

Audit, Finance & Risk Committee

6 March 2025

Report for Agenda Item | Rīpoata moto e Rāraki take [3]

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 the Audit, Finance & Risk Committee:

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

Prepared by:



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Title: Health & Safety Manager

3 February 2025

Reviewed and Authorised by:



Name: Katie Church

Title: Director of People & Capability

3 February 2025

Context | Horopaki

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

Analysis and Advice | Tatāritaka me kā Tohutohu

Reporting Period

2. As health, safety and wellbeing information is captured at the end of each calendar month, the statistics in this report cover the period 1 November 2024 - 31 January 2025.

Key Risks

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

Contractor Activities

- a. Refers to contract workers and work, engaged by or on behalf of QLDC

Fleet Operations

- b. Refers to all QLDC work related vehicle and mobile plant use

Public Interaction

- c. Refers to all direct engagement with the public for work purposes

Fitness for Work

- d. Refers to workers' physical and mental capacity to perform work safely

Isolated Workers

- e. Refers to workers operating alone or from remote locations

Volunteer Activities

- f. Refers to volunteer workers and work, engaged by or on behalf of QLDC

Health & Safety Committee Chair: Quarterly Summary

4. During this reporting period there has been one Employee Lost Time Injury (LTI). However, the Total Recordable Incident Frequency Rate (TRIFR) and Lost Time Injury Frequency Rate (LTIFR) has decreased and now within the KPI of 9 or below being 6.85.

5. There was one contractor Notifiable Event to WorkSafe, as well as one contractor Serious Occurrence during the reporting period (these are summarised in Paragraph 10). WorkSafe chose not to investigate the Notifiable Event and closed out the report immediately. The Notifiable Event and Serious Occurrence have been investigated by the relevant contractors.
6. There continues to be a high level of engagement for the organisation's wellbeing initiatives. The Wellbeing Advisor delivered a series of customised team workshops on resilience, which were well-timed given that the run up to the December holiday period can be a particularly challenging time for many staff. In addition, the Wellbeing Survey results were presented to and discussed with the Executive Leadership Team (ELT) and people leaders, which led to various recommendations aimed at enhancing effective resources and communications in this area.

Health & Safety Manager

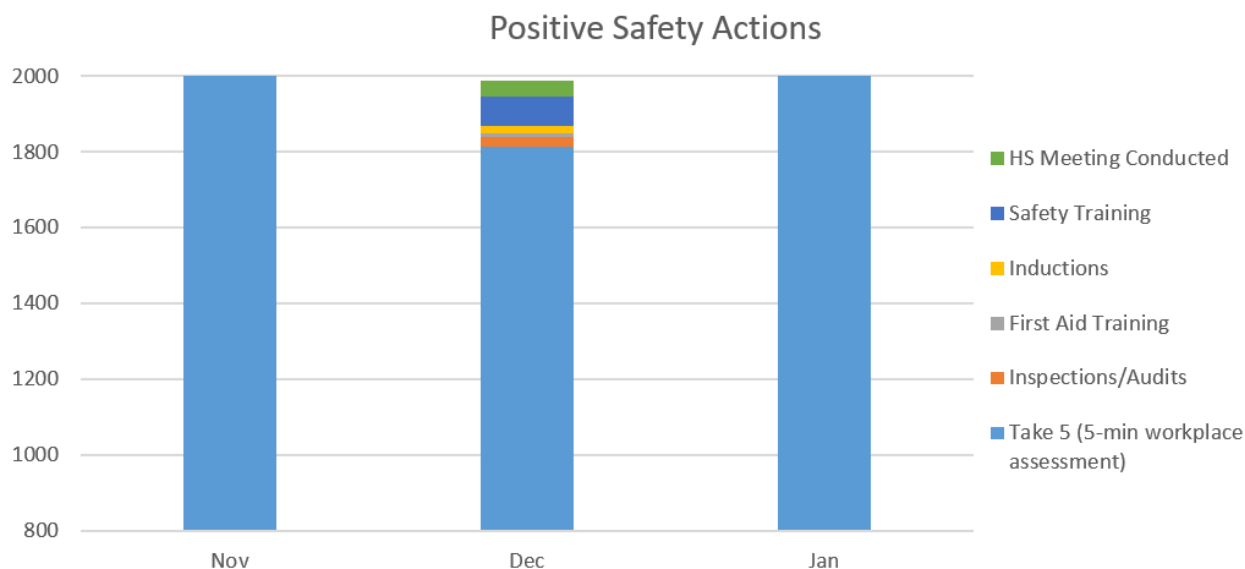
7. In December, Council communicated a proactive advisory to all employees, regarding the outbreak of Pertussis commonly known as Whooping Cough across New Zealand. This condition begins with cold-like symptoms. Employees have been advised, if they have any concerns contact their medical provider and consider getting the Pertussis vaccination.
8. An internal audit has been conducted by the Assurance and Risk Team on the use of the Health Safety Contractor Management System (HSCMS). The report is referenced as "Internal Audit Report March 2025". The Health and Safety Team is working closely with the Assurance and Risk Team on the findings. Overall, the report is positive.

