

Audit, Finance & Risk Committee
3 October 2019

Report for Agenda Item | Rīpoata moto e Rāraki take 4

Department: Corporate Services

Title | Taitara QLDC Organisational Health Safety and Wellbeing Performance

PURPOSE OF THE REPORT | TE TAKE MŌ TE PŪRONGO

- 1 The purpose of this report is to provide the Audit, Finance & Risk Committee with a regular update on the Health & Safety performance of the organisation.

RECOMMENDATION | NGĀ TŪTOHUNGA

- 2 That the Audit, Finance & Risk Committee:

1. **Note** the contents of this report.

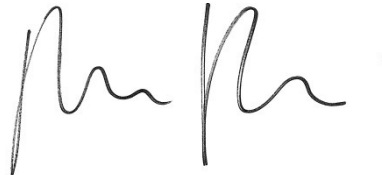
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23/09/2019

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23/09/2019

CONTEXT | HOROPAKI

- 3 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.

ANALYSIS AND ADVICE | TATĀRITANGA ME NGĀ TOHUTOHU

Health & Safety Committee Chair: Quarterly Summary

- 4 This reporting period we have welcomed Ulrich Glasner as the new chairperson to the Health & Safety Committee.
- 5 There continues to be an increased volume (not severity) of safety reporting, as staff become comfortable with the use of the MySafety system. This continues to show a positive trend for communication on health & safety matters.
- 6 This reporting period has also seen a continued focus on early interventions for pain, discomfort and minor injuries, to prevent further harm for staff and unnecessary escalations to lost time events. In the June report to the Audit, Finance and Risk Committee, it was confirmed that an Injuries Requiring Offsite Treatment process had been established. To support this process, a preferred provider relationship has now been established with medical providers in both Queenstown and Wanaka. The key purpose in doing so was to specifically target a reduction in lost time events, by ensuring medical providers understand, and are able to support, QLDC's injury management process. Since the process was established in June, no lost time injuries have been recorded.
- 7 The Committee will be aware that the first recent cases of Measles were reported in Queenstown from in late August. Clear procedures have been established should a response to this disease within the QLDC organisation be required. At the date of writing this report, there were no confirmed cases of Measles amongst QLDC staff.

2019/2020 Health, Safety and Wellbeing Performance: Key Objectives

- 8 In June, the Health and Safety Committee and Executive Leadership Team agreed new Safety Objectives for the 2019/2020 financial year, to take effect from 1 July 2019. Objectives are reviewed annually, and were set as follows:

Result Area	Objective
Compliance	<ul style="list-style-type: none"> Health & Safety internal audit by each department to be conducted utilising the WSMP (Workplace Safety Management Practices) as standard
Unsafe Events	<ul style="list-style-type: none"> Total Recordable Injury Frequency Rate 9 Lost Time Injury Frequency Rate 5 Reduce speeding events by 20% on 2018/19 results. Overall downward trend for “red” events
Prevention	<ul style="list-style-type: none"> 100% of all incidents reported each month closed within allocated timeframe 90% of all Positive Actions Safety Statistics reported each month 90% reporting of safety statistics for all volunteers involved in high risk work as defined in the QLDC Induction Pack for Volunteers.
Improvement	<ul style="list-style-type: none"> 100% of Health & Safety Committee actions completed on time 4 planned HSW projects delivered
Behaviour	<ul style="list-style-type: none"> Behavioural self-assessment: 2 times more A's are reported monthly than C's.
Wellbeing	<ul style="list-style-type: none"> At least 60% participation across wellbeing activities

Reporting period

- 9 As health, safety and wellbeing information is captured at the end of each calendar month, the statistics captured in this report cover the period 1 May 2019 through 31 August 2019.

