

QLDC Council  
26 May 2016

**Report for Agenda Item: 10**

**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.

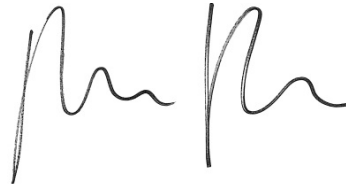
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10/05/2016

Reviewed and Authorised by:



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GM Corporate Services

11/05/2016

**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. 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 recognized 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.

Council's tertiary achievement indicates a satisfactory 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 information outlines key measures.

## Health and Safety Committee Chair: Monthly Summary

- 4 This month's upward trend in lead indicator submissions is encouraging particularly as demonstrated by the significant increase in 'Risk Assessments' submitted by certain business units. What the graphs don't reflect is the enthusiasm and energy those business units have shown for this initiative. They serve as good example for proactively managing health and safety issues at a personal and department level, a trend that needs to continue across the organisation.
- 5 Another positive this month has been the roll out of an updated Health and Safety induction across the organisation. The new induction provides better clarity around the workforce's obligations and expectations around health and safety matters and should help provide better continuity for managing health and safety across the organisation. To help facilitate this, the Health and Safety Committee will be evaluating if its level of reach and consistency across the organisation is adequate or needs improving.

### Lead Indicators: Steps Council employees have taken to prevent harm.

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

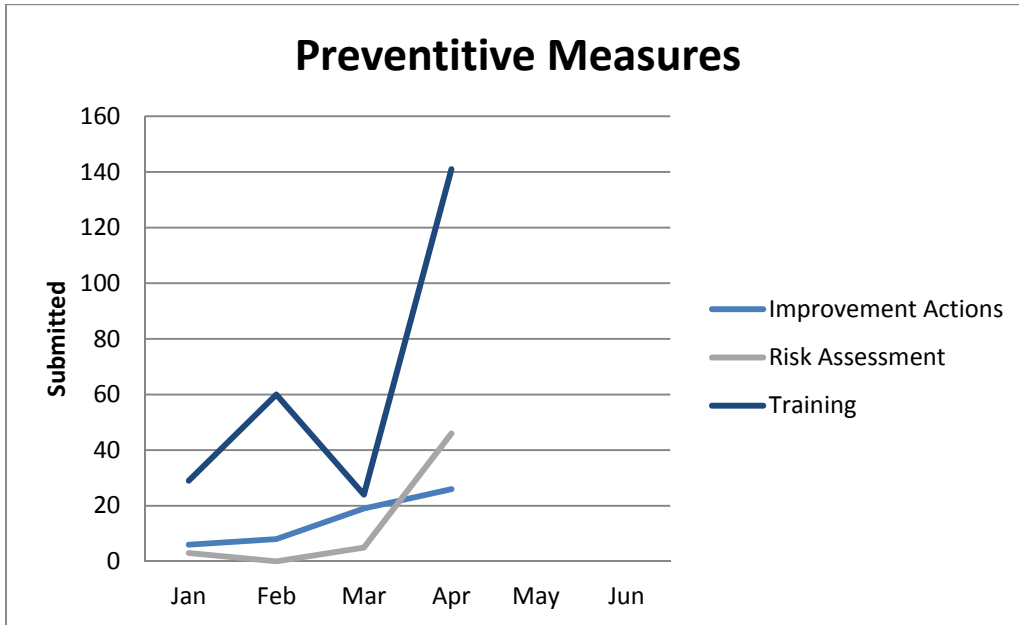
Hazards	Audits	That Was Lucky
7	7	12

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

Inductions	Other
218	5

- 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
44	2	0

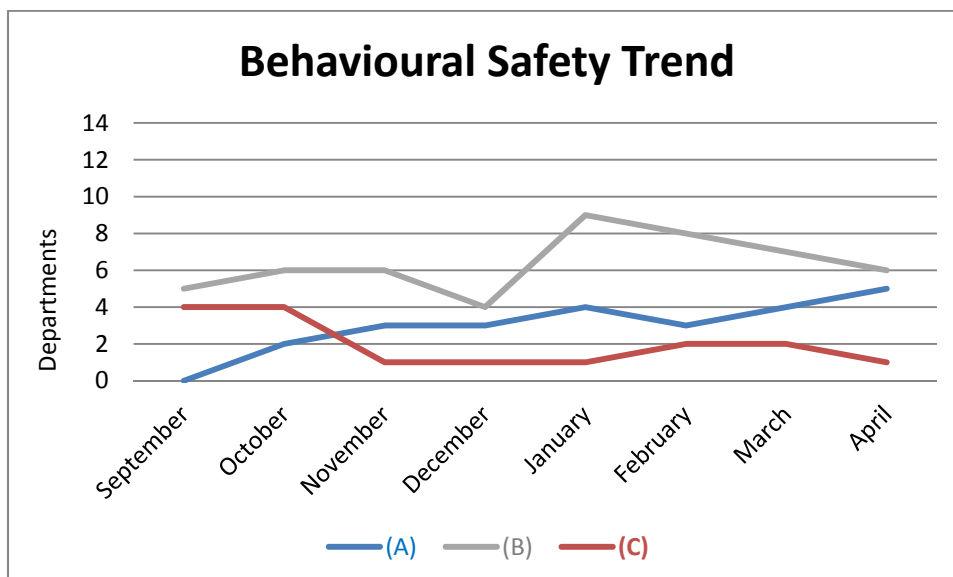


Note: Positive trends were reflected in all categories. The significant spike in training reflects the roll out of an updated health and safety induction package across the organisation.

- 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)? Where a department has had an accident or incident that month, it's automatically considered a 'C' and used as an opportunity to learn and improve.

A	B	C
5	6	1

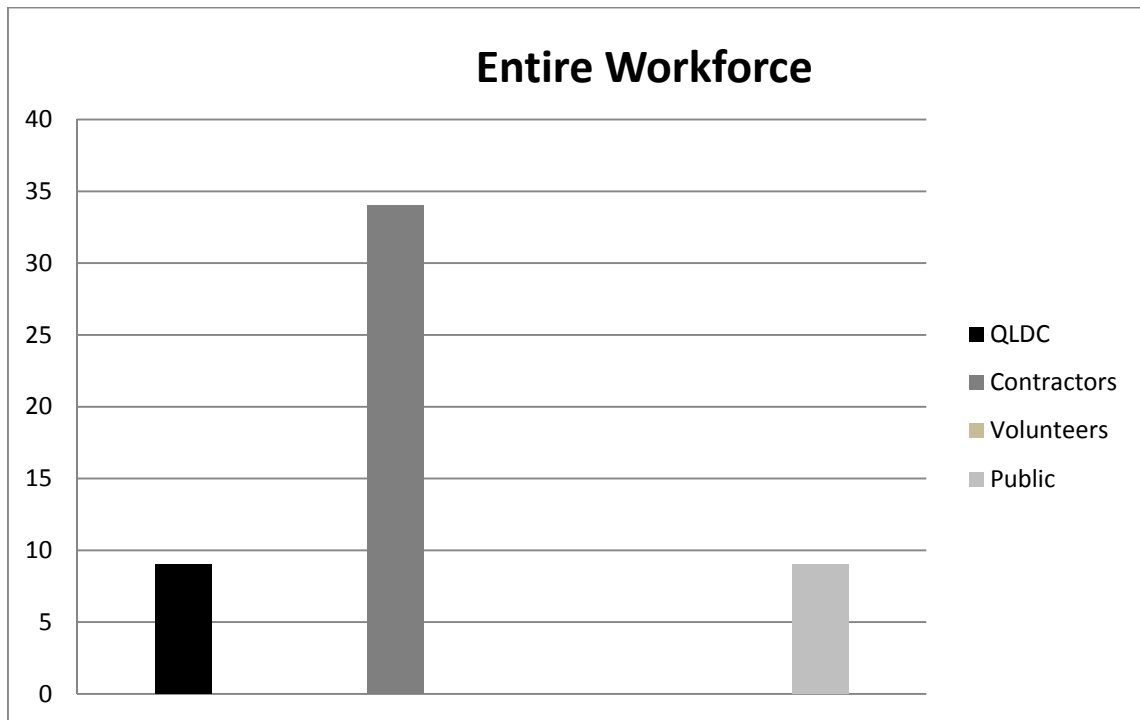
- e. Reflects self reported department safety performances since measuring began in September 2015.



