

QLDC Council
28 April 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.

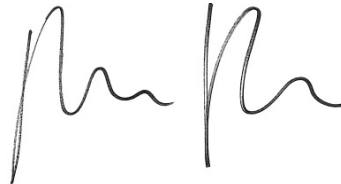
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9/03/2016

Reviewed and Authorised by:



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GM Corporate Services

9/03/2016

Background

- 1 Queenstown Lakes District Council (QLDC) has duties under the Health and Safety in Employment Act and the incoming Health and Safety at Work Act (4 April 2016), 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.

As officers under the incoming 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 thereby requested such information be provided in this report.

Comment

- 2 On 30 October 2015 Council's safety management system was externally audited by the nationally recognized ACC Workplace Safety Management Practises (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 in Employment Act 1992. In order to maintain compliance with both current and incoming legislation (Health & Safety at Work Act 2015), 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

3 It is reassuring to see the increased activity in our lead indicators this month. Developing a strong culture of health, safety & wellbeing within an organisation is achieved through a combination of objectives. Our targets are a mix of measures

- a. Compliance (maintain WSMP Tertiary Status from compliance)
- b. Participation (thorough our wellbeing programmes)
- c. Self review (monthly department performance reviews)

with the ultimate aim of reducing both severity and frequency of incidents.

Notably the new Health and Safety at Work Act came into play on 4 April 2016. In preparation for this significant amendment QLDC has focused on Contractor Health and Safety throughout March and will commence an holistic re-induction process with all QLDC staff from 18 April 2016. Further, QLDC has engaged local event organisers to help clarify the new legislations impact on community and social events taking place in the district.

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
5	11	7

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

Inductions	Other
21	3

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

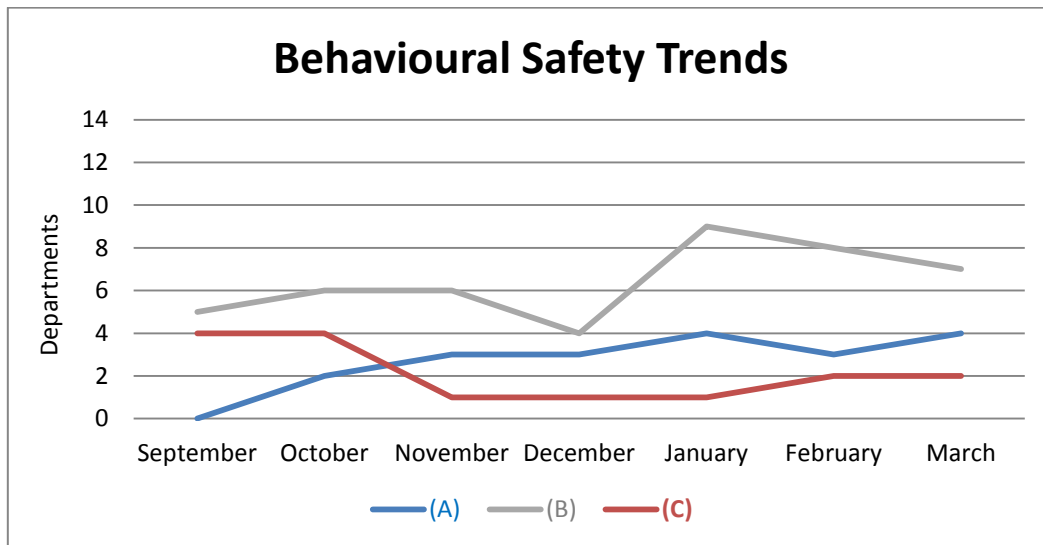
Take 5	Safe Work Plans	Other
3	2	0

- 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)? 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
4	7	2