Key Risks

- 10 Key organisational health and safety risk themes that require continuous or improved management, are outlined below:

- Contractor Activities**
 Refers to contract workers and work, engaged by or on behalf of QLDC
- Fleet Operations**
 Refers to all QLDC work related vehicle and mobile plant use
- Public Interaction**
 Refers to all direct engagement with the general public for work purposes
- Fitness for Work**
 Refers to workers physical & mental capacity to perform work safely

- **Isolated Workers**
Refers to workers operating alone or from remote locations
- **Volunteer Activities**
Refers to volunteer workers and work, engaged by or on behalf of QLDC

Lead Indicators**11 Steps Council employees have taken to prevent harm.**

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

Hazards	Audits
6	120

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

Inductions	Other
30	374

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

Take 5
1333

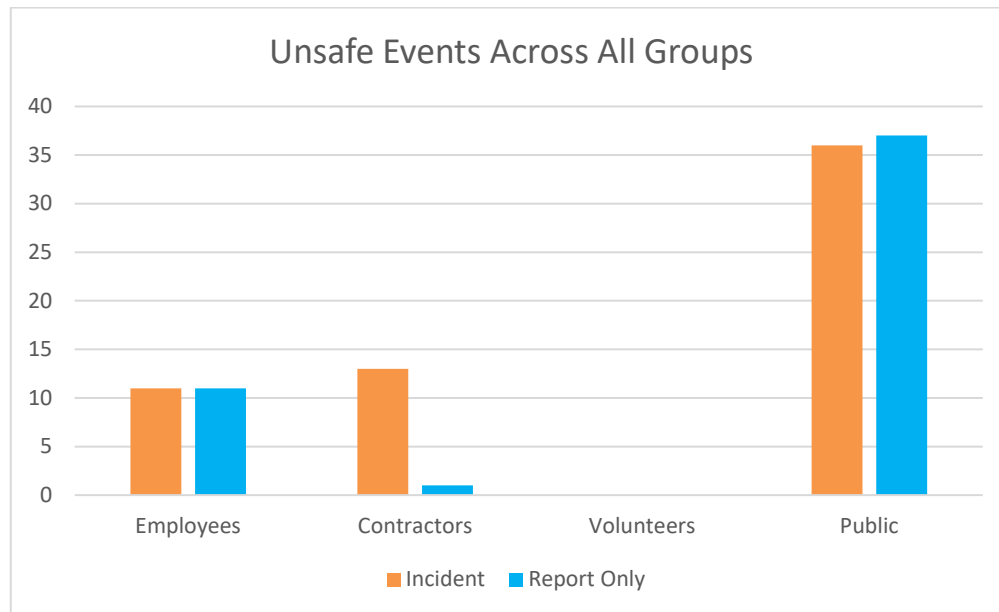
- **Department Safety Performances:** Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score) or has it been business as usual (B score)? A department is usually expected to rate themselves a C in response to a significant accident or incident or where they consider their performance is in need of improvement.

A	B	C
10	48	2

Lag indicators; Unsafe Events

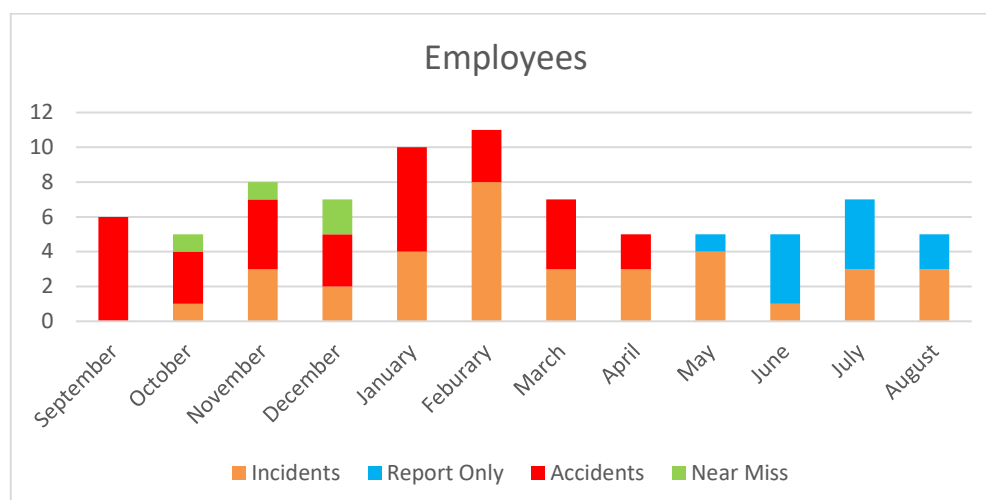
12 Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public.

