

Audit, Finance & Risk Committee

6 July 2023

Report for Agenda Item | Rīpoata moto e Rāraki take [4]

Department: Corporate Services

Title | Taitara : Health Safety and Wellbeing Report

Purpose of the Report | Te Take mō te Pūroko

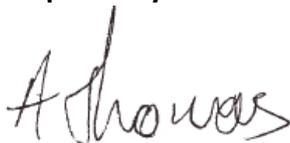
The purpose of this report is to provide the Audit, Finance & Risk Committee with a regular update on the Health & Safety performance of the organisation.

Recommendation | Kā Tūtohuka

That Audit, Finance & Risk Committee:

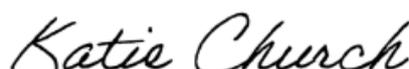
1. **Note** the contents of this report.

Prepared by:



Name: Alan Thomas
Title: Health and Safety Manager
23 May 2023

Reviewed and Authorised by:



Name: Katie Church
Title: People and Capability Director
30 May 2023

Authorised by:



Name: Meaghan Miller
Title: Corporate Services General Manager
30 May 2023

Context | Horopaki

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 good practice and designed to address operational risks and workforce behaviour.

Analysis and Advice | Tatāritaka me kā Tohutohu

2. Reporting period

As health, safety and wellbeing information is captured at the end of each calendar month, the statistics in this report cover the period 1 February 2023 through 30 April 2023.

3. Key Risks

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 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.

4. Health & Safety Committee Chair: Quarterly Summary

During this reporting period, February 2023 – April 2023, the Executive Leadership team (ELT) attended a presentation from Lane Neave Lawyers which covered lessons learned from health and safety prosecutions involving councils and Duty Holder responsibilities when engaging

contractors. The presentation was well received, and the ELT asked that this be presented to all Tier 3 managers and staff engaging contractors. This is scheduled for June.

Health and Safety Representatives (HSR) attended two training sessions which covered Incident Investigation and Risk Management. This was an opportunity for all HSRs to work through scenarios relating to workplace incidents from start to finish. The course was well received, and the skills the HSRs gained from this can be applied in their own roles as well as their duties as a Health and Safety Representative.

Wellbeing activities continue to have high participation. Activities in this reporting period include, Healthy Heart Checks and the annual Aotearoa Bike Challenge, 116 employees took part covering over seventeen thousand kilometres resulting in QLDC coming in at sixth place overall.

5. Health and Safety Manager

COVID-19

As COVID-19 is still in the community and with the onset of the cold and flu season employees have been reminded and supported to stay home if feeling unwell to minimise the spread of viruses. Council's internal COVID page on YODA remains current and provides advice and links to booking the booster shots that became available in early April.

Flu Shots have been organised and notified to employees. This is currently going ahead in Queenstown and Wānaka areas. Where employees cannot attend suitable arrangements have been made to allow them to book a flu shot through our medical providers.

Contractor Management

A training provider has been selected to help in developing training modules for the updated QLDC Health and Safety Contractor Management System (HSCMS). Modules will be rolled out to employees that engage contractors over short, 2-to-3-hour workshops, across a few weeks to facilitate attendance. Going forward this will form part of the required in-house training provided to new starters in the contract management sphere.

6. Performance indicators – Reporting Period February 2023 to April 2023

Note that results that follow from this point relate specifically to the reporting period 1 February 2023 through 30 April 2023. These address detailed safety performance results since the last Audit, Finance and Risk Committee meeting.