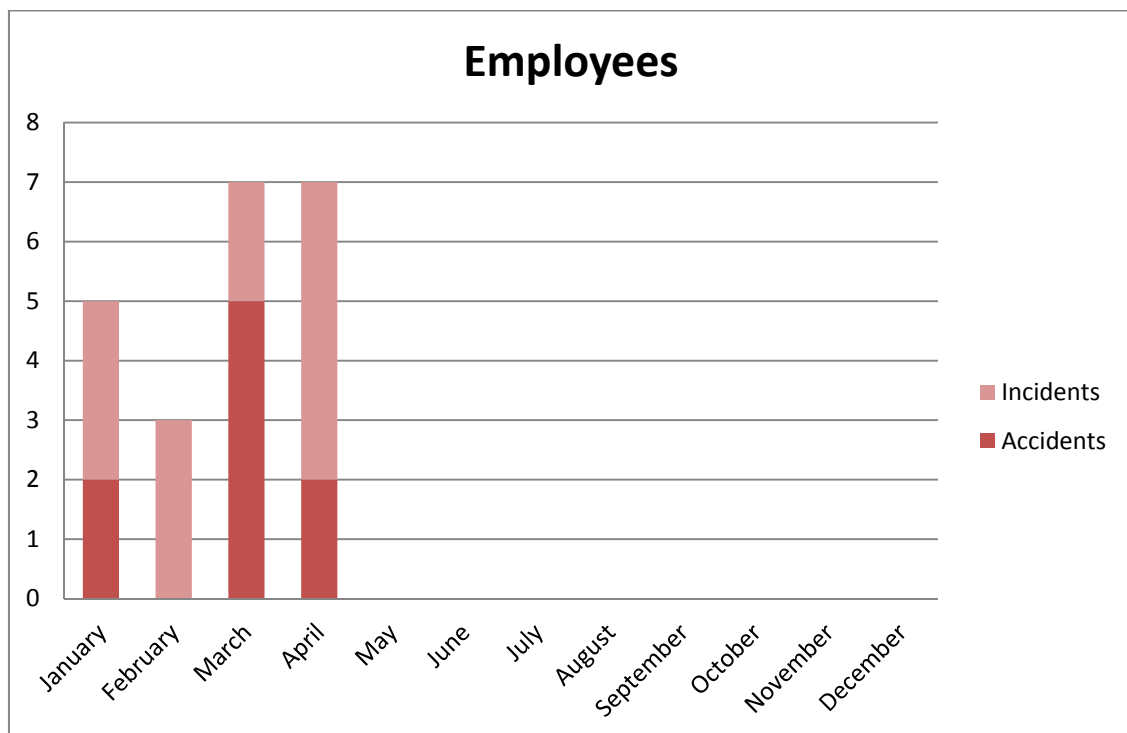
**Lag indicators:**

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

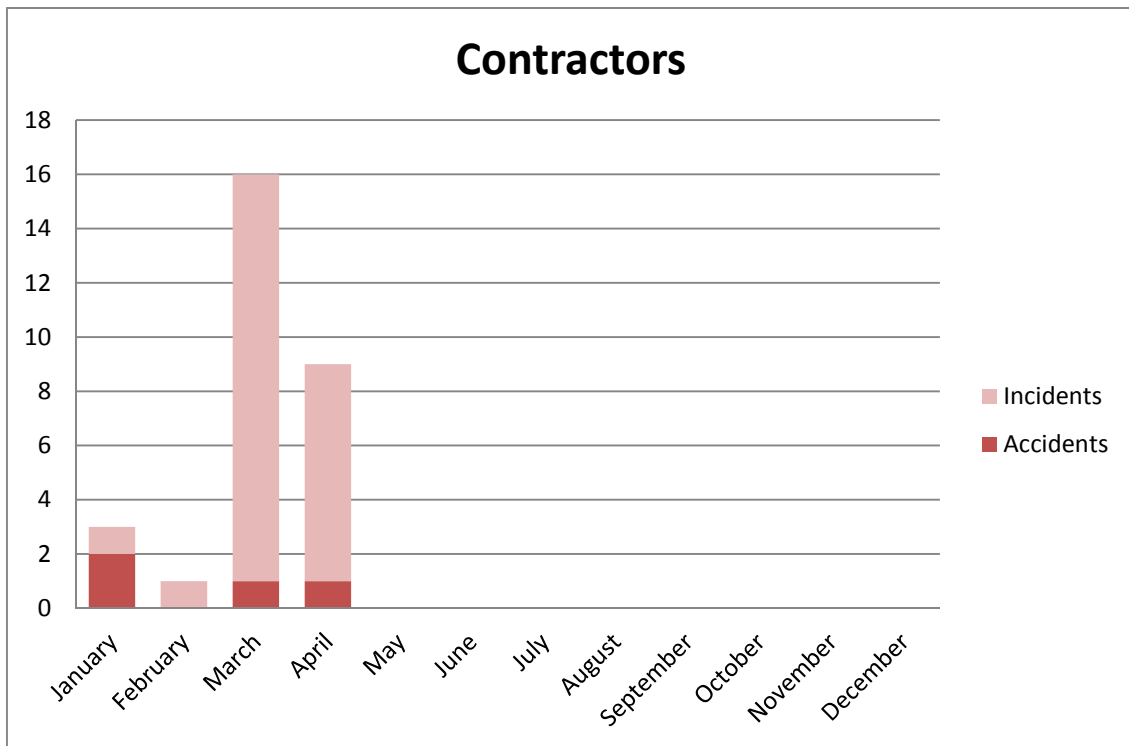
