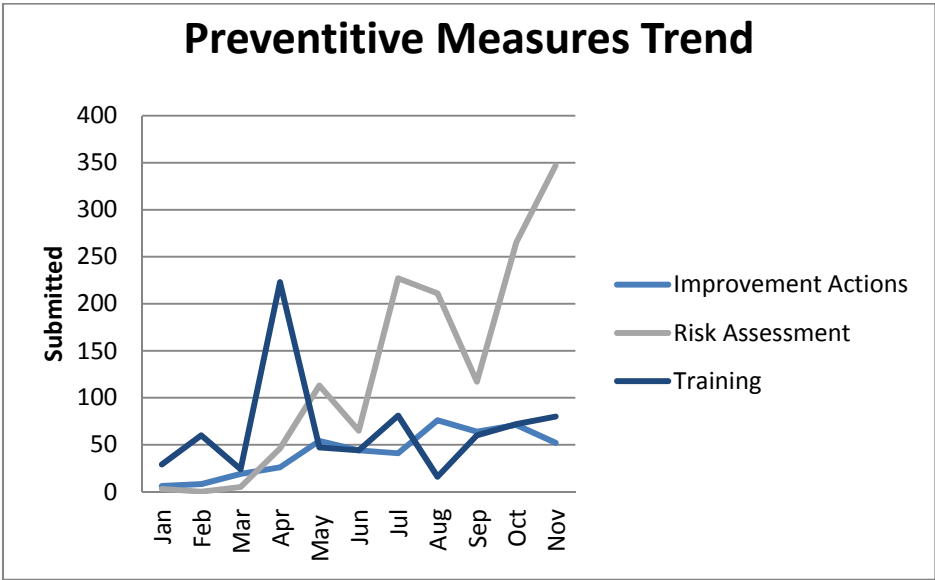
Hazards	Audits	That Was Lucky
19	21	12

- b. Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely.

Inductions	Other
5	75

- c. Risk Analysis. Any assessments that identify the risks and control measures associated with a work process or situation.

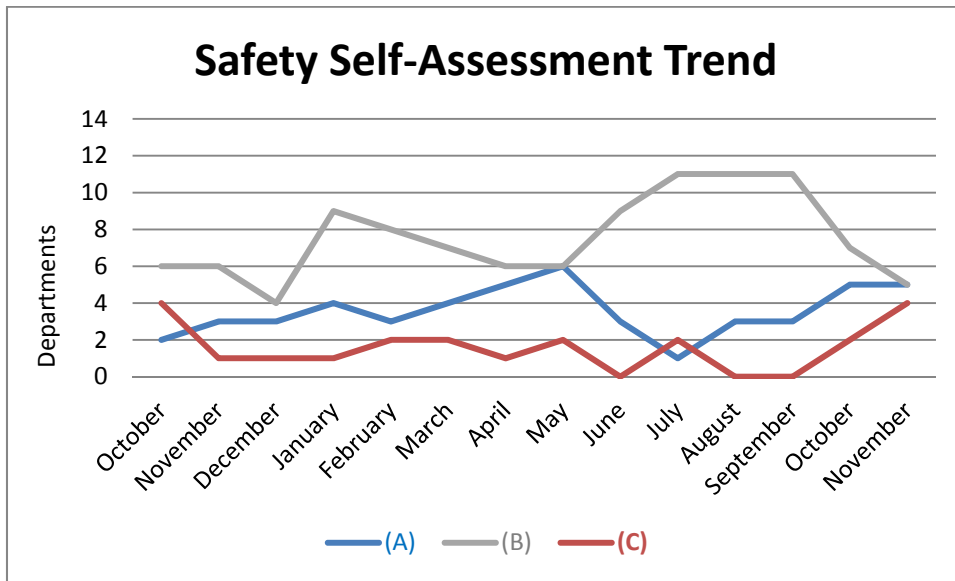
Take 5	Safe Work Plans	Other
347	0	0



d. Department Safety Performances: Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score) or has it been business as usual (B score)? A department is usually expected to rate themselves a C in response to a significant accident or incident or where they consider their performance is in need of improvement.

