

QLDC Council
26 January 2017

Report for Agenda Item: 5

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.

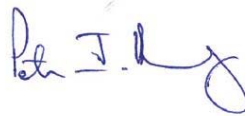
Prepared by:



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Health & Safety Officer
11/01/2017

Reviewed and Authorised by

:



Peter Hansby
GM Property & Infrastructure
11/01/2017

Background

- 1 Queenstown Lakes District Council (QLDC) has duties under the Health and Safety at Work Act 2015 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 2015, 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 Health and Safety Committee Chair: Monthly Summary

Of concern this month was a notified incident which occurred at the Hawthorne Drive project. The incident resulted in the hospitalisation of a subcontractor with a broken wrist. Fulton Hogan took immediate action, closing down the site to meet with all contractor managers and to repeat the message around safety. We are currently awaiting a full investigation report from Fulton Hogan. As Chair of the Health and Safety Committee and project sponsor for Hawthorne Drive project, I will meet with all staff at this project to explain our expectations for a safe site.

Key Risks:

- 4 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:

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

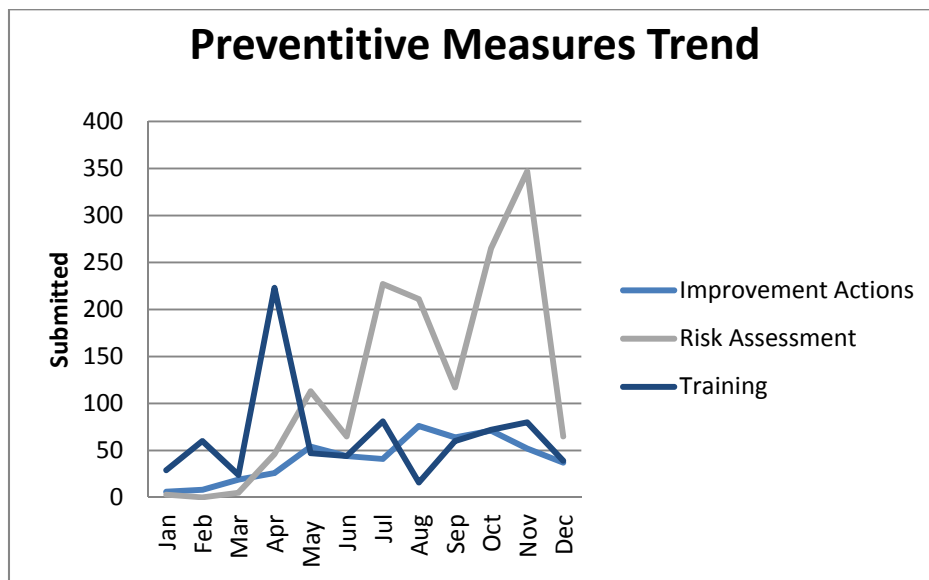
Hazards	Audits	That Was Lucky
11	19	7

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

Inductions	Other
11	28

- 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
65	0	0

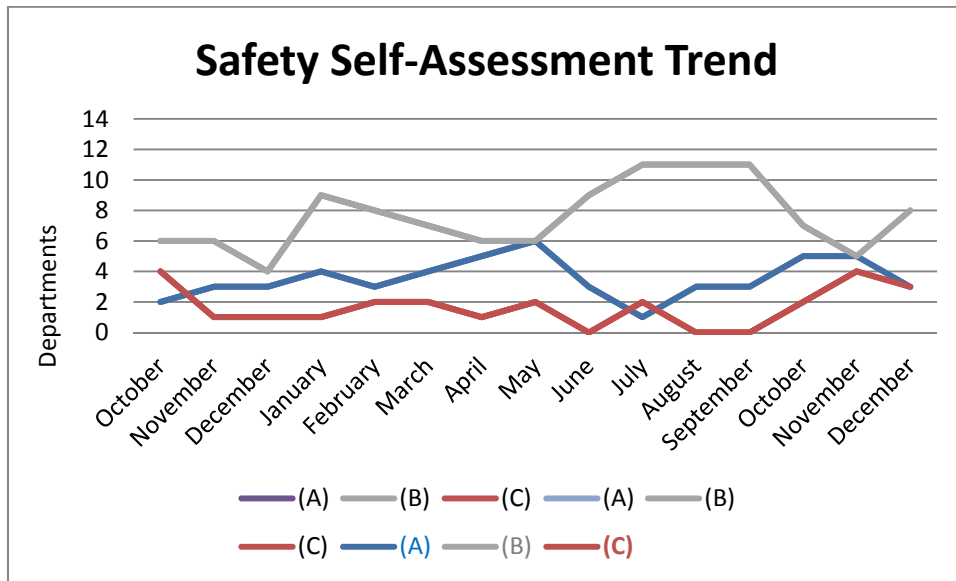


Risk assessment results for the months of October and November were counted twice resulting in higher than normal submissions.