a. All Council related Accidents & Incidents



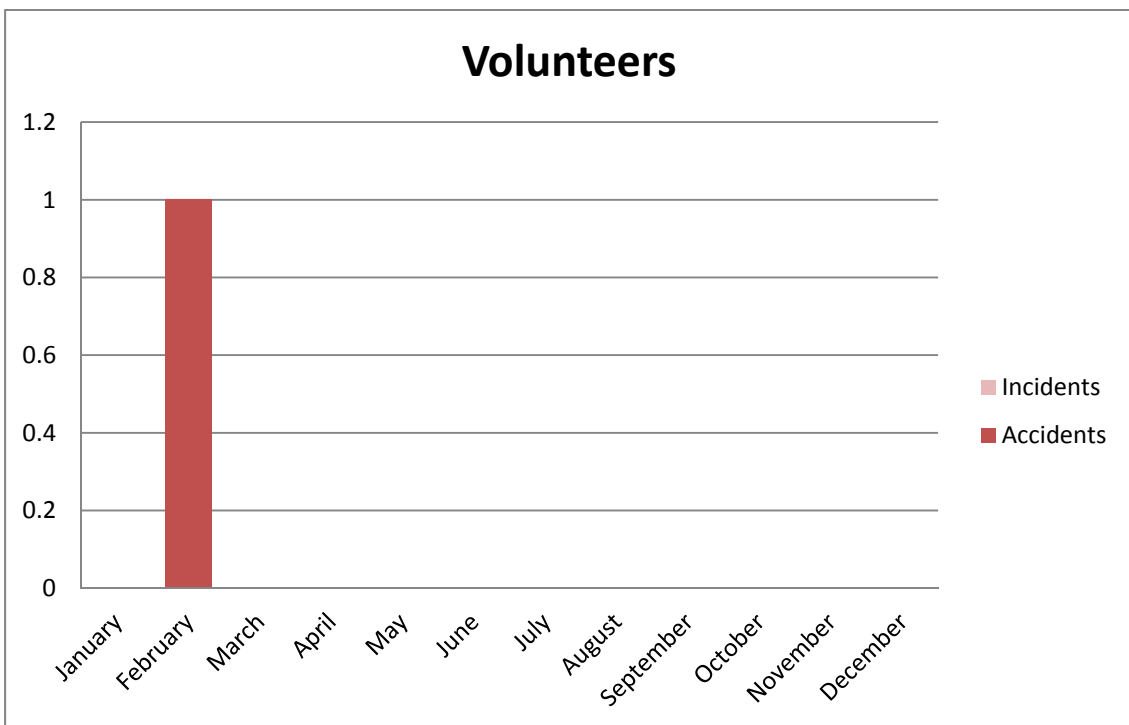
b. Breakdown of Employee Accidents & Incidents



