

QLDC Council  
30 June 2016

**Report for Agenda Item: 19**

**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.

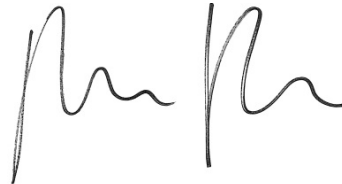
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15/06/2016

Reviewed and Authorised by:



Meaghan Miller  
GM Corporate Services

15/06/2016

**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 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 report outlines key measures.

## Health and Safety Committee Chair: Monthly Summary

- 5 The TRIFR (Total Recordable Injury Frequency Rate) dropped below the target this month. Further the lead indicators continue to increase which drives hazard awareness and ultimately results in less incidents and accidents. These are positive trends.
- 6 Pete Hansby is chair of the Health and Safety Committee and would like to acknowledge the significant input Health and Safety Advisor Matthew Jenkinson has had on the Council's Health and Safety transformation. While there is still significant work to do to achieve our Health and Safety goals, we have a strong framework to guide us.

### Key Risks

The following list outlines the key organisational health and safety risk themes that require continuous or improved management.

- a. **Contract 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 and mental capacity to perform work safely)
- e. **Isolated Workers** (refers to workers operating alone or from remote locations)

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

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

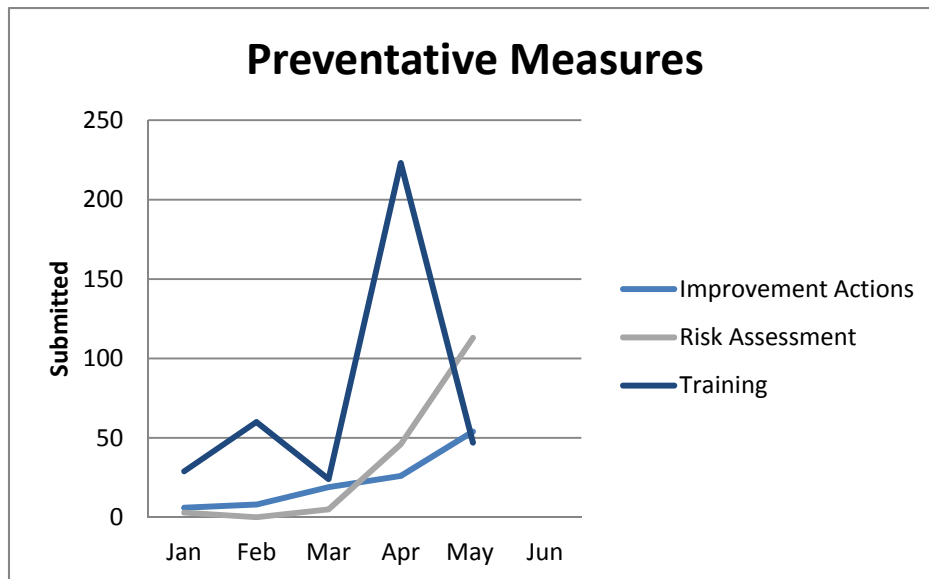
Hazards	Audits	That Was Lucky
15	23	16

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

Inductions	Other
35	12

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

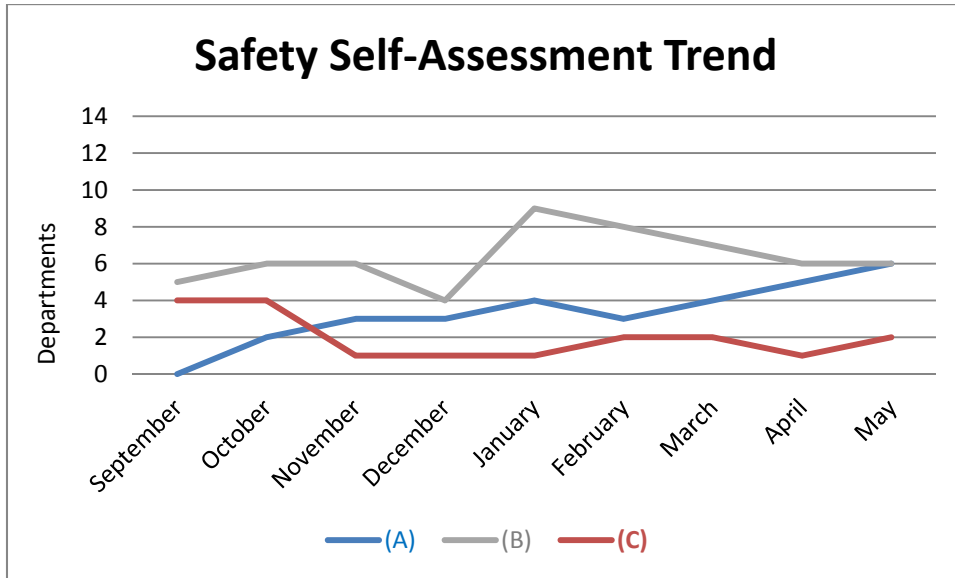
Take 5	Safe Work Plans	Other
110	3	0



- 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
6	6	2

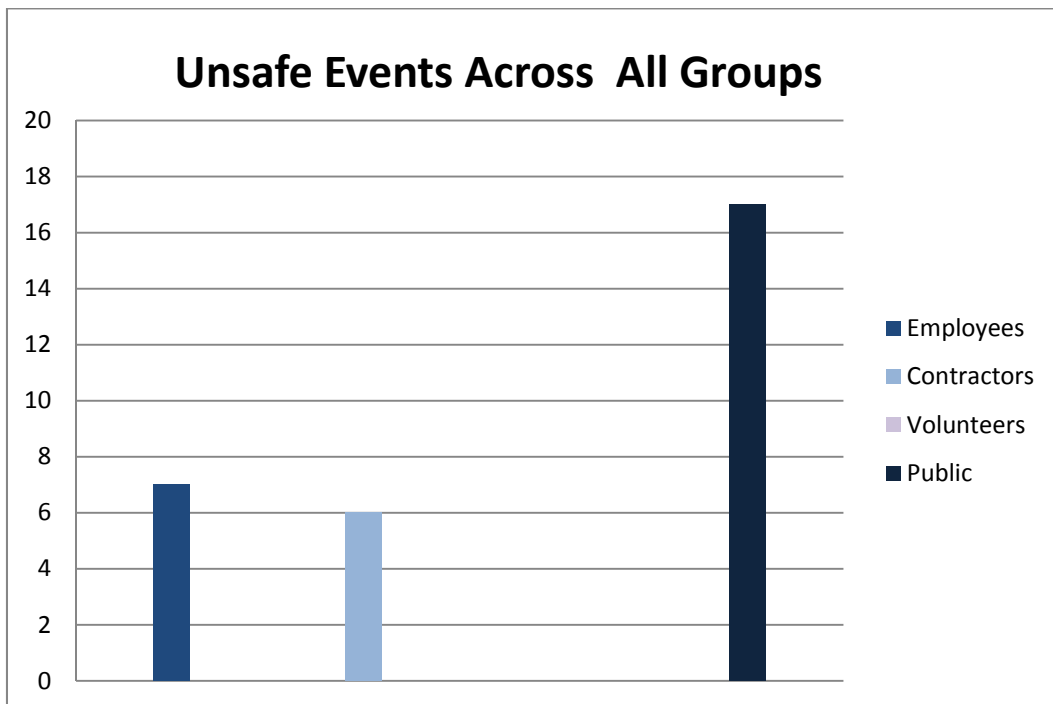
- e. Reflects self reported department safety performances since measuring began in September 2015.