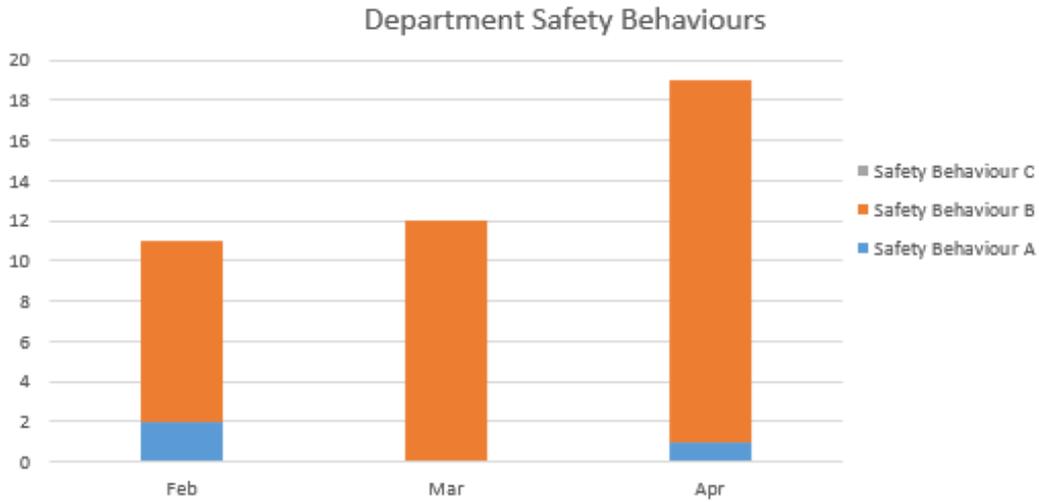
7. Lead Indicators

Positive Safety Actions

- Health and Safety Meetings conducted within departments or with contractors. (Total 149)
- Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 255)
- Inductions: The first step in engaging our employees in working safely at QLDC. (Total 43)
- First Aid Training. (Total 46)
- Inspections/Audits: Opportunities for improvement and to ensure that our workplace or our contractor’s workplaces are compliant. (Total 75)
- Take 5: Any assessments that identify the risks and control measures associated with a work process or situation. (Total 5,333)



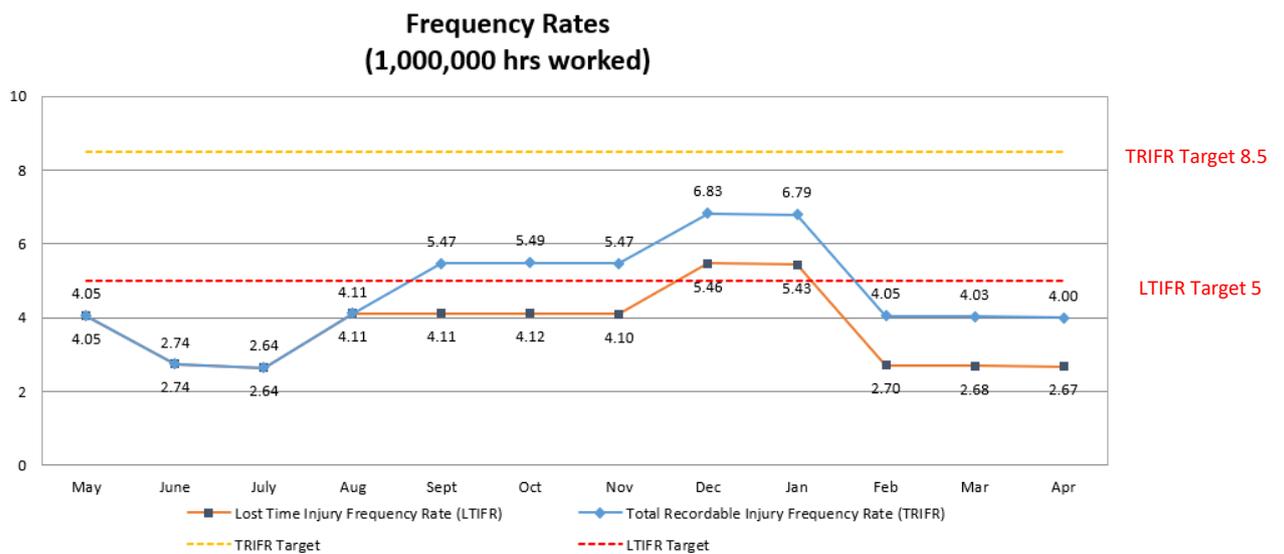
- Department Safety Behaviours** Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score), or has it been business as usual (B score)? A department is expected to rate themselves a C in response to a significant incident occurring where insufficient (or no) action has been taken to remedy.



