

**Audit, Finance & Risk Committee**

14 March 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**

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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 | Kā Tūtohuka**

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2. That Audit, Finance & Risk Committee:
  1. **Note** the contents of this report.

**Prepared by:**



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**Title: Health and Safety Manager**  
**20 February 2023**

**Reviewed and Authorised by:**



**Name: Katie Church**  
**Title: People and Capability Director**  
**20 February 2023**

## Context | Horopaki

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

## Analysis and Advice | Tatāritaka me kā Tohutohu

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### 4. 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 August 2022 through 31 January 2023.

### 5. Key Risks

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 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

## 6. Health & Safety Committee Chair: Quarterly Summary

There have been two Lost Time Injuries and one Medical Treatment Injury during this reporting period. These were all investigated and closed out within the required time frame.

Inspections continue to increase across departments, not only on contractors but within our own organisation as well.

'Take5' assessments that identify the risks and control measures associated with a work process are also increasing. In this reporting period over 10,000 have been undertaken across the organisation.

Staff are still experiencing aggressive behaviour from some members of the community. QLDC continues to provide support internally and, where requested, from the Employee Assistance Programme (EAP).

Overall, staff engagement not only in Health and Safety but also in Wellbeing activities that are offered to staff continues at a high level. It is a positive start to 2023.

## 7. Health and Safety Manager

### Update to QLDC sweeper unit incident

As noted to the Committee in the September 2022 report, a QLDC sweeper unit rolled away when the unit was parked, with park brake applied. At the time of the September report QLDC was awaiting a mechanics assessment on the condition of the unit. The mechanics report found no mechanical failures.

The unit has very robust controls and the mechanical park brake requires some effort to engage fully, it is noted that the operator's supervisor and manger attended the scene within a few minutes and found that the handbrake was engaged, the operator confirmed that they had applied the brake prior to leaving the cab. Although it is not able to be conclusively determined there is a high likelihood that the handbrake was not fully applied.

Actions implemented: Standard Operating Procedure (SOP) reviewed and out of an abundance of caution a wheel chock has been included in the operations to be used when the unit is parked. All staff that operate the sweeper unit have completed refresher training using the new SOP and signed off by the custodian supervisor. An independent NZTA registered instructor assessed the operators competence and found them to be 'safe and competent in the units use'.

In addition to the practical refreshers undertaken every 12 months, a six-monthly knowledge refresher has been implemented to ensure staff can demonstrate on-going safe use of the sweeper unit.

The option of an interlock system for the brake was investigated but due to the mechanical operation of the handbrake it is not possible to retrofit this type of device.

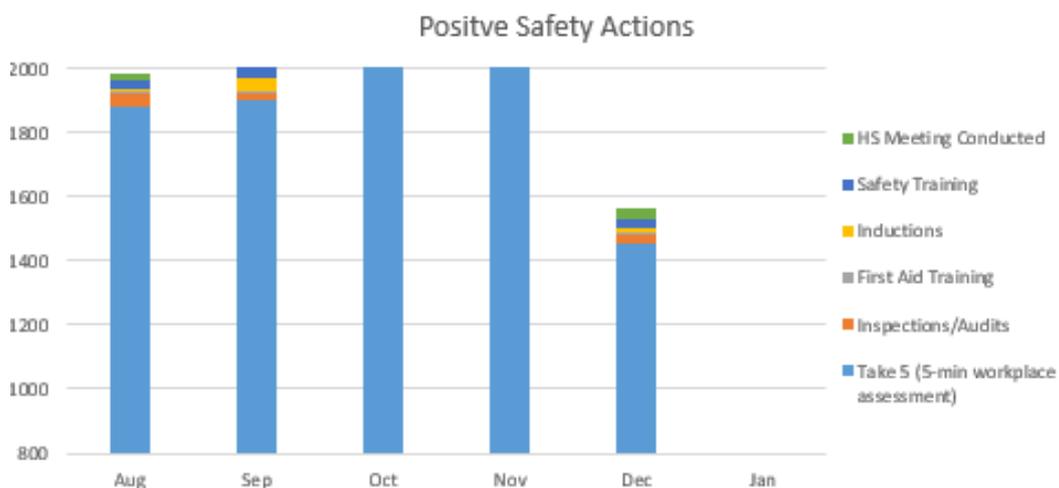
**8. Performance indicators – Reporting Period August 2022 to January 2023**