- All Council related Accidents, Incidents and Near Miss events:
Note: Under the new safety definitions (from January 2019), Incidents now include Accidents, and Near Misses. Events of significance are included at item 10 to this report.



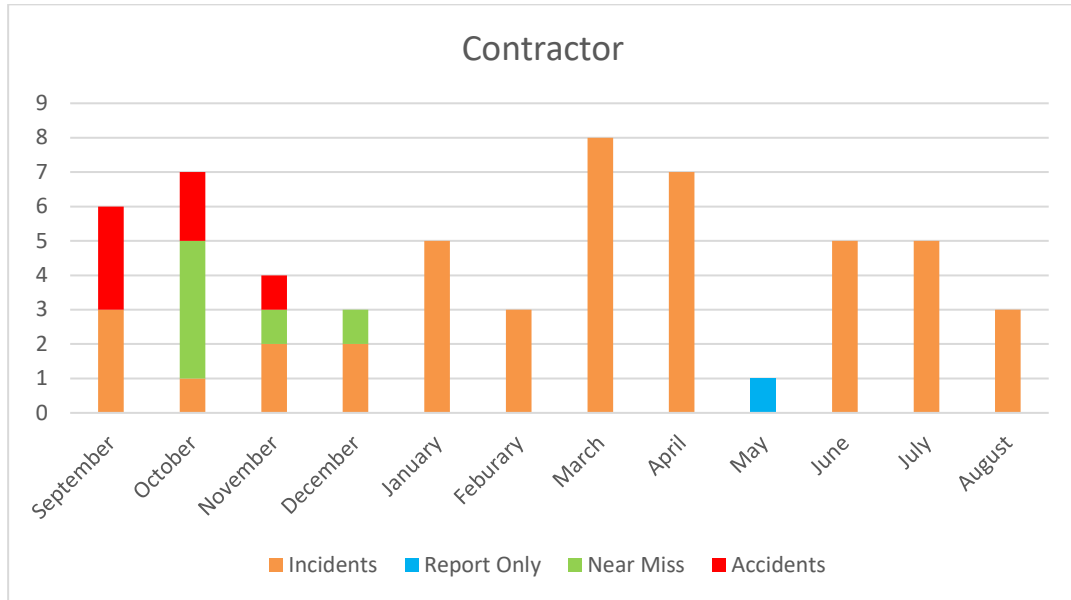
NB: It has been good to see a strong reporting culture continues. It is worth noting in that context that all events were minor in nature, with the exception of those noted at Item 10 (page 8) to this report.

- Employee Accidents, Incidents and Near Miss event trend:
Note: Under the new safety definitions (from January 2019), Incidents now include Accidents, and Near Misses. Events of significance are included at item 10 to this report.