- 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
3	8	3

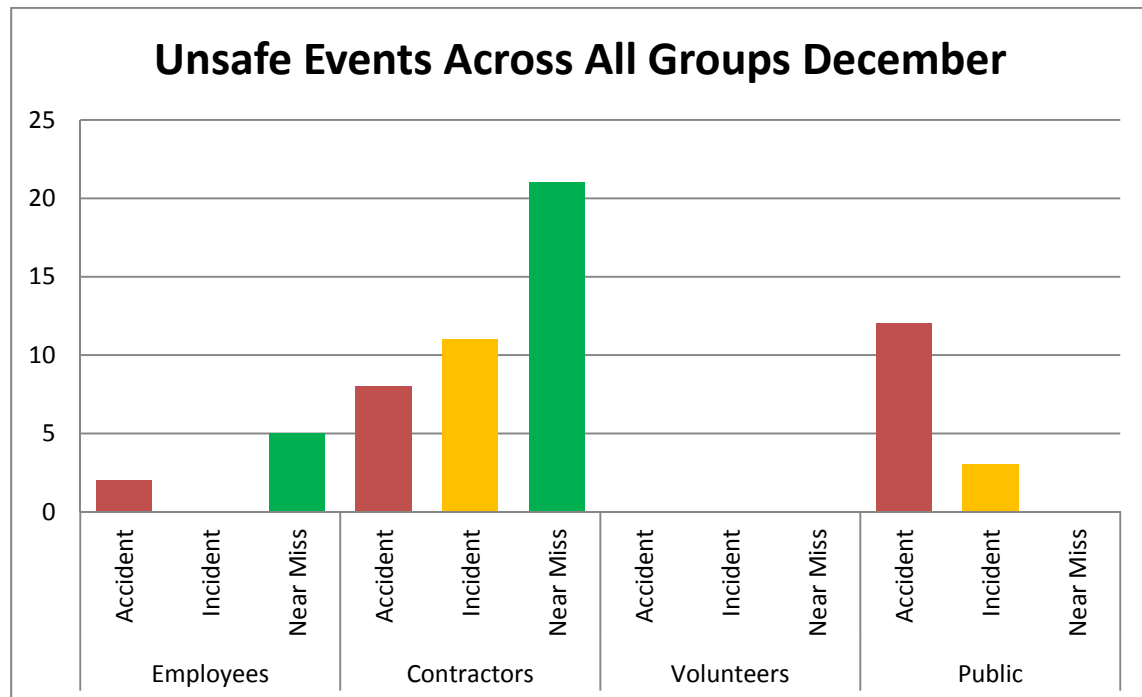
- e. Reflects self reported department safety performances since measuring began in October 2015.



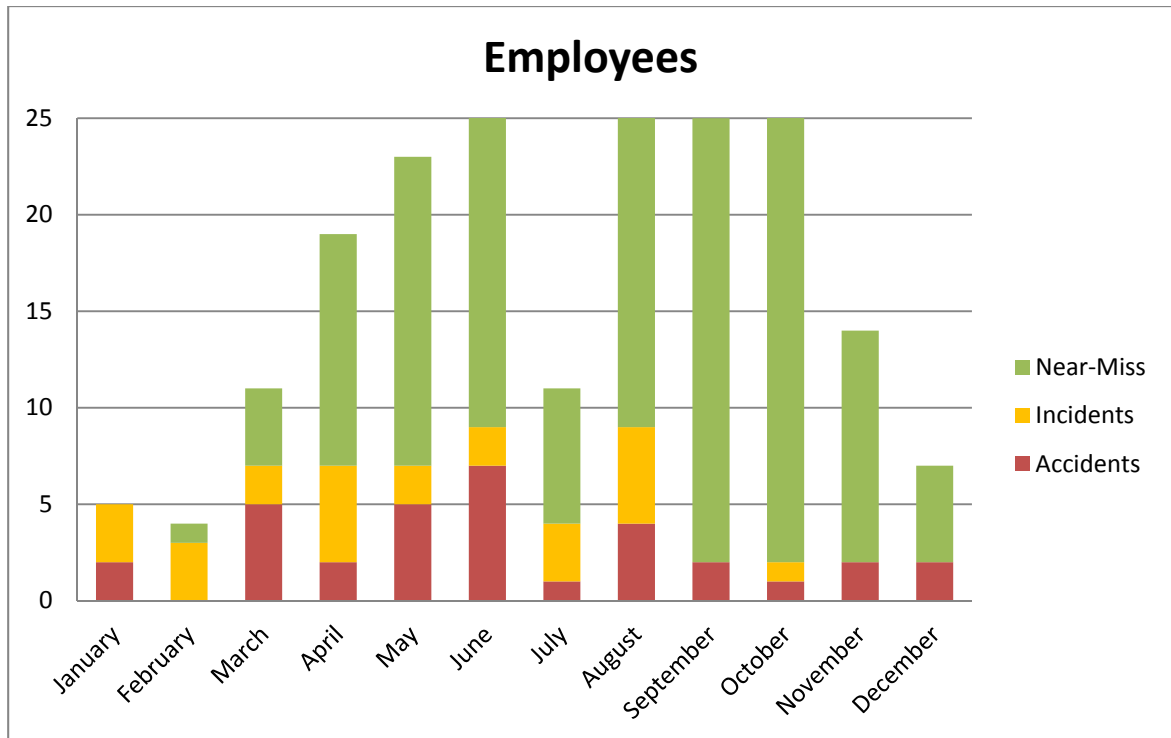
- 6 **Lag indicators; Unsafe Events:** Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public.