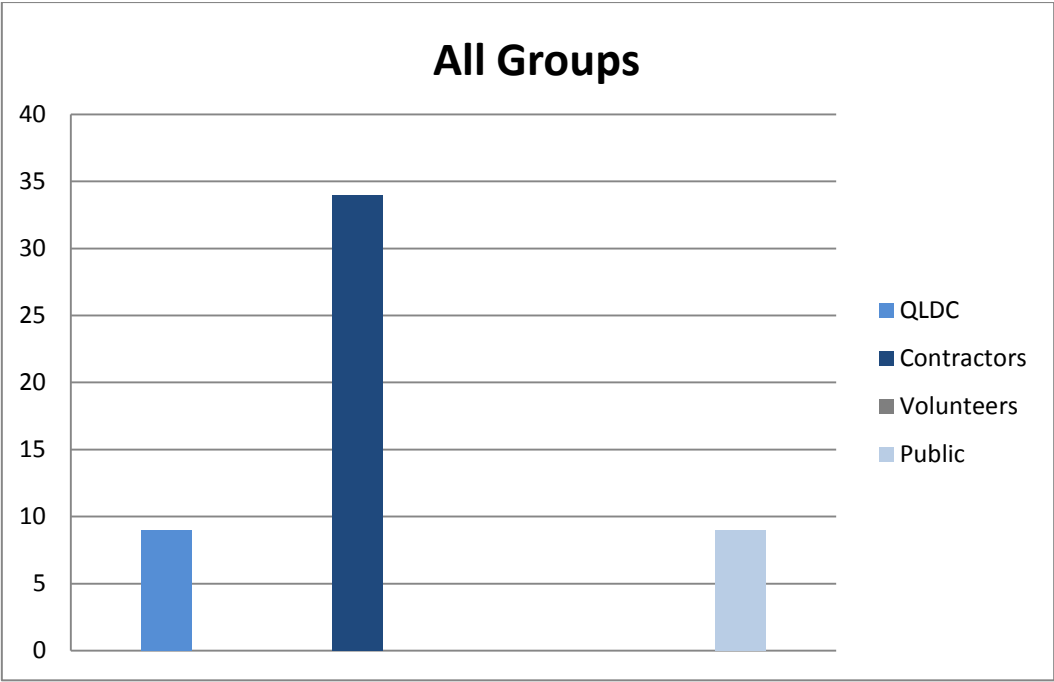
e. Reflects self reported department safety performances since measuring began in September 2015.



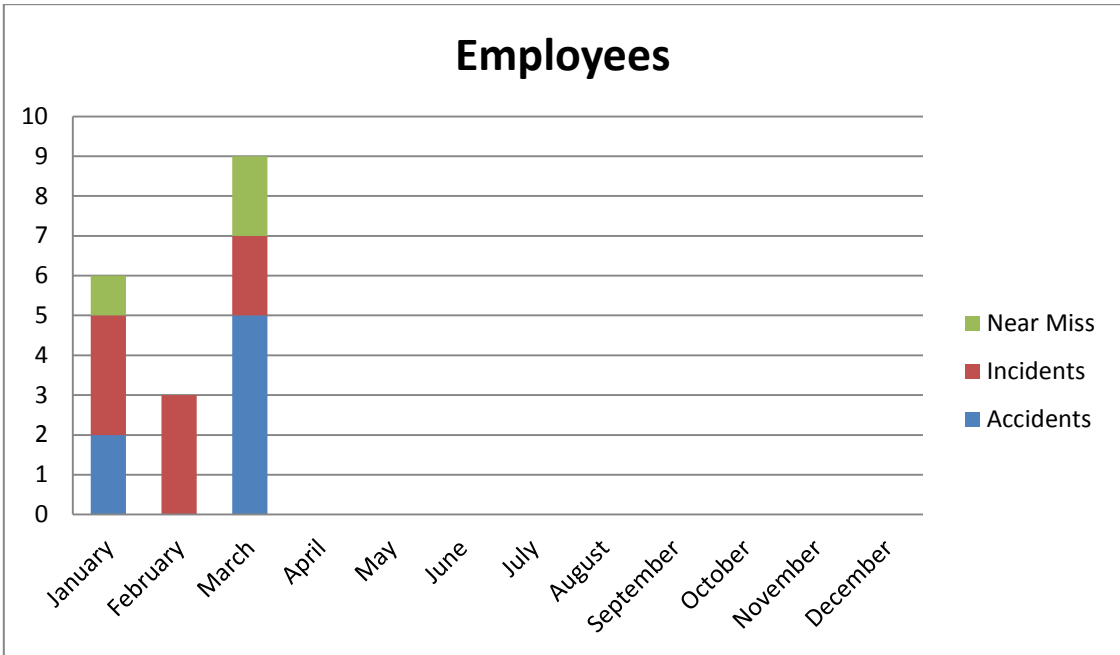
Lag indicators:

