

**Audit, Finance & Risk Committee**

**2 October 2025**

**Report for Agenda Item | Rīpoata moto e Rāraki take [5]**

**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 Tūtohu**

---

That the Audit, Finance & Risk Committee:

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

**Prepared by:**



**Name:** Alan Thomas

**Title:** Health & Safety Manager

11 September 2025

**Reviewed and Authorised by:**



**Name:** Katie Church

**Title:** Director of People & Capability

11 September 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 June - 31 August 2025.

#### Key Risks

3. 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

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

4. During this reporting period there have been two Employee Lost Time Injuries (LTI). However, the Total Recordable Incident Frequency Rate (TRIFR) and Lost Time Injury Frequency Rate (LTIFR) have decreased and remain within the KPI of 9 or below being 6.60.

5. There was no contractor Notifiable Event to WorkSafe and two contractor Serious Occurrences during the reporting period (these are summarised in Section 9). The Serious Occurrences have been investigated by the relevant contractors.
6. There continues to be excellent engagement in the organisation's wellbeing initiatives. Among the highlights over the reporting period were a series of well-attended workshops on finance and ongoing high level of participation in well-being activities. In July, the Wellbeing Calendar for 2025-2026 was released.

### **Health & Safety Manager**

7. Health, Safety & Wellbeing Key Performance Indicators (KPIs) are set for the period 1 July through 30 June annually, in line with Council's financial year. This section of the report relates to performance results for the full year through to 30 June 2025, with the remainder of the report focussing on the reporting period identified at point 2.

### **Overall Performance**

8. All 13 objectives were achieved on Key Performance Indicators (KPIs) for the year ending 30 June 2025. See Attachment A.
9. At the time of writing this report, the Health & Safety Committee have reviewed the KPI's for 2025 – 2026, and the next step in the process is to put forward to the Executive Leadership Team for review and approval.
10. This reporting period there have been two Lost Time Injuries, this is summarised in section 9 of the report, however we are still within the KPI of 9 or below.