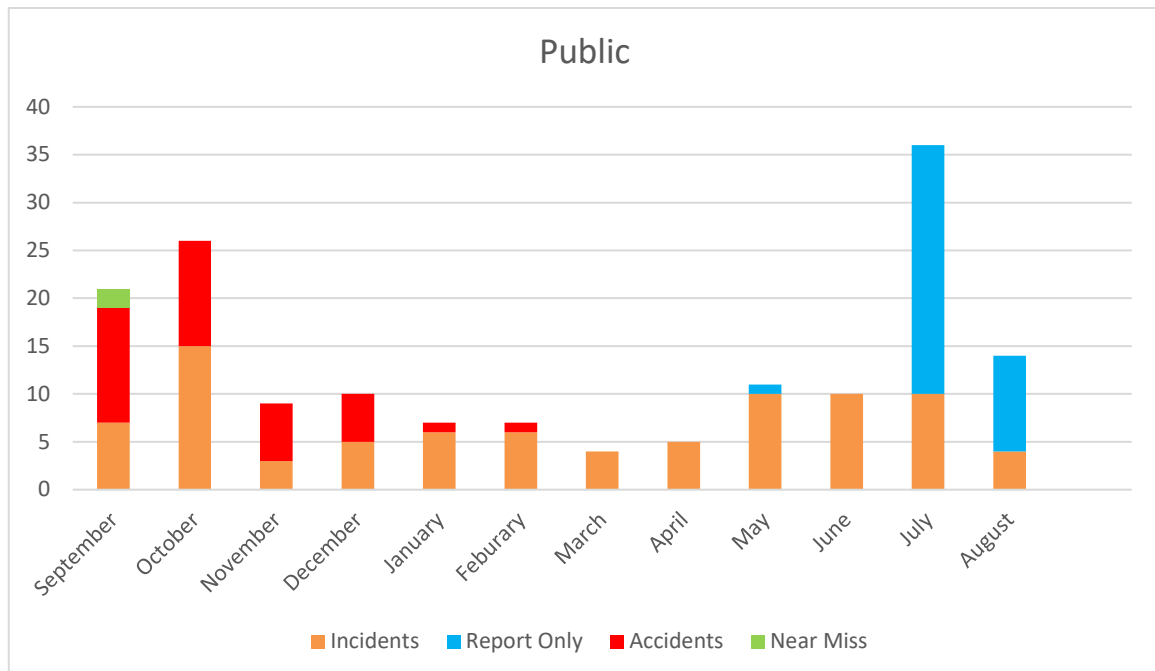
- Contractor Accidents, Incidents and Near Miss event trend

Note: Under the new safety definitions (from January 2019), Incidents now include Accidents, and Near Misses. Events of significance are included at item 10 to this report.



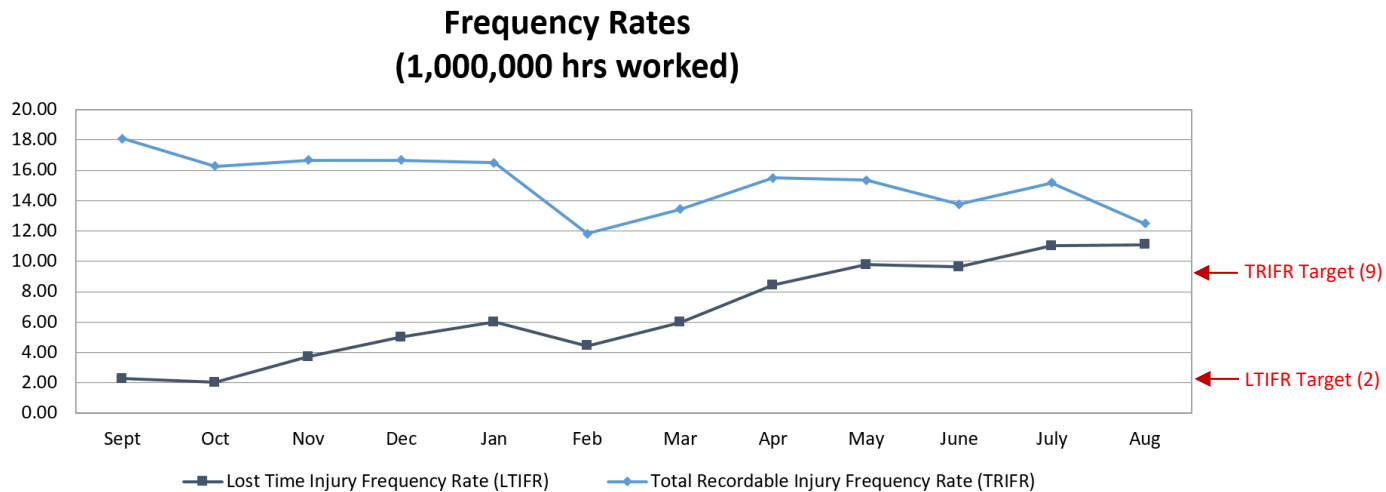
- Public Accidents, Incidents and Near Miss event trend

Note: Under the new safety definitions (from January 2019), Incidents now include Accidents, and Near Misses. Events of significance are included at item 10 to this report.