8. Safety Statistics

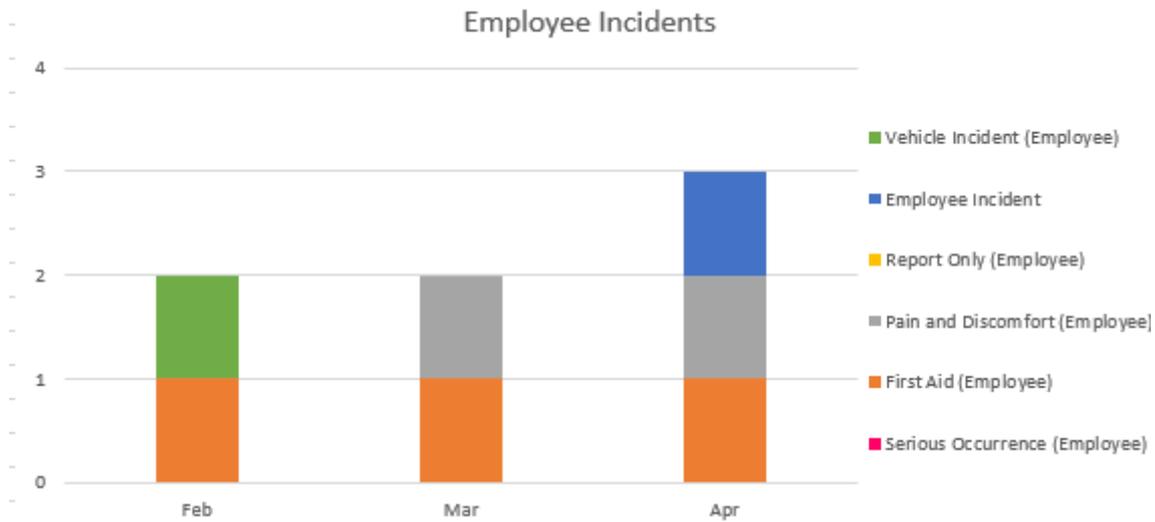
- TRIFR (Total Recordable Incident Frequency Rate).** These include all Recordable incidents: Medical Treatment Case (MTC). Restricted Work Case (RWC). Lost Time Injury (LTI). Target for TRIFR is below 8.5.

LTIFR (Lost Time Injury Frequency Rate) this only covers Lost Time Injury (LTI). Target for LTIFR is below 5. The number of recordable cases, multiplied by 1,000,000, then divided by the total number of exposure hours worked.



Note: There have been no Lost Time Injuries or Recordable Incidents within the reporting period which has seen the Lost Time Injury Frequency Rate (LTIFR) and Total Recordable Incident Frequency Rate (TRIFR) decrease, i.e. a positive trend.

- **Employee Significant Incidents** These are Recordable Incidents plus any Notifiable Events. Notifiable Events are notifiable to WorkSafe New Zealand.
 NB: There have been no Employee Significant Events in this reporting period.
- **Employee Incidents**



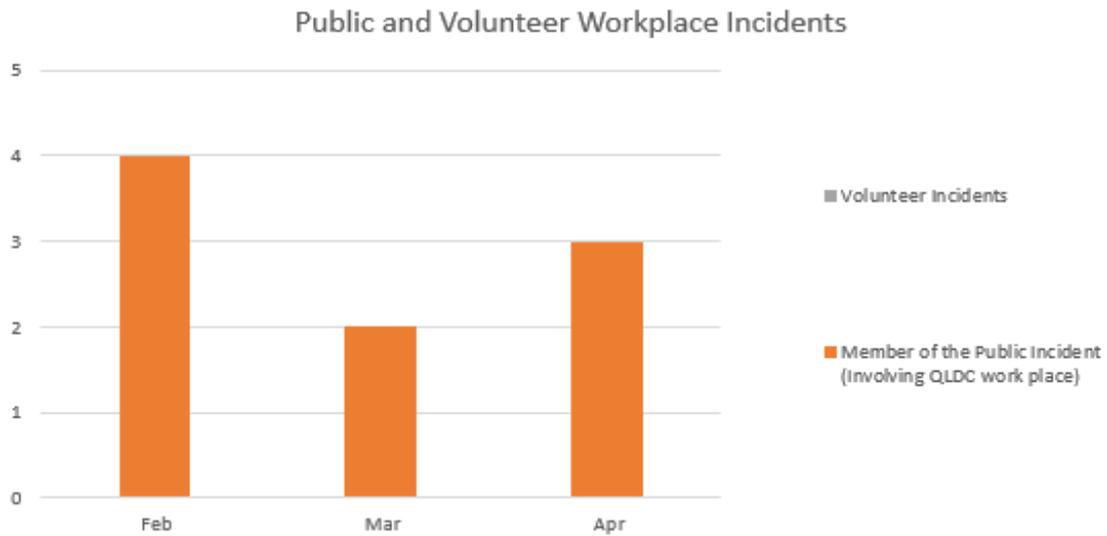
Note: Significant employee events are recorded at item 10b of this report and summarised at item 11.