A	B	C
5	5	4

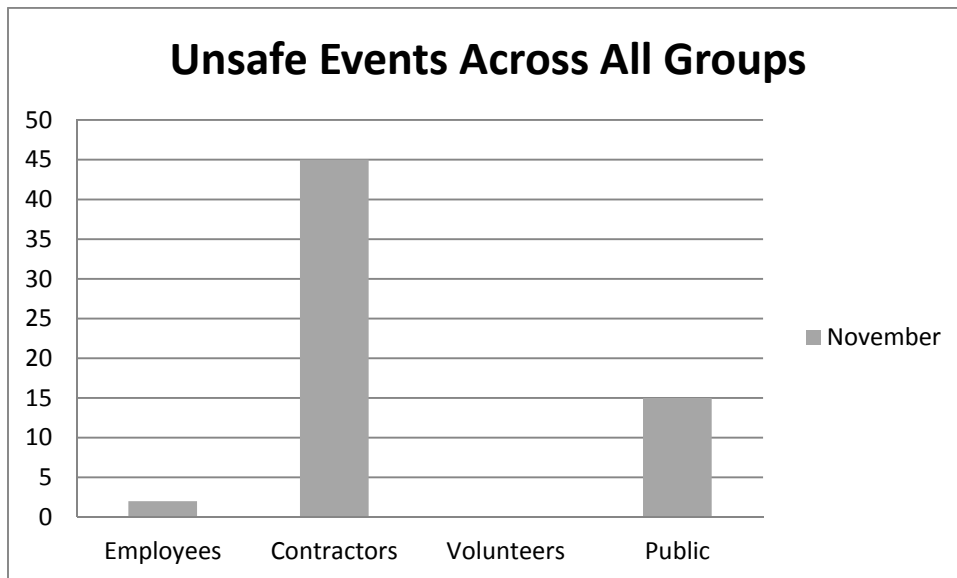
Reflects self reported department safety performances since measuring began in September 2015.



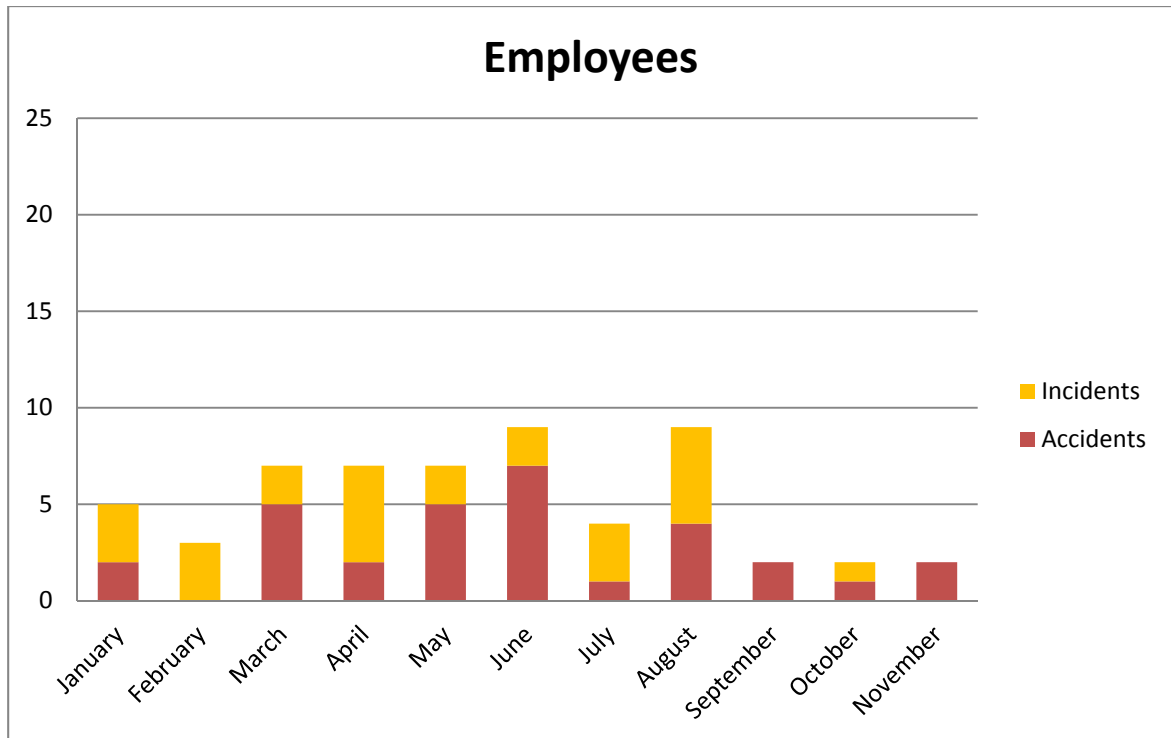
7 **Lag indicators; Unsafe Events:** Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public.