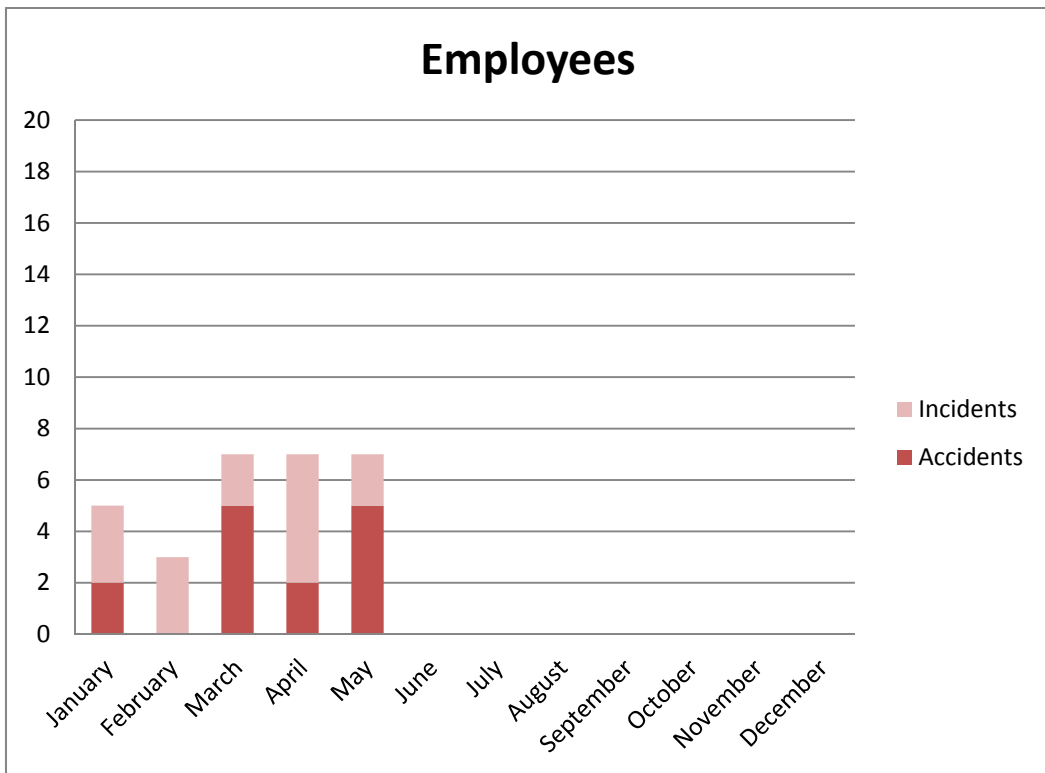
**Lag indicators:**

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

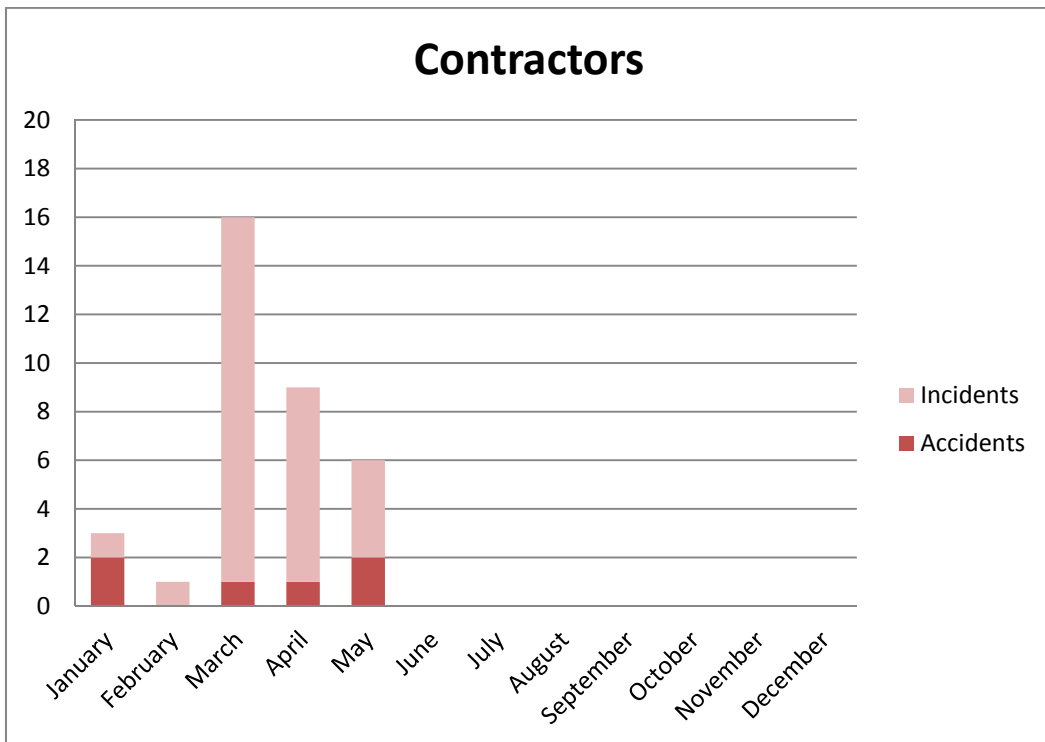
- a. All Council related Accidents & Incidents



