

QLDC Council
24 November 2016

Report for Agenda Item: 12

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.

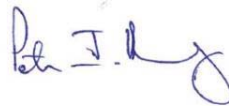
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10/11/2016

Reviewed and Authorised by:



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GM Property & Infrastructure

10/11/2016

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

- 5 Performance and engagement across the board in Health, Safety & Wellbeing in October was strong. It is an encouraging indication of a positive cultural shift

within the organisation to see a consistently increasing trend toward pro-active reports and activities correlating with a reduction in employee accident and incident reports.

QLDC's new Health & Safety Officer, Glyn Roberts, commenced on 31 October 2016. With his commencement, a review of QLDC's health & safety management systems, including reports and reporting mechanisms will be conducted. Once this review has been completed, an action plan will be agreed for future health & safety initiatives or updates as required, to ensure QLDC continues to meet its health, safety & wellbeing obligations. It is expected that the monthly report to Councillors will be updated as part of this process.

For Councillors' reference, a statistics key is available at Appendix A.

Key Risks:

6 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:

7 Steps Council employees have taken to prevent harm.

a. Improvement Reports: Any pro-active reporting which generate a safety improvement action.

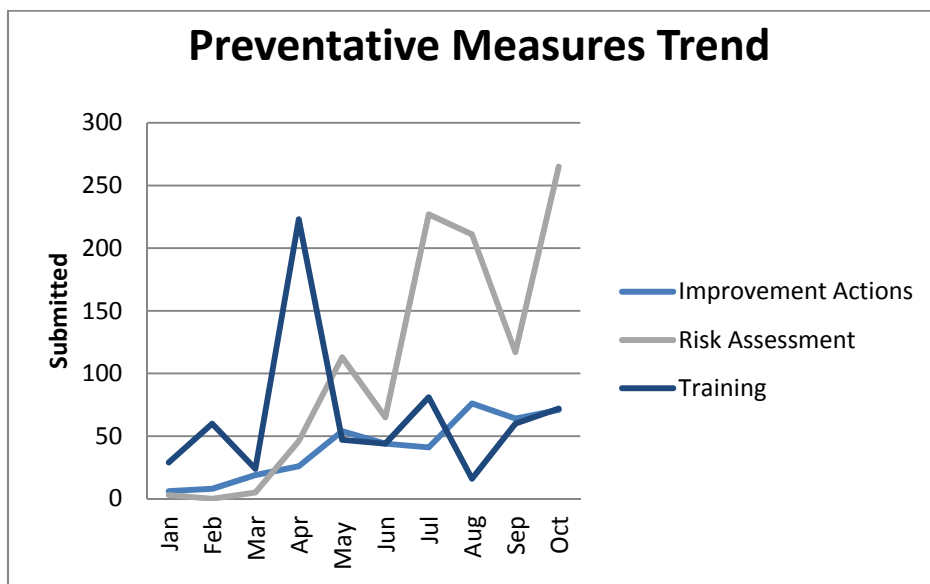
Hazards	Audits	That Was Lucky
32	11	28

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

Inductions	Other
19	68

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

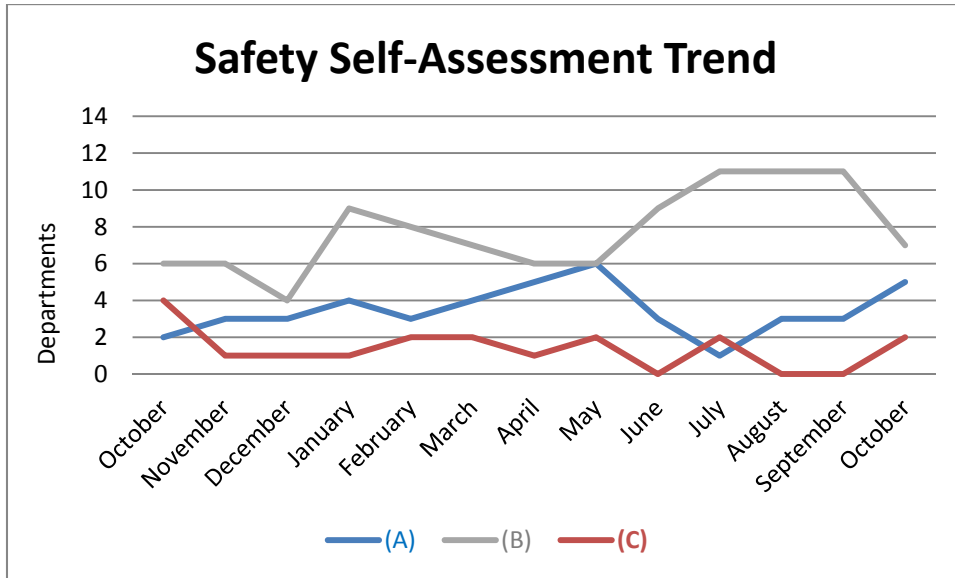
Take 5	Safe Work Plans	Other
263	2	0



- 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	7	2

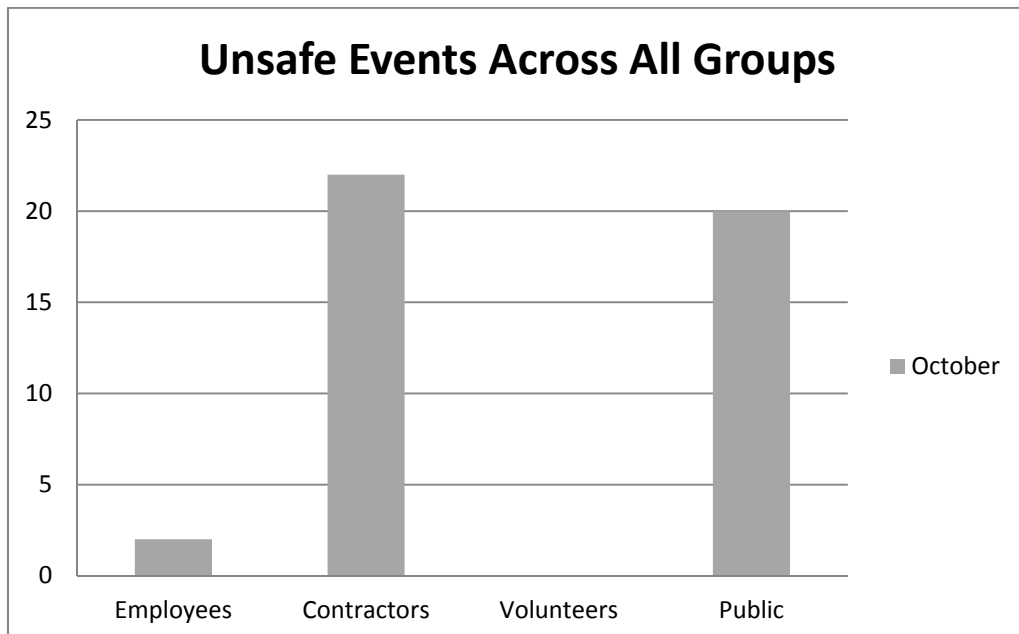
Reflects self reported department safety performances since measuring began in September 2015.