Performance Indicators - Reporting Period November 2024 to January 2025

9. Note that results that follow from this point relate specifically to the reporting period 1 November 2024, through 31 January 2025. These address detailed safety performance results since the last Audit, Finance & Risk Committee meeting.

Lead Indicators

10. Positive Safety Actions
 - a. Health and Safety Meetings conducted within departments or with contractors. (Total 243)
 - b. Safety Training-Education. Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 243)
 - c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 82)
 - d. First Aid Training. (Total 45)
 - e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor's workplaces are compliant. (Total 228)
 - f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 6,089)



- 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 expected to rate themselves a C in response to a significant incident occurring where insufficient (or no) action has been taken to remedy.

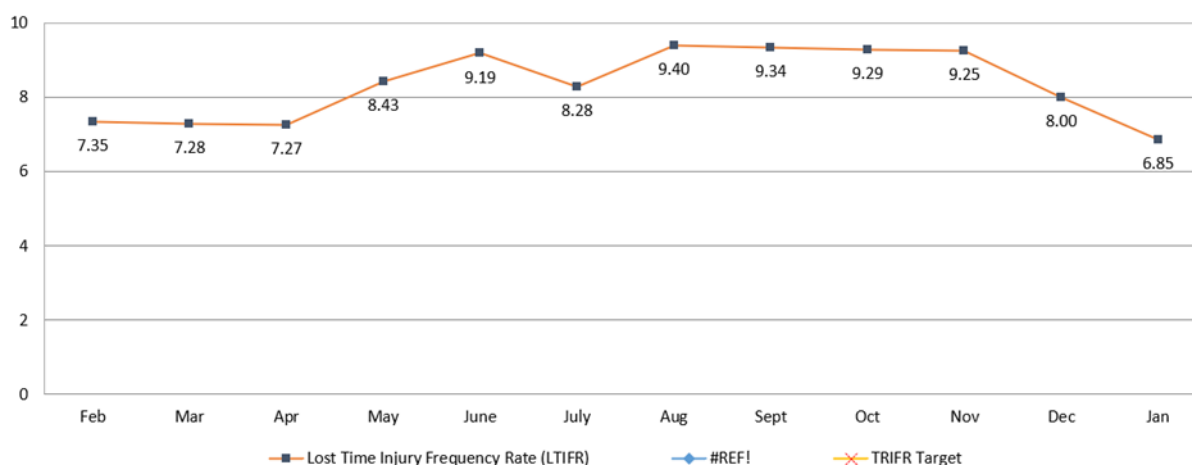


11. Safety Statistics

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

Lost Time Injury Frequency Rate (LTIFR) (This only covers Lost Time Injury). The number of recordable cases, multiplied by 1,000,000, then divided by the total number of exposure hours worked.

