

QLDC Health, Safety & Wellbeing Objectives

2024/2025

Item	Objective	Comment	Status
Compliance	<ul style="list-style-type: none"> No breaches of the Health and Safety at Work Act 2015 		Attained
Incidents	<ul style="list-style-type: none"> Total Recordable Injury Frequency Rate 9 or below 	6.67	Attained
	<ul style="list-style-type: none"> 90% of all incidents reported are closed within allocated timeframe 	96%	Attained
	<ul style="list-style-type: none"> 90% of all employee incidents reported into My Safety within 24 hours 	98%	Attained
Prevention	<ul style="list-style-type: none"> Reps and dept constituents to undertake an office/facility inspection at least every three months. Any actions, by whom and by when, allocated within two days of the inspection and recorded on the inspection sheet 	71 completed	Attained
	<ul style="list-style-type: none"> Each department to conduct an annual review of their hazards to ensure that they are identified, recorded, appropriately risk assessed and have control measures in place 	100%	Attained
	<ul style="list-style-type: none"> A minimum of 18,000 Take 5's to be undertaken throughout the year across the organisation 	19980	Attained
Improvement:	<ul style="list-style-type: none"> 90% of Health & Safety Committee actions completed on time 	94%	Attained
	<ul style="list-style-type: none"> H&S Improvement focus for 2025: Contractor incident reporting to be transitioned to My Safety 		Attained
Behaviour	<ul style="list-style-type: none"> Behavioural self-assessment: 2 times more A's are reported over the year than C's. 	8 x 'A' & 0 x 'C'	Attained
Wellbeing	<ul style="list-style-type: none"> At least 80% department participation across QLDC wellbeing activities that take place in the Upper Clutha and Queenstown area 	94%	Attained
	<ul style="list-style-type: none"> Each team participate in two team activities per year that are not part of the wellbeing calendar 	100%	Attained

2024/2025 HSC Planned Projects

#	Project	Comment	Status
1	<ul style="list-style-type: none"> H&S Improvement focus for 2025: Contractor incident reporting to be recorded into My Safety rather than CI Anywhere Forms. Entry criteria to be developed and where required further training to be undertaken on entering incidents. Entry severity criteria will be as per the requirements under the current system, Notifiable Events, Serious Occurrence, Lost Time Injuries. Entering incidents into My Safety will better enable overview of contractor incidents across the organisation 	<p>A new 'contractor worksite' field has been added to My Safety, and five staff are now trained to enter incidents. Reporting is more streamlined, with the ability to update records even after incidents are closed out</p>	Attained