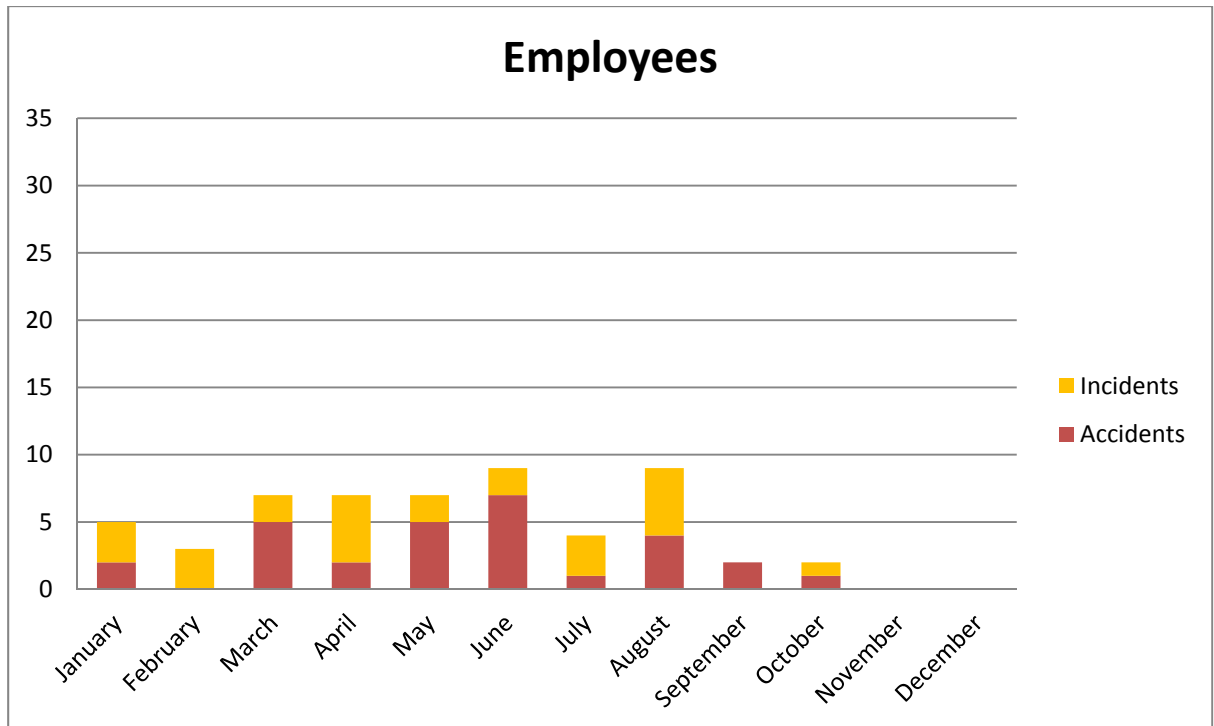
8 **Lag indicators; Unsafe Events:** Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public.

No significant accidents, incidents or injuries occurred in October as a result of work undertaken for or on behalf of QLDC. Key unsafe events are noted at item 9.

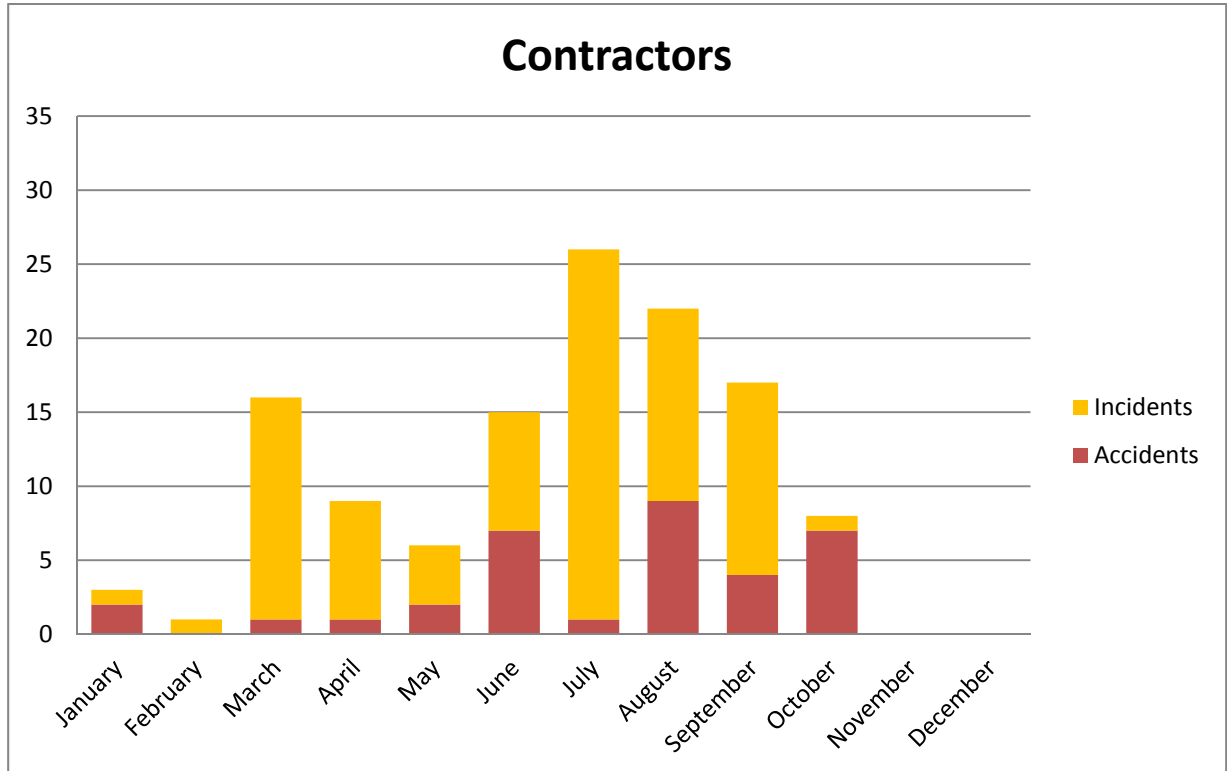
a. All Council related Accidents & Incidents