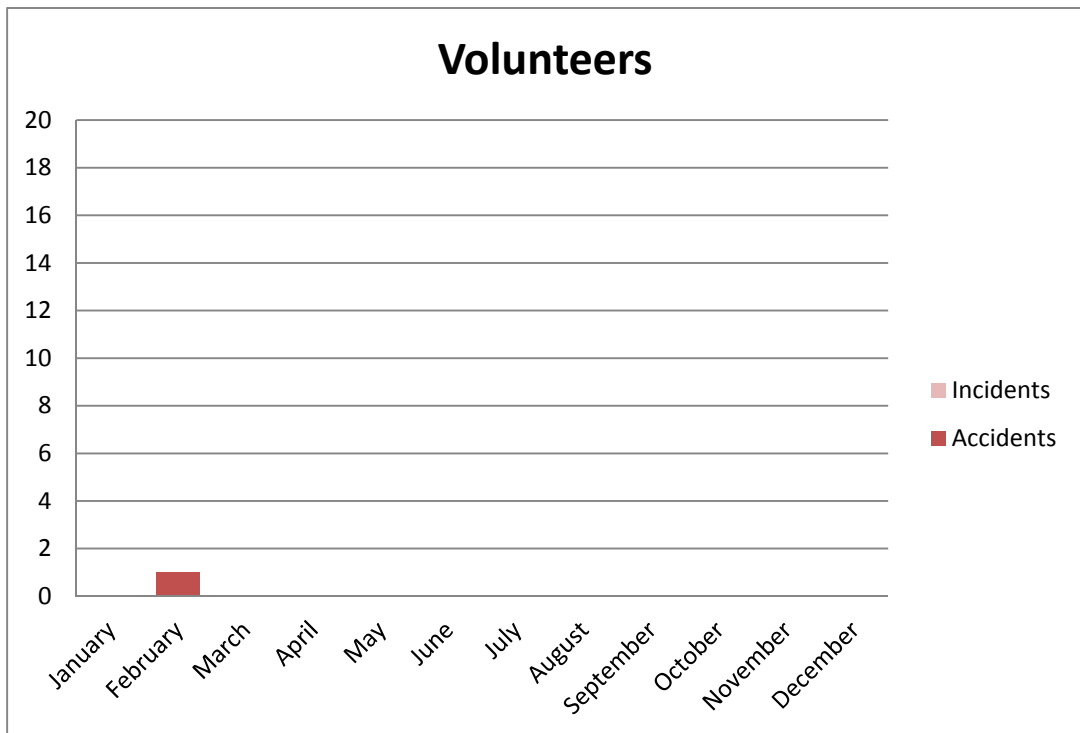
b. Breakdown of Employee Accidents & Incidents