Key unsafe events are noted at item 7.

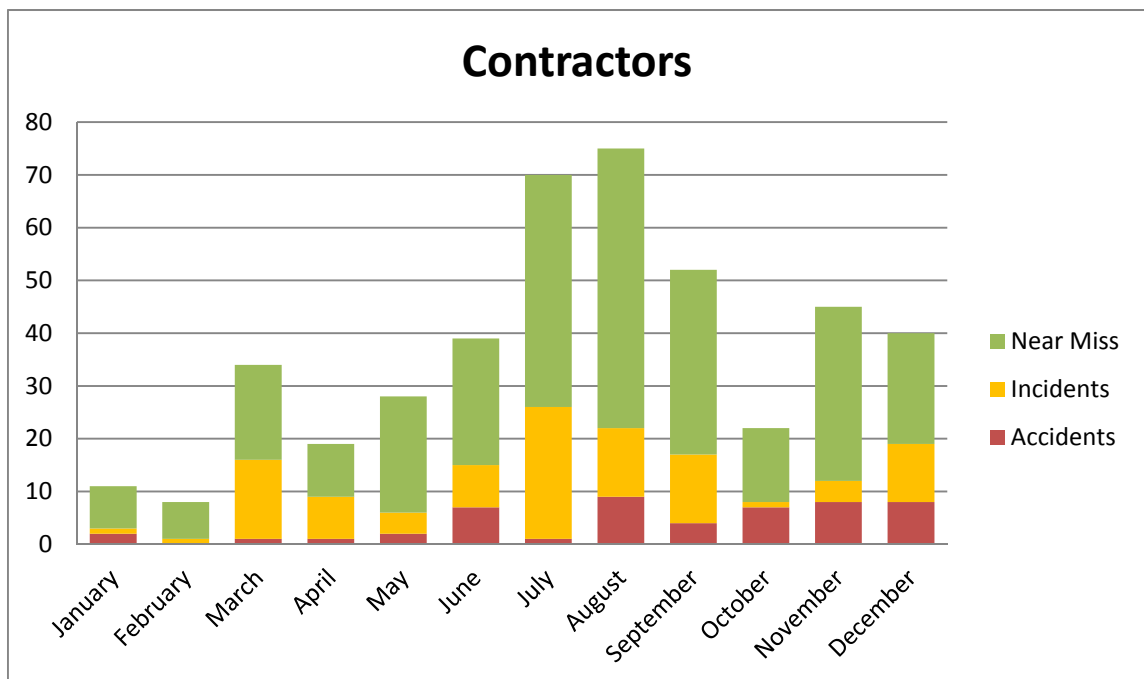
- a. All Council related Accidents, Incidents and Near Miss events