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

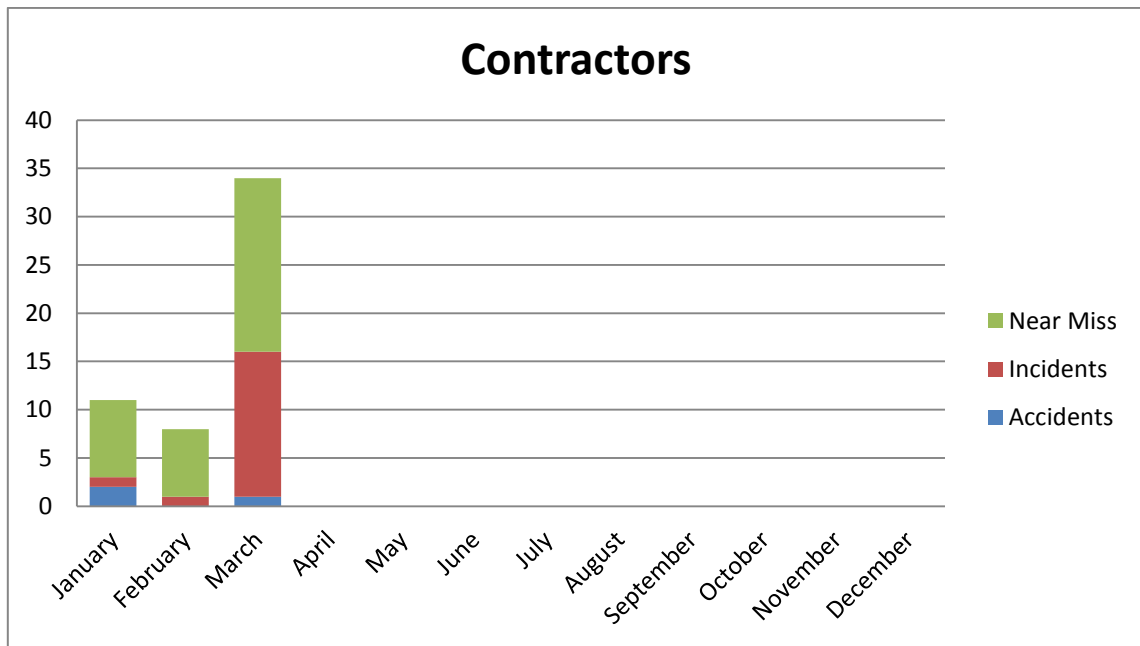
a. All Council related Accidents, Incidents and Near-Miss