- **Contractor Incidents**



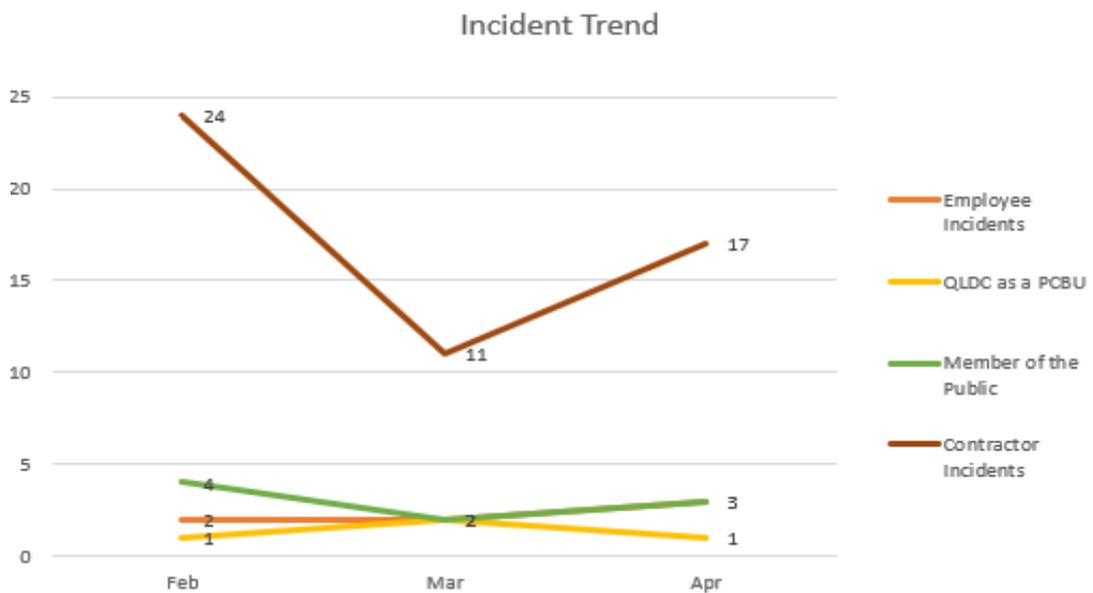
Note: There was one Serious Occurrence contractor event recorded during this reporting period. This is summarised at item 11 of this report.

- Public and Volunteer Incidents** These are incidents involving a QLDC workplace as defined in the Health and Safety at Work Act.



Note: All the incidents above are of a minor nature.

- Incident Trend** These are workplace incidents as defined under the Health and Safety at Work Act involving a QLDC employee, QLDC as a PCBU, contractor incidents and incidents involving members of the public.



9. **Significant Incidents** (February 2023 - April 2023)

Incident	Findings and Action taken
<p><u>Serious Occurrence</u></p> <p>Department of Conservation helicopter boom spraying was stopped when two paragliders entered the restricted operation area.</p>	<ul style="list-style-type: none"> Currently under investigation by Civil Aviation Authority and Department of Conservation.

Note: As outlined at 10b above that there have been no Notifiable Events for the reporting period.

10. **WorkSafe Notification:** Unsafe events/tasks that require reporting to the regulator.

		
Notifiable Event Type	#	Description
None	0	No Notifiable Events in the reporting period

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

 Safety Alerts	
None	

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

Month	Type
February	<ul style="list-style-type: none"> Situational Safety Training
March	<ul style="list-style-type: none"> Situational Safety Training
April	<ul style="list-style-type: none"> Situational Safety Training Incident Investigation Risk and Hazard Management Health & Safety in Contracting

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

13. 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.
14. 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.
15. The Council has not consulted directly on this matter in the past.

Māori Consultation | Iwi Rūnaka

16. Community consultation is not required for this matter.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

17. This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
18. 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 | Kā Riteka ā-Pūtea

19. None.

Legal Considerations and Statutory Responsibilities | Ka Ture Whaiwhakaaro me kā Takohaka
Waeture

20. 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.