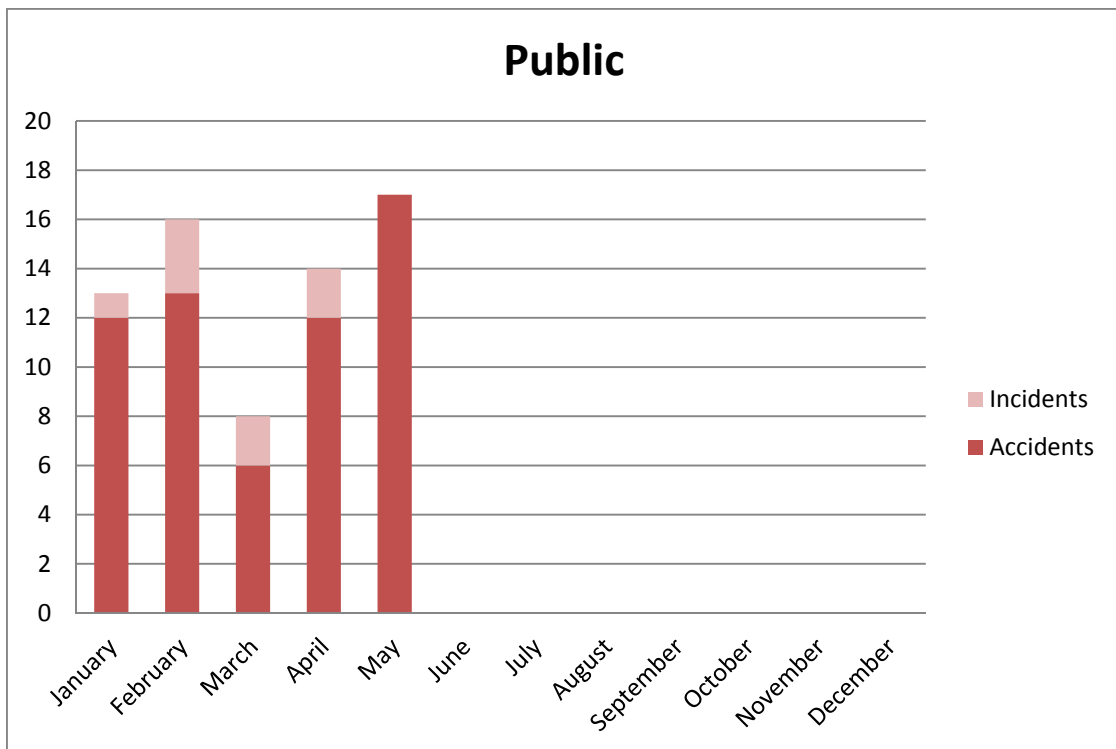
c. Breakdown of Contractor Accidents & Incidents