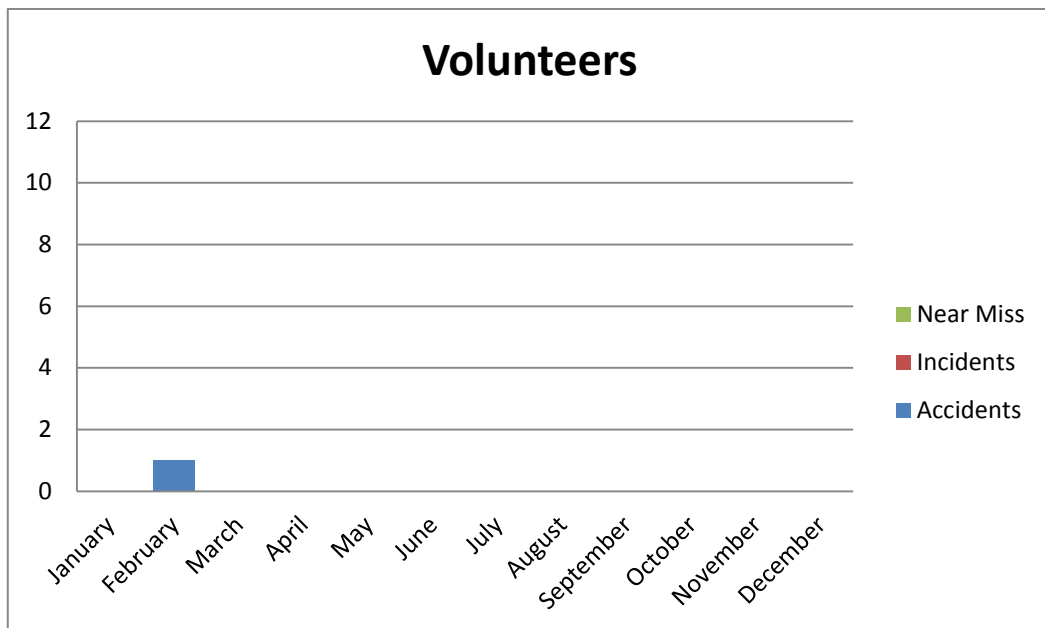
b. Breakdown of Employee Accidents, Incidents, Near-Miss



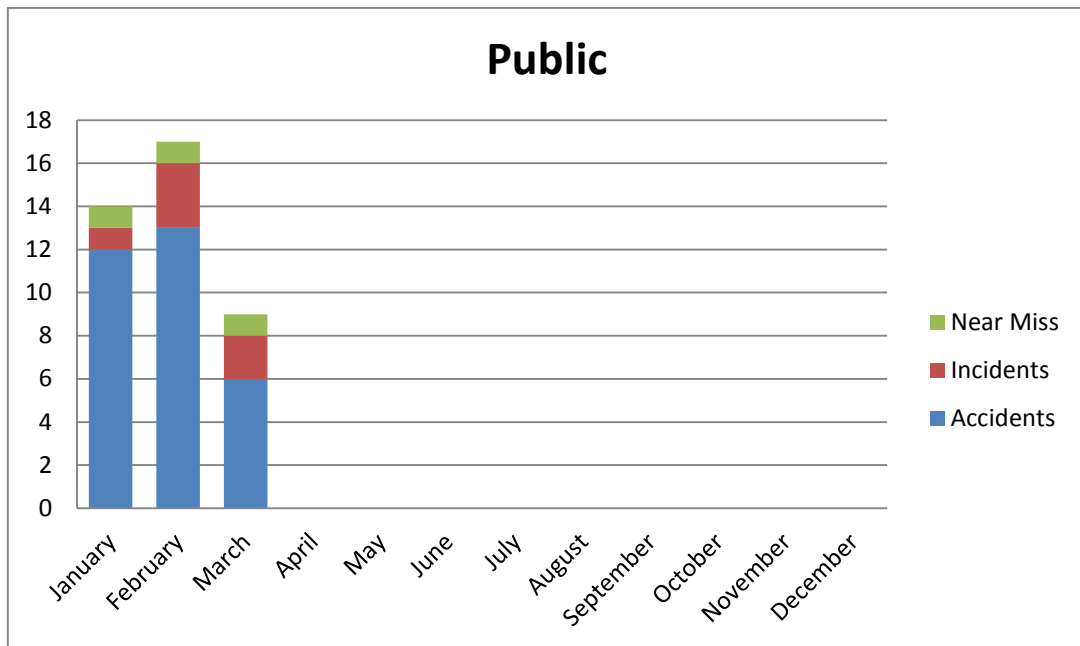
c. Breakdown of Contractor Accidents, Incidents and Near-Miss