LTIFR Rolling 12 month average

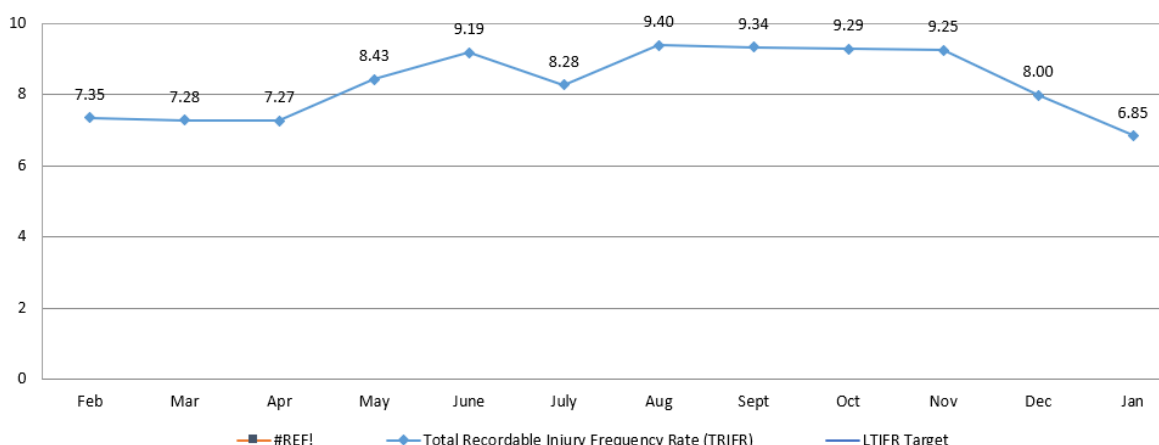


There has been one Lost Time Injury (LTI's) during this reporting period, this is summarised at paragraph 12.

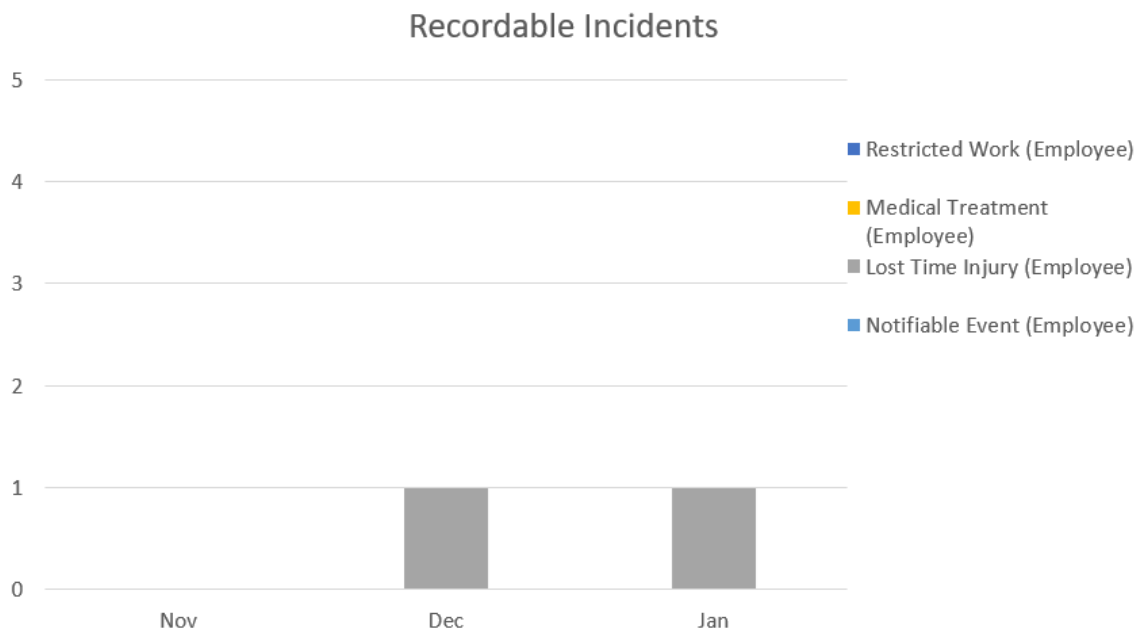
Please note: New Zealand does not have a 'central' benchmarking comparison tool such as those available from the [US Bureau of Labour Statistics](#), or [Safe Work Australia](#).

Safe Work Australia provides a LTIFR comparison tool that uses the million hours formula. Industry specific information is provided. The industry benchmark for local government is 13.2, QLDC current LTIFR is 6.85