Key unsafe events are noted at item 8.

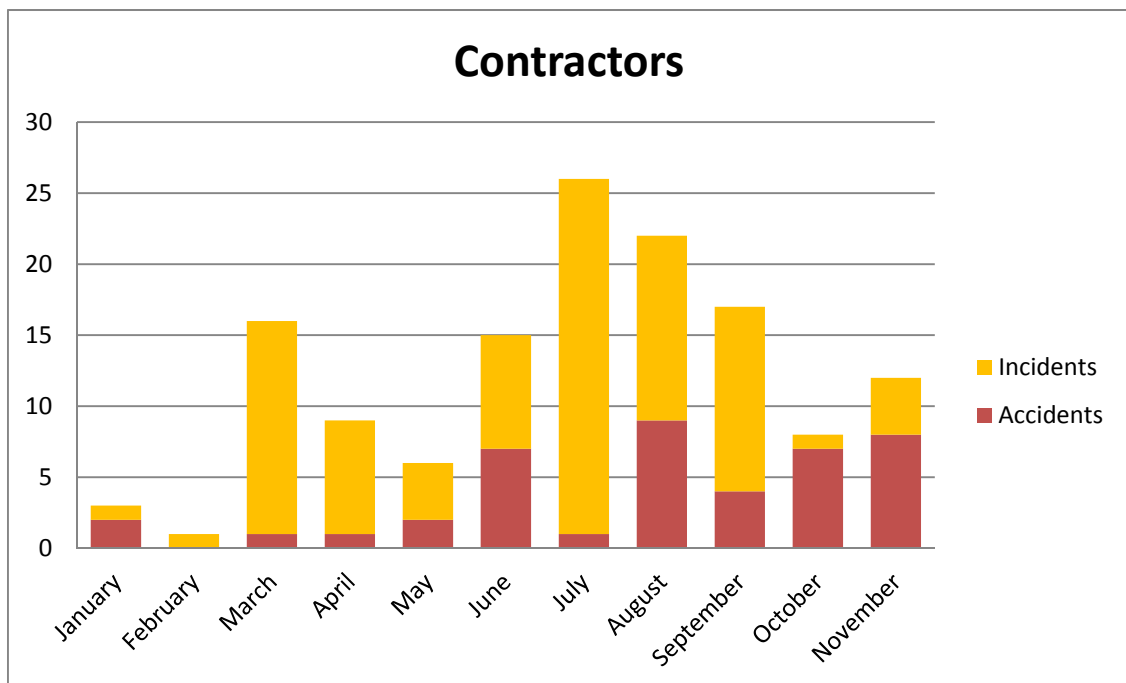
a. All Council related Accidents & Incidents