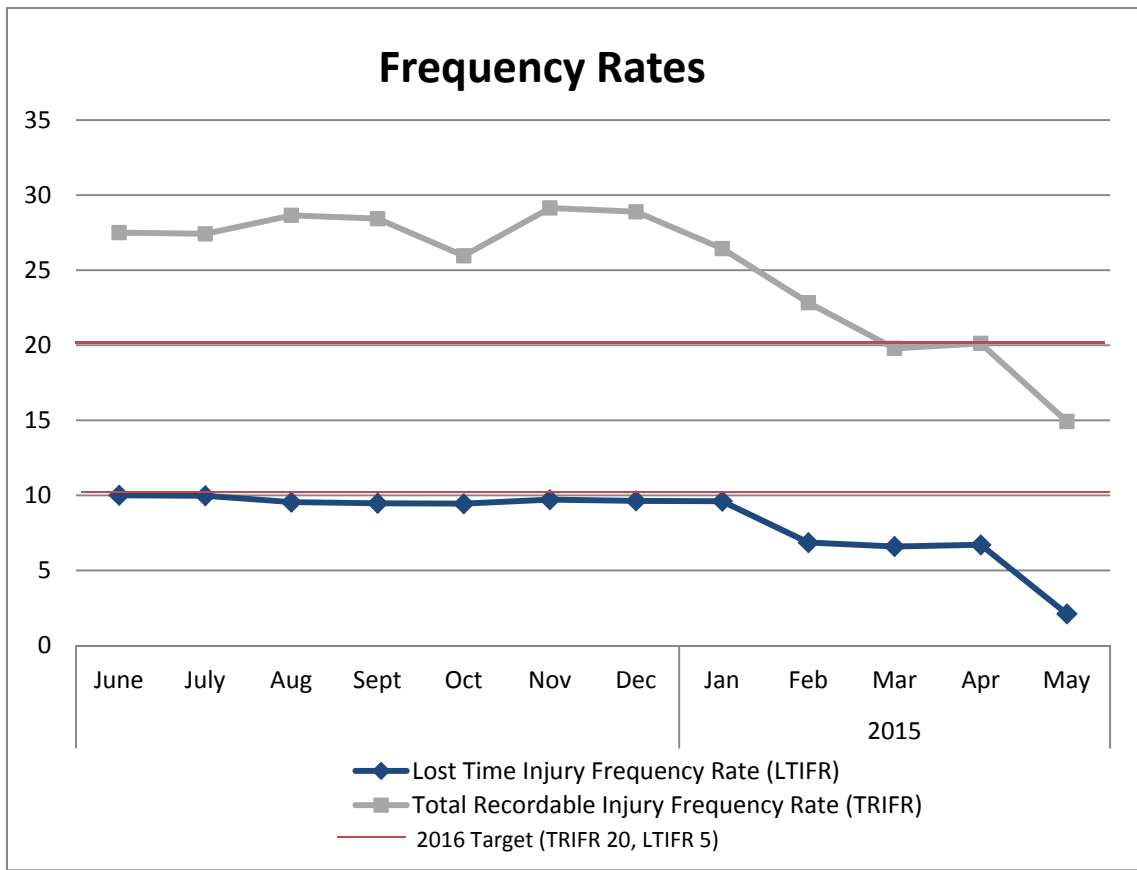
d. Breakdown of Volunteer Accidents & Incidents



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	Details	Corrective Actions
Accidents	<p>Worker sprained wrist while loading &amp; unloading equipment</p> <p>(RWI)</p>	<p>Manual handling training scheduled.</p> <p>Team discussion around assessing loads, performing two person lifting and using mechanical lifting appliances</p>
Incidents	<p>QT field worker subjected to chemical overspray from another PCBU's work activity</p>	<p>Formal discussion with other PCBU about hazard/risk management and their overlapping health and safety responsibilities within a shared workplace.</p> <p>PCBU spraying schedule is being drafted and shared with QT Field Team.</p>
Near-Miss	<p>Gator wheels mounted backwards and lug nuts unsecured</p>	<p>Wheels re-fitted correctly.</p> <p>Maintenance supplier changed.</p> <p>Lug nut indicators ordered and to be placed on all mobile plant</p>

**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

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

	
Safety Alerts	
N/A	N/A

	
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
Transition away from manually managed data systems	Implement robust Health & Safety software system now that manual system has been outgrown	Sep 16	Underway

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

Document / Policy
Updates to MOU and Contractor Management Agreements made to reflect HSWA

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

Month	Type
May	<ul style="list-style-type: none"> <li>• Veolia H&amp;S presentation</li> <li>• Health &amp; Safety workshop for managers</li> </ul>

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

Initiative	Uptake
April – May Flu Shots	113

### ***Significance and Engagement***

7 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***

8 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**

- 9 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.
- 10 The Council has not consulted directly on this matter in the past.
- 11 This matter is of low significance and does not require community consultation

### **Legal Considerations and Statutory Responsibilities**

- 12 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