Note that results that follow from this point relate specifically to the reporting period 1 August 2022 through 31 January 2023. These address detailed safety performance results since the last Audit, Finance and Risk Committee meeting.

**9. Lead Indicators**

Positive Safety Actions

- a. Health and Safety Meetings conducted within departments or with contractors. (Total 221)
- b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 318)
- c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 100)
- d. First Aid Training. (Total 81)
- e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor’s workplaces are compliant. (Total 171)
- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 10,121)



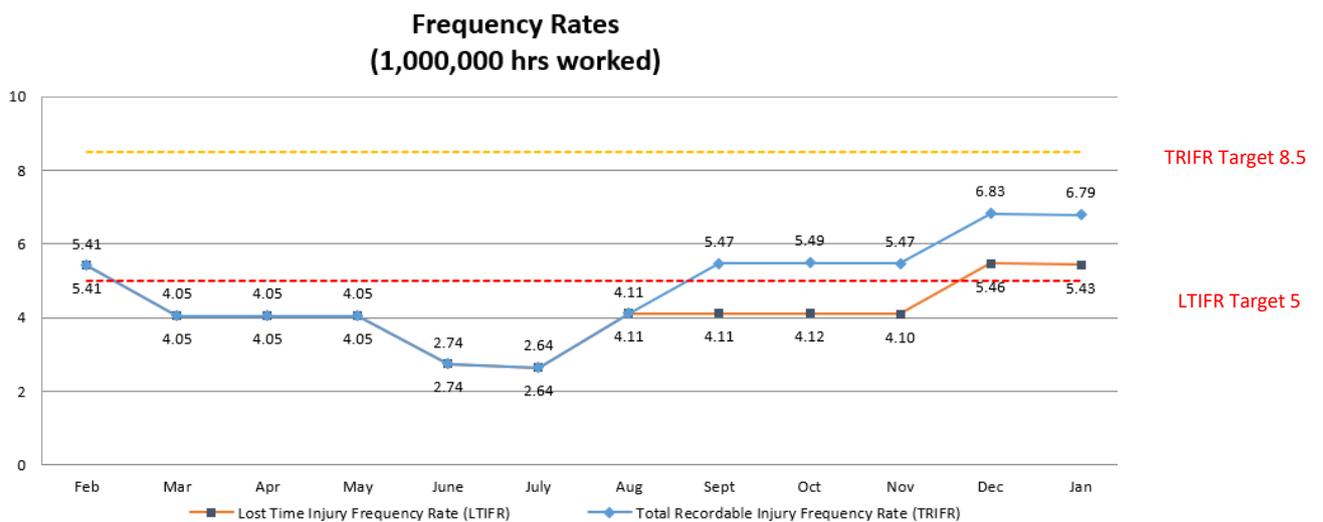
- g. **Department Safety Behaviours** Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score), or has it been business as usual (B score)? A department is usually expected to rate themselves a C in response to a significant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