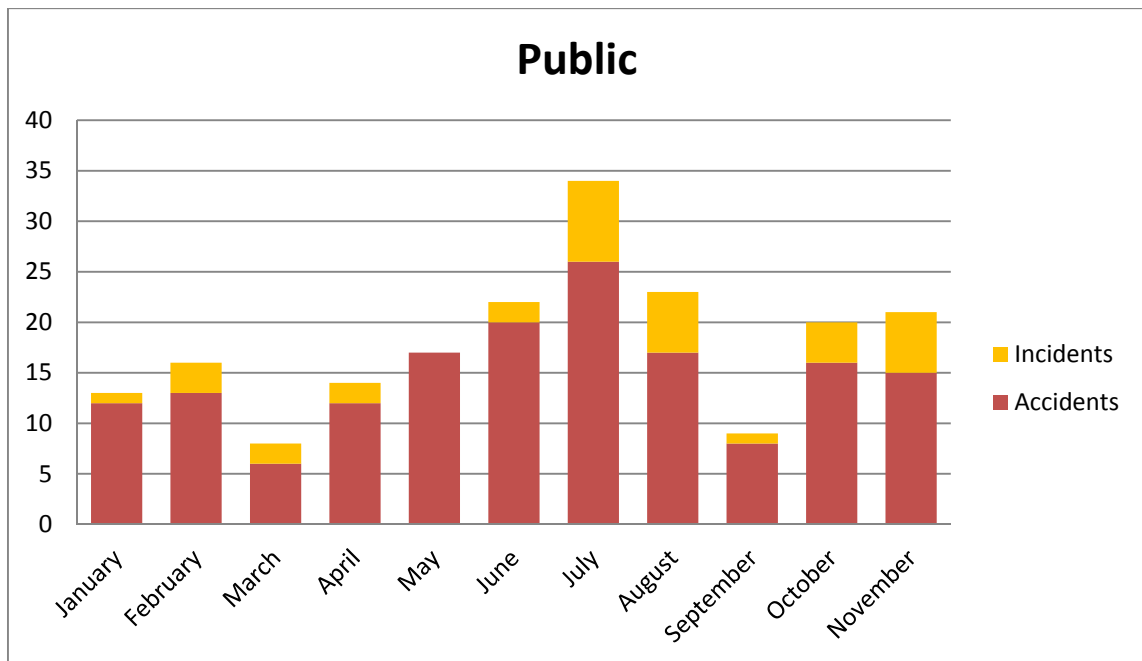
b. Breakdown of Employee Accidents & Incidents



c. Breakdown of Contractor Accidents & Incidents




d. Breakdown of Public Accidents & Incidents



8 **Key Unsafe Events:** Details about significant Accidents, Incidents and Near-Misses.

Unsafe Event	Details	Corrective Actions
Accidents	Ambulance called for member of public who fainted at Alpine Aqualand.	Careful monitoring of Spa Pool. Reminders to customers to take regular break and drink plenty of water.
	Employee Lost Time Injury (LTI) – Sprained Achilles tendon whilst replacing bollard at Beach Street.	Device implemented to assist with task of removing and replacing bollards at Beach Street. Return to work plan in place for employee

9 **WorkSafe Notification:** Unsafe events/tasks that required notification to regulator.

		
Notifiable Event Type	#	Description
Death	0	N/A
Injury	0	N/A
Illness	0	N/A
Incident	0	N/A
Work	0	N/A

10 **Training:** Courses that have been prepared to ensure employees perform work safely.

Month	Type
November	<ul style="list-style-type: none"> ○ Site Safe training ○ ICAM (Incident Causation Analysis Method: Accident Investigations) training ○ Online emergency evacuation training for building wardens ○ Bullying & Harassment training for contact people ○ First Aid ○ Emergency Management CIMS course
December	<ul style="list-style-type: none"> ○ First Aid courses Dec 15th & 16th

Significance and Engagement

11 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because it is purely operational in matter and does not directly affect Council's level of service to the community.

Risk

12 Some matters connected with this report are (or could be), with varying degrees of classification (from low to moderate) related to strategic risk items listed below.

- a. SR3 Management Practice - Working within legislation; and

- b. SR7 Planning, training and capacity for Emergency Response.

Some matters connected with this report are (or could be), with varying degrees of classification (from low to high) related to operational risk items listed below.

- a. OR004 Serious Injury to members of the community,
- b. OR005 Death to members of the community,
- c. OR006 Child missing from Council holiday program,
- d. OR010 Damage or loss to third party property or asset,
- e. OR015 Staff not fit for work,
- f. OR016 Staff not adequately resourced,
- g. OR017 Sufficient , qualified or capable staff,
- h. OR018 Serious injury to member of staff,
- i. OR019 Serious injury to a contractor,
- j. OR020 Serious injury to a volunteer.

Consultation: Community Views and Preferences

13 The persons who are affected by or interested in this matter are: Employees, contractors, volunteers and public persons engaged with council for the purposes of work or directly influenced by the councils work process.

14 The Council has not consulted directly on this matter in the past.

15 This matter is of low significance and does not require community consultation

Legal Considerations and Statutory Responsibilities

Queenstown Lakes District Council has legal duties owed under the Health and Safety in Employment Act and/or incoming Health and Safety at Work Act that must be considered in all Council health, safety and wellbeing matters