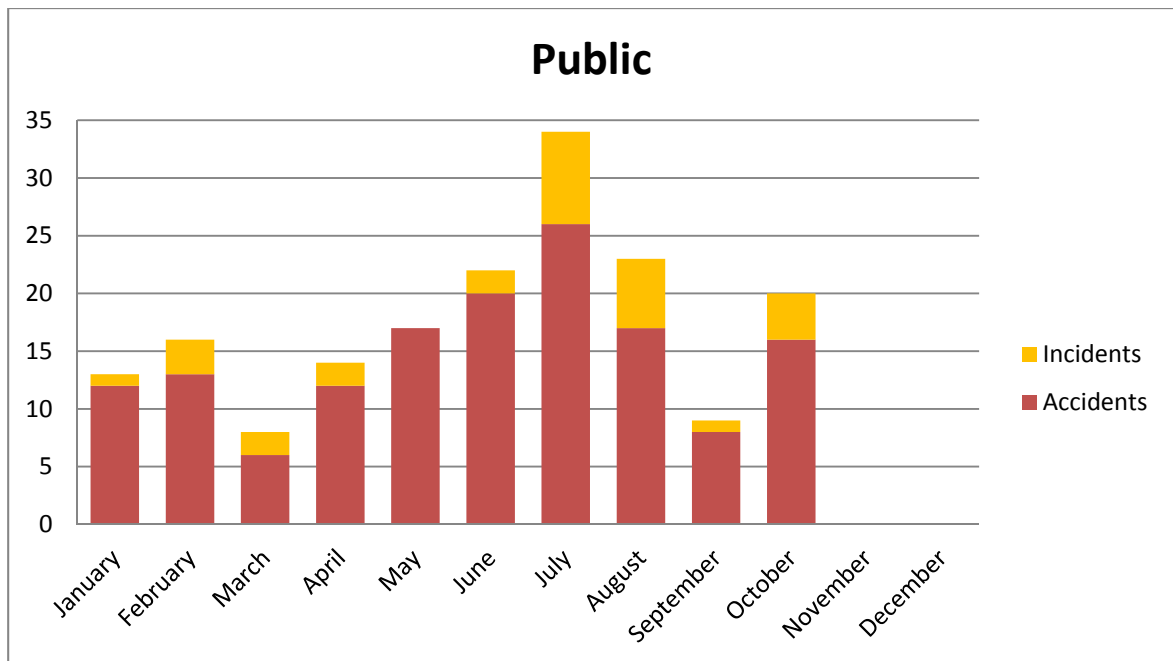
b. Breakdown of Employee Accidents & Incidents