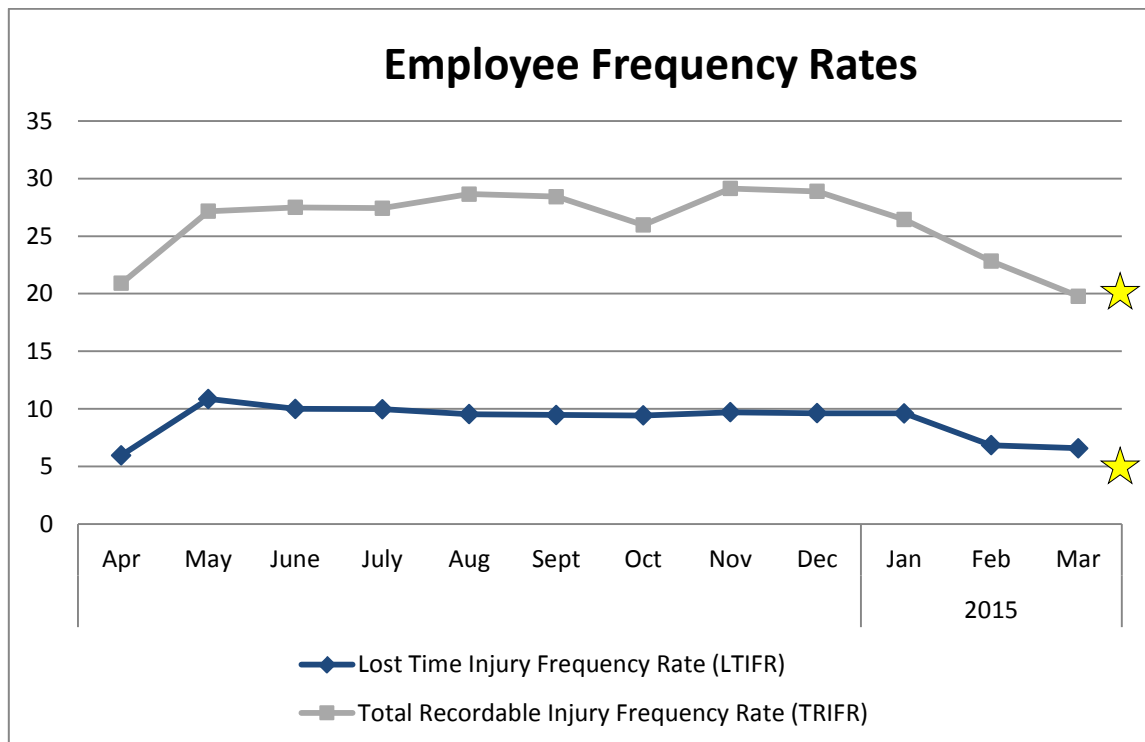
d. Breakdown of Volunteer Accidents, Incidents, Near-Miss



e. Breakdown of Public Accidents, Incidents, Near-Miss





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	ICAM Investigation Required?
Accidents	Worker strained fingers while replacing a valve assembly	No
Incidents	N/A	N/A
Near-Miss	Travelling vehicle left road due to driver fatigue and momentary loss of attention.	Yes

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

 Serious Harm	
0	N/A
 Notifiable Work	
0	N/A

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

 Safety Alerts	
Driver Fatigue	Highlighted the importance of recognizing and managing fatigue at work

 Procedure Alerts	
N/A	N/A

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	On Track
Improve staff understanding of health & safety responsibilities	Identify and provide role specific HS&W training at induction or soon after	April 16	On Track
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
N/A

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

Month	Type
March	<ul style="list-style-type: none"> • 4th Contractor H&S Management • 16th , 17th Safety for District Event Organisers

April	<ul style="list-style-type: none"> • 5th Working @ Heights • 8th Workstation Q & A • 12th Rescue Hoist for C/S Training • 18th , 20th , 21st , 26th , 29th , Staff Induction
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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	TBD

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

- a. A member of the regulatory team created a QLDC standard operating procedure that identifies risks and controls for any staff members or contractors engaged with dog control.
- b. Members of the planning and development department created a comprehensive safe work plan that addresses a variety of department risks.

Significance and Engagement

- 4 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

- 5 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

- 6 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.
- 7 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 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