TRIFR Rolling 12 month average



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



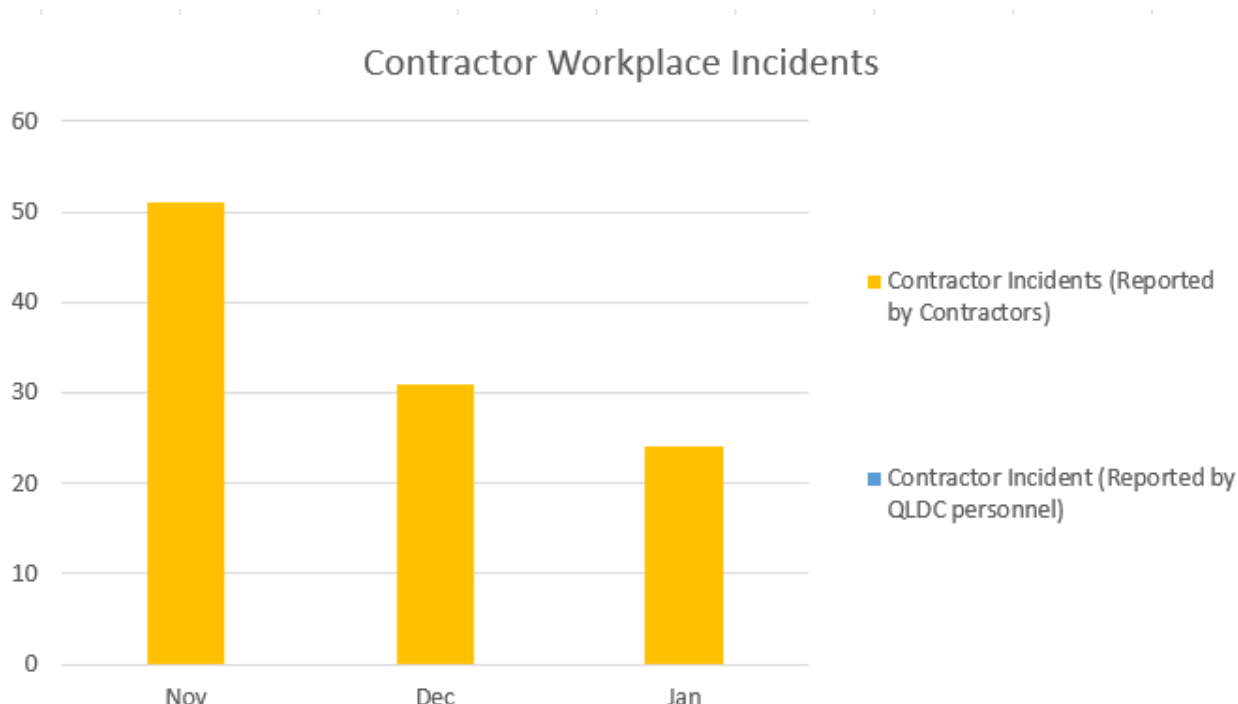
There has been one Recordable Incident in this reporting period: see the LTIs at paragraph 12 of this report.

- c. Employee Incidents**



Significant employee events are recorded at paragraph 12 of this report.

d. Contractor Incidents



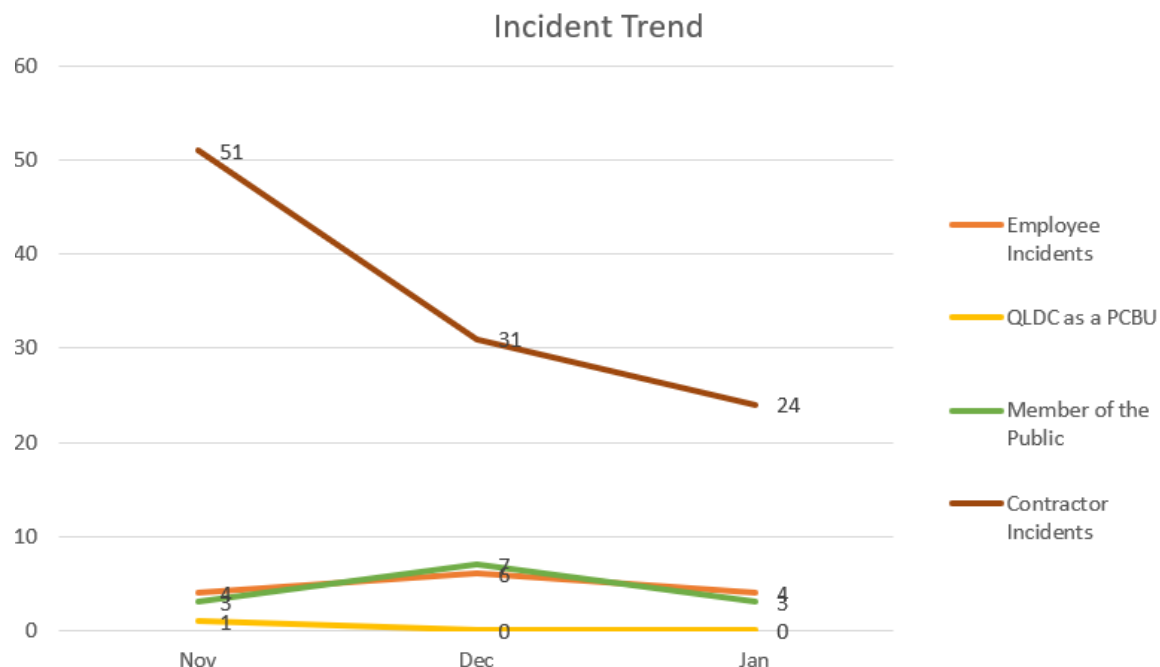
NB: One contractor Notifiable Event and One Serious Occurrences were recorded during this reporting period. These are summarised at paragraph 12.