NB: There were no significant work-related public events during this reporting period.

- Identifies the rate of recordable employee injuries over the last 12 months




Key Unsafe Events

13 Details about significant Accidents, Incidents and Near-Misses (May –August 2019).

Event	Action taken
<p><u>Lost Time Injury</u></p> <p>IP was hosing the lap pool when, bending slightly felt a sharp pain in their back</p>	<ul style="list-style-type: none"> Incident investigated. Body stressing root cause no other factors involved. Taken through to hospital accompanied by duty officer Returned to work on suitable alternate duties as soon as possible, with a full return to work and usual duties after one month.
<p><u>Serious Occurrence</u> (member of the public- Fatality)</p> <p>Member of the Public deceased while using the Lap pool at the Wanaka Recreation Centre</p>	<ul style="list-style-type: none"> Worksafe notified. Closed by Worksafe as incident not the result of work. Feedback from emergency services was that a high standard of response was carried out by QLDC lifeguards and staff This was the result of a medical event
<p><u>Serious Occurrence</u> (Contractor Incident)</p> <p>Mains water pipe breached at Thomson Queenstown by Drilling contractor</p> <p>No injuries results of this event</p>	<ul style="list-style-type: none"> This matter has been investigated Health and safety improvement opportunities identified Matter is now closed


WorkSafe Notification

14 Unsafe events/tasks that required notification to regulator.

		
Notifiable Event Type	#	Description
Fatality	1	<p>Serious Occurrence (member of the public- Fatality)</p> <p>Member of the public deceased while using the lap Pool at the Wanaka Recreation Centre. This was the result of a medical event. Worksafe were notified by QLDC as a standard procedure. Matter was closed by Worksafe on the basis that the event was not the result of work.</p>
Work	0	N/A

Communications

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

 Safety Alerts	
Measles notification 29.07.2019	<ul style="list-style-type: none"> Email to all staff to provide information on the illness, symptoms and treatment for measles. Worked with Southern District Health Board to provide information and links back to their web site if our staff had more questions. Update emails to all staff on relevant developments and media releases and DHB vaccination clinics

Training

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

Month	Type
July	<ul style="list-style-type: none"> Chain Fitting Workshops Tactical Communications Influence Training Breathing Workshop Front Counter Training
August	<ul style="list-style-type: none"> Tactical communications Front counter safety

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

Month	Initiative
May	<ul style="list-style-type: none"> • Pink Shirt Day
June	<ul style="list-style-type: none"> • Blue Week for Plunket • Junk Free June
July	<ul style="list-style-type: none"> • Plastic Free July

CONSULTATION PROCESS | HĀTEPE MATAPAKI:

> SIGNIFICANCE AND ENGAGEMENT | TE WHAKAMAHI I KĀ WHAKAARO HIRAKA

- 18 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.
- 19 This matter is of low significance and therefore does not require community consultation.
- 20 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
- 21 The Council has not consulted directly on this matter in the past.

> MĀORI CONSULTATION | IWI RŪNANGA

- 22 Iwi consultation is not required for this matter.

RISK AND MITIGATIONS | NGĀ RARU TŪPONO ME NGĀ WHAKAMAURUTANGA

- 23 This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
- 24 This Health and Safety framework helps to support the development of a more engaged and capable Health & Safety culture across the Council; leading to more effective hazard identification and mitigation outcomes.

FINANCIAL IMPLICATIONS | NGĀ RITENGA Ā-PŪTEA

- 25 None

**LEGAL CONSIDERATIONS AND STATUTORY RESPONSIBILITIES | KA TURE WHAIWHAKAARO,
ME KĀ TAKOHAKA WAETURE**

- 26 Queenstown Lakes District Council has legal duties owed under the Health and Safety at Work Act, and associated regulations, which must be considered in all Council health, safety and wellbeing matters.