## 10. Safety Statistics

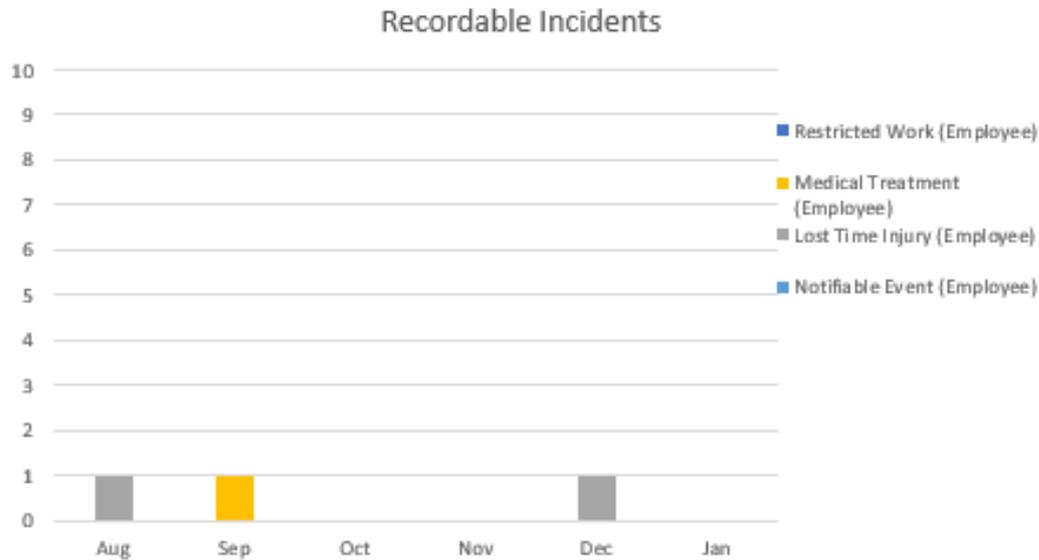
- a. **TRIFR** (Total Recordable Incident Frequency Rate. These include all Recordable incidents: Medical Treatment Case, MTC. Restricted Work Case, RWC. Lost Time Injury, LTI). Target for TRIFR is below 8.5.

**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.



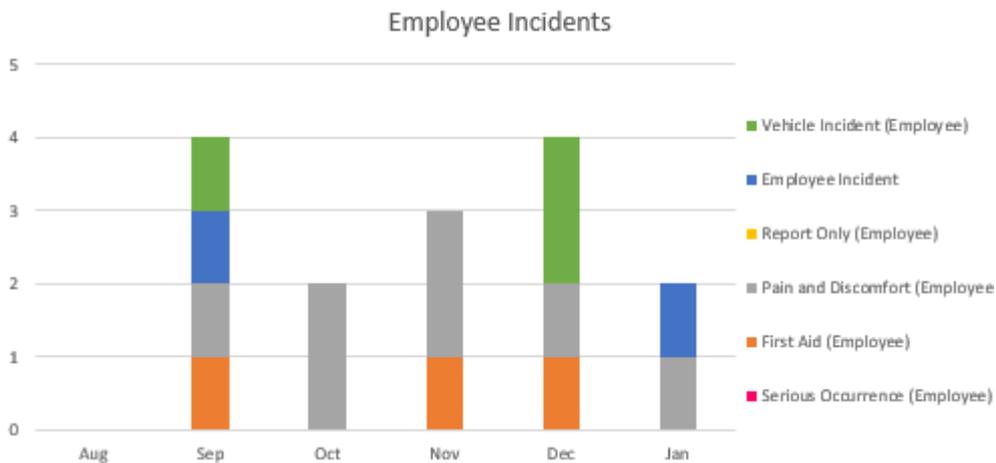
NB: The Lost Time Injury Frequency Rate (LTIFR) and Total Recordable Injury Frequency Rate (TRIFR) increased due to two Lost Time Injuries (LTI) and one Medical Treatment Injury (MTI).

**b. Employee Significant Incidents** These are Recordable Incidents plus any Notifiable Events. Notifiable Events are notifiable to WorkSafe New Zealand.



NB: The events above relate to two Lost Time Injuries (LTI) and one Medical Treatment Injury (MTI), these are summarised at item 11 in this report. There were no Notifiable employee events during this reporting period.