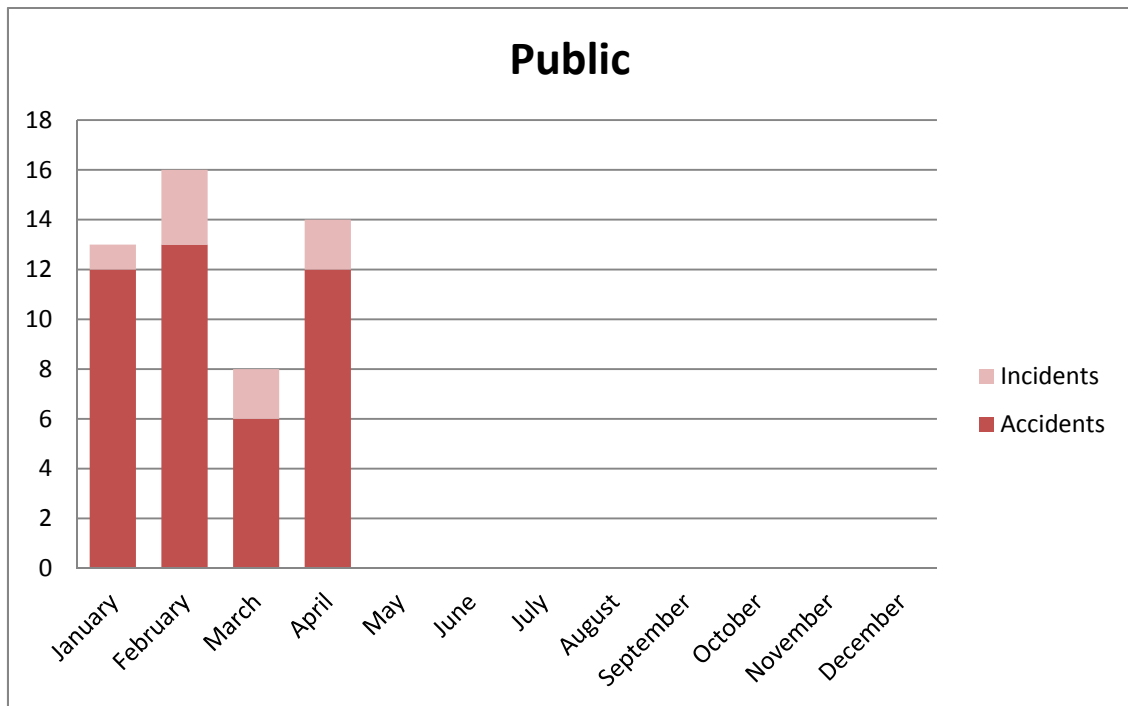
c. Breakdown of Contractor Accidents & Incidents