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



One member of the Public Incident involving QLDC workplace. All incidents were not of a significant nature.

- f. **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.




NB: The contractor incident trend is not concerning. As contractor workfaces and projects are completed and new work started, a decrease and increase can be expected, especially between December and January as projects closedown, before Christmas and do not restart until the third week in January.


12. Significant Incidents (November 2024 – January 2025)

Incident	Findings and Action taken
<p><u>Lost Time Injury</u> Employee was securing a pool cover at the end of their shift. A rope is attached to the pool cover by threading a toggle through a loop at the centre of the cover. While the employee was pulling on the rope, the toggle became dislodged from the loop, causing the employee to lose their balance and fall backward. They landed on their wrist and shoulder. The supervisor put their arm into a sling and took them to A&E where it was confirmed they had broken their wrist</p>	<ul style="list-style-type: none"> The incident was not WorkSafe Notifiable There has never been an incident of this nature recorded previously The toggle was not in place securely; the pulling action dislodged the toggled The toggle has been replaced with a screw fit carabiner for a secure attachment
<p><u>Contractor Incident: Serious Occurrence</u> A worker on site was observed on the access platform on the roof, outside the handrail and without any fall restraint in place</p>	<ul style="list-style-type: none"> Site foreman stopped works immediately All workers reminded about wearing height safety equipment when going out of the handrail
<p><u>Contractor Notifiable Event</u> A contractor engaged a subcontractor to deliver a digger to site. The subcontractor arrived late at night after everyone had departed. The driver was unloaded the digger by themselves. As the digger was being dismounted down a ramp, it slipped off causing the digger to tip onto its side and spill oil</p>	<ul style="list-style-type: none"> Incident reported to WorkSafe who chose not to investigate The driver did not sustain any injuries The driver did not follow procedures and was not authorised to deliver the digger after hours Main contractor has notified all other contractors around working hours of the site and the sign in process and the designated areas for deliveries

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

		
Notifiable Event Type	#	Description
Notifiable Incident	1	Sub-contractor delivered a digger outside of site hours.

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

 Safety Alerts	
1	Employees informed of Pertussis (whooping cough) epidemic declared across Aotearoa-New Zealand.

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

Month	Type
November 2024	<ul style="list-style-type: none"> • Webinar: LGOIMA Essentials • Better Business Case Foundation Training • Writing Business Cases • The Drug Detection Agency – Training for P&C Team • PRINCE2 (project management)
December 2024	<ul style="list-style-type: none"> • Health and Safety Contractor Management System Training • Empowering Leadership
January 2025	<ul style="list-style-type: none"> • Webinar: Comms in the Pre-election Period • New & Emerging Leaders: Effective Delegation • Webinar: Taking the Pain out of Pre-Election Reports • Leadership in Context - Module 6

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

16. This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because it is purely operational in matter and does not directly affect Council's level of service to the community.

17. 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.

18. Consultation is not required as Health and Safety is an internal operational matter.

Māori Consultation | Iwi Rūnaka

19. Consultation with iwi is not required as Health and Safety is an internal operational matter.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

20. This matter relates to the Workforce Risk category. It is associated with RISK10032 Health, safety or wellbeing incident affecting employee within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.

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

22. This Health and Safety framework helps to support the development of a more engaged and capable Health and Safety culture across the Council, leading to more effective hazard identification and mitigation outcomes.

Financial Implications | Kā Riteka ā-Pūtea

23. There are no financial implications.

Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

24. The following Council policies, strategies and bylaws were considered:

- Workplace Health and Safety Policy Statement
- Workplace Health and Safety Management System

25. This matter is included in the Long Term Plan/Annual Plan.

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.

Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

27. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Council adhering to good practice and legislative health, safety and wellbeing practices contributes to the wellbeing of staff and the community Council serves.