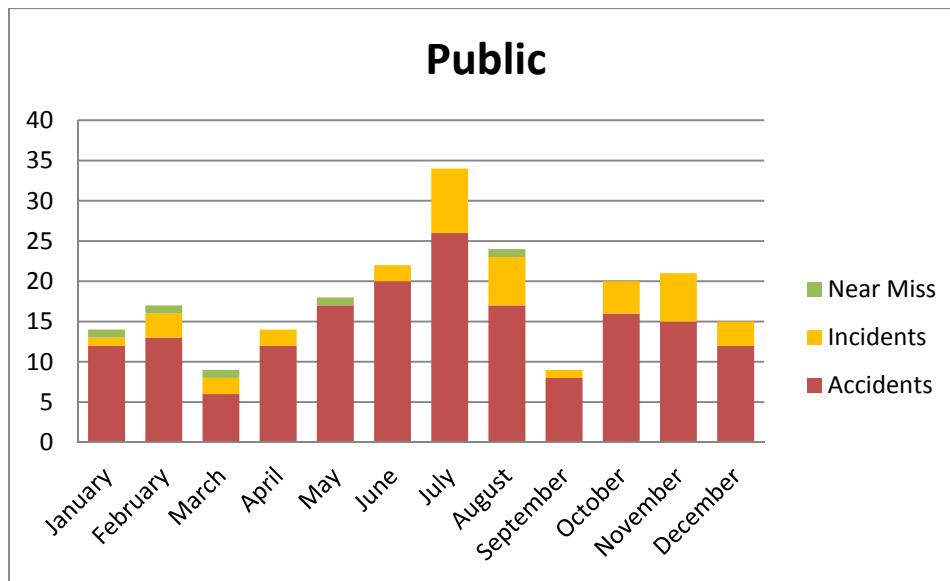
b. Employee Accidents, Incidents and Near Miss event trend



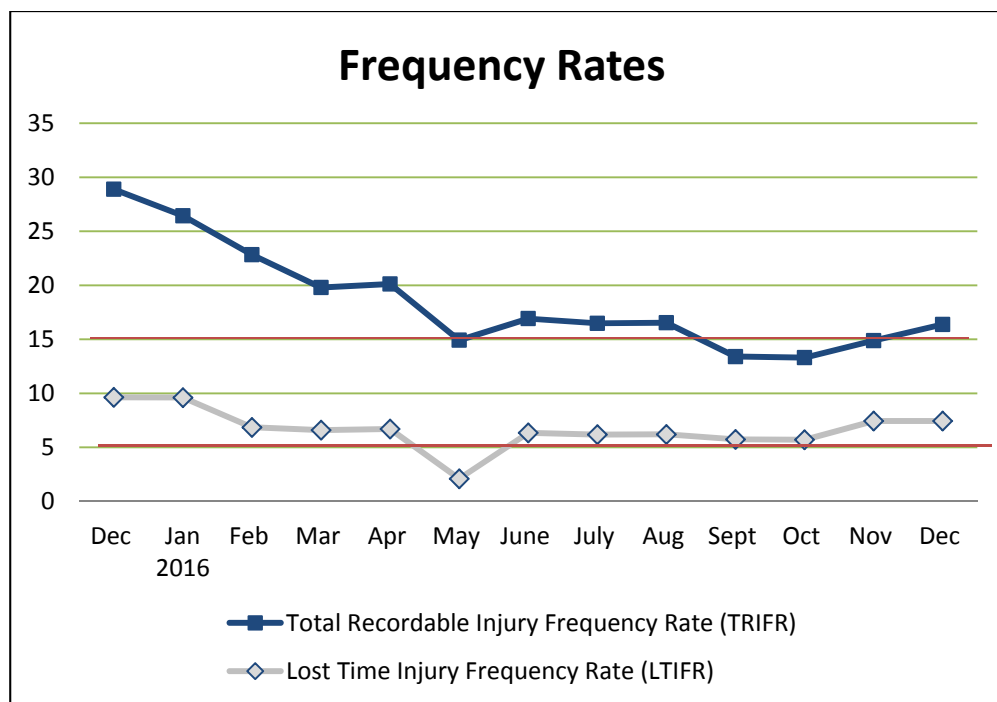
c. Contractor Accidents, Incidents and Near Miss event trend



d. Public Accidents, Incidents and Near Miss event trend




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



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

Unsafe Event	Details	Corrective Actions
Accidents	Contractor broken wrist.	A sub-contractor sustained a broken wrist whilst carrying out drain laying work at the Eastern Access Route project. Investigation being completed with WorkSafe Review Board
	Employee Restricted Work Injury (RWI)	Employee injured their back starting a leaf blower. Employee was seen by a doctor and continued work on restricted duties.

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

		
Notifiable Event Type	#	Description
Death	0	N/A
Injury	1	Contractor broken wrist
Illness	0	N/A
Incident	0	N/A
Work	0	N/A

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

Month	Type
December	<ul style="list-style-type: none"> • First Aid courses Dec 16th
January	<ul style="list-style-type: none"> • First Aid course Jan 19th • Online 'Sub Department' H&S rep training

Significance and Engagement

10 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

11 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

- 12 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.
- 13 The Council has not consulted directly on this matter in the past.
- 14 This matter is of low significance and does not require community consultation

Legal Considerations and Statutory Responsibilities

- 15 Queenstown Lakes District Council has legal duties under the Health and Safety at Work Act 2015 that must be considered in all Council health, safety and wellbeing matters.