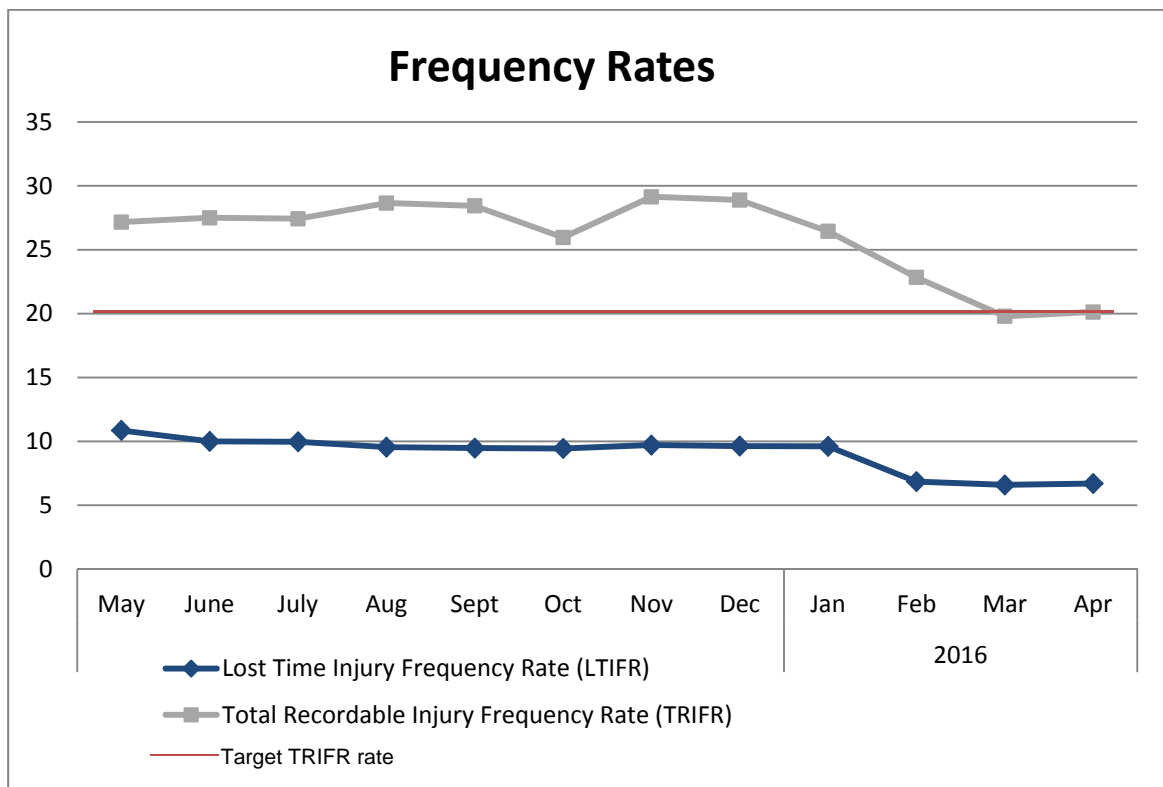
d. Breakdown of Volunteer Accidents & Incidents



e. Breakdown of Public Accidents & Incidents




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



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


Unsafe Event Type	Details
Accidents	Worker slipped while walking down steep drive (LTI)
Incidents	Library and regulatory staff members subjected to intimidating behavior and verbal altercations
	Vandalism at Wanaka library
Near-Miss	QLDC vehicle pulled off road to avoid oncoming traffic


**WorkSafe Notification:** Unsafe events/tasks that required contact with regulator WorkSafe.

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



**Communications:** Critical safety warnings or information that is broadcast across the organisation.

 <b>Safety Alerts</b>	
N/A	N/A

 <b>Procedure Alerts</b>	
Vehicle pre-start check	Requires staff to look for obvious safety defects prior to driving a vehicle for work

**Health & Safety Committee Action Plan:** Strategic health and safety improvement projects (as determined by the Health and Safety Committee) being actioned.

Improvement Required	Action	Due	Tracking
Improve staff understanding of health & safety responsibilities.	Overhaul staff health & safety induction	April 18	Complete
Improve staff understanding of health & safety responsibilities.	Identify and provide role specific HS&W training at induction or soon after	April 16	Complete
Create risk management systems for high risk operational work	Introduce system for tracking and responding to isolated workers	June 1	On Track

**Documents & Policies:** New or updated business practices designed to ensure the safety of the workforce.

Document / Policy
Vehicle pre-start checks have been included into the vehicle use policy

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

Month	Type
April	5 <sup>th</sup> Working @ Heights 8 <sup>th</sup> Workstation Q & A 12 <sup>th</sup> Rescue Hoist for C/S Training 18 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> , 26 <sup>th</sup> , 29 <sup>th</sup> , Staff Induction
May	11 <sup>th</sup> First Aid – Cancelled reschedule in progress 5 <sup>th</sup> Veolia H&S presentation 25 <sup>th</sup> Health & Safety workshop for managers

**Wellbeing:** Steps the organisation is taking to ensure the physical and mental health of the workforce.

Initiative	Uptake
March - N/A	N/A
April - Flu shots	100

**Recognition:** Reflects exemplary safety behaviours, attitudes and leadership (as nominated by Health and Safety Committee).

- a. Glyn Roberts has been recognised by the Health and Safety Committee for helping to manage and execute health and safety requirements specific to the annual maintenance shutdown at QEC.

## ***Significance and Engagement***

- 6 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***

- 7 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,
  - 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**

- 8 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 Council's work process.
- 9 The Council has not consulted directly on this matter in the past.

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

## **Legal Considerations and Statutory Responsibilities**

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