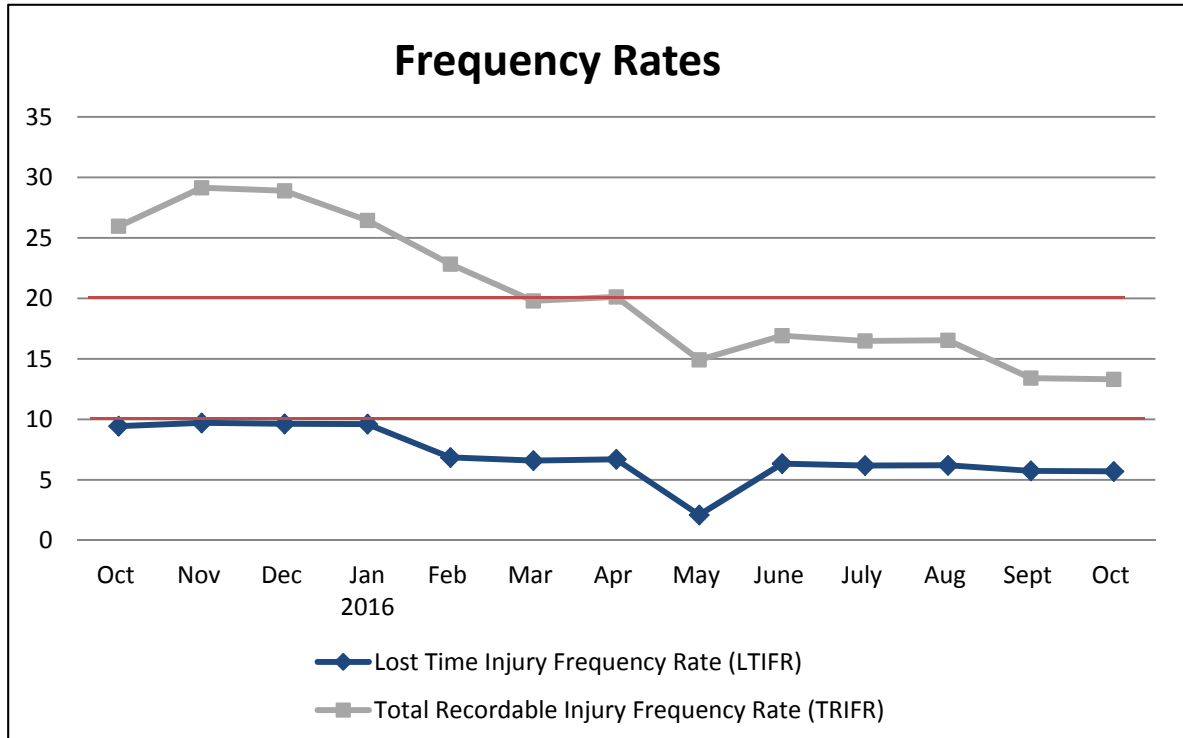
c. Breakdown of Contractor Accidents & Incidents



d. Breakdown of Public Accidents & Incidents




e. Identifies the rate of serious employee injuries over the last 12 months



9 **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. They had been in the Spa Pool for approx. 15 mins prior to this event.	Careful monitoring of Spa Pool. Reminders to customers to take regular break and drink plenty of water.
	Member of the public broke arm during an event held at Arrowtown Hall. Event was hosted by external event organiser.	Consultation with Worksafe. As event not controlled by QLDC, no further reporting or action required
Incidents	Road sweeper reversed into window, breaking it on contact.	Post-incident drug & alcohol test conducted. Driver reminded to take more care around corners and store fronts.
Near-Miss	Event set up, by external event organiser at Queenstown Event Centre. Carabiner supporting new lighting rigging in ceiling failed, causing a piece of rigging to fall a short distance (10cm) before being caught by safety stop.	Chain block system will be used in the future to provide more control.

10 **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

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

Month	Type
October	<ul style="list-style-type: none"> ○ H&S Induction for Elected Members ○ Full QEC evacuation training 16th October ○ Manual Handling QEC
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

Significance and Engagement

12 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

13 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 Practise - Working within legislation,
- 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

14 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.

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

16 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

Attachments

A Health & Safety Statistics Key

Health & Safety Statistics Key



Title	Definition
Lost Time Injury (LTI)	A work related injury which results in the person losing one normal working shift or day after the date of the injury.
Restricted Work Injury (RWI)	A work related injury which results in an employee being placed on selected or restricted duties and is unable to carry out their regular job for one or more working shifts/ days, however, is able to attend the workplace in a support function.
Medical Treatment Injury (MTI)	A work related injury that requires treatment from a medical specialist.
Report Only (RO)	Any work related minor injury that can be treated with basic first aid or does not impact on the employees' ability to continue working in their normal capacity.
Lost Time Injury Frequency Rate (LTIFR)	$\frac{\text{Number of LTI's} \times 1,000,000}{\text{Hours Worked}}$
Total Recordable Injury Frequency Rate (TRIFR)	$\frac{\text{Number of LTI} + \text{MTI} + \text{RWI} \times 1,000,000}{\text{Hours Worked}}$
Notifications to Worksafe NZ	<p>The amount of contact with the safety regulator. Specifically:</p> <ul style="list-style-type: none"> i. Serious Harm notifications indicate the serious harm injuries that have occurred, and subsequently been reported to Worksafe. ii. Notifiable Work relates to high-risk work that is required to be registered with Worksafe i.e. working at heights, scaffolding, underground work etc.