**c. Employee Incidents**



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

**d. Contractor Incidents**



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

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



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

**11. Significant Incidents (August 2022 - January 2023)**

Incident	Findings and Action taken
<p><b><u>Lost Time Injury</u></b></p> <p>QLDC employee leaving office after hours fell in the stairwell sustaining a concussion. Two other employees rendered assistance, checked for fractures and arranged to take them to A&amp;E to be checked over.</p>	<ul style="list-style-type: none"> <li>• Stairwell well-lit with no tripping hazards and bannisters either side of stairs.</li> <li>• Employee while using stairs was putting on headphones, carrying a laptop and umbrella.</li> <li>• Employees that are working after hours have been advised to pass on the QLDC security contractors 24 hour assistance number to family or housemates. If there any concerns, then security can check CCTV or send an officer to investigate.</li> </ul>
<p><b><u>Lost Time Injury</u></b></p> <p>QLDC employee cutting tussocks with a flax knife slipped and cut their kneecap.</p>	<ul style="list-style-type: none"> <li>• Injury required stitches but was relatively minor. Medical advice was to take the next day off to minimise bending the knee and allow the stitches to 'take'.</li> <li>• Equipment being correctly used, in good order and designed for this purpose. Correct PPE in use.</li> </ul>
<p><b><u>Medical Treatment Injury</u></b></p> <p>QLDC employee moving portable goal posts when a strong gust of wind caught the netting on the posts which caused a cut in the 'webbing' between the thumb and finger. Relatively minor injury but required sutures.</p>	<ul style="list-style-type: none"> <li>• No safety gloves being worn which may have prevented or reduced the injury.</li> <li>• Safety gloves have been sourced and Standard Operating Procedure (SOP) updated to require the use of them.</li> </ul>

**Serious Occurrence**

Contractors’ sub-contractor setting out stringlines drove a peg 200mm into the ground striking an electrical service. No injuries sustained. Area made safe and damage repaired.

Incident was notified to WorkSafe as a precaution. WorkSafe have not investigated as it does not meet their criteria.

- Investigation identified the following:
- Contractor failed to:
- Engage the sub-contractor in the formal prequalification process, to assess their safety management capability.
- Assess the sub-contractors risk management approach to the work undertaken.
- Understand the activities that the sub-contractor was undertaking and their proposed methodology.
- Transmit known knowledge and pre-existing workplace risks and mandated controls.
- Adequately monitor and supervise the sub-contractor.
- The contractor provided a thorough investigation report and has issued a Safety Alert across their operations to be signed off by all project delivery team personnel.
- Meeting undertaken with contractor, QLDC Contract Manager and Health and Safety Manager to discuss the incident and QLDC expectations that safety procedures must be followed thoroughly and services must be positively located prior to any ground penetrations.

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

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

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

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

 <b>Safety Alerts</b>	
Contractor Serious Occurrence	Safety Alert provided by the contractor has been shared with, Executive Leadership Team, QLDC Contract Managers and Health and safety Representatives.

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

Month	Type
August	<ul style="list-style-type: none"> <li>• Winter Driving</li> </ul>
September	<ul style="list-style-type: none"> <li>• Winter Driving</li> <li>• Snow chain fitting</li> <li>• Good Yarn workshops</li> </ul>
October	<ul style="list-style-type: none"> <li>• Front Counter Safety</li> </ul>
November	<ul style="list-style-type: none"> <li>• Front Counter Safety</li> <li>• Good Yarn workshop</li> <li>• Personal Resilience workshop</li> </ul>
December	<ul style="list-style-type: none"> <li>• No training scheduled</li> </ul>
January	<ul style="list-style-type: none"> <li>• Personal Resilience workshop</li> <li>• Good Yarn workshop</li> </ul>

### Consultation Process | Hātepe Matapaki

#### Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

- 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.
- 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.
- The Council has not consulted directly on this matter in the past.

#### Māori Consultation | Iwi Rūnaka

18. Community consultation is not required for this matter.

#### Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

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19. This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.

20. 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

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21. None.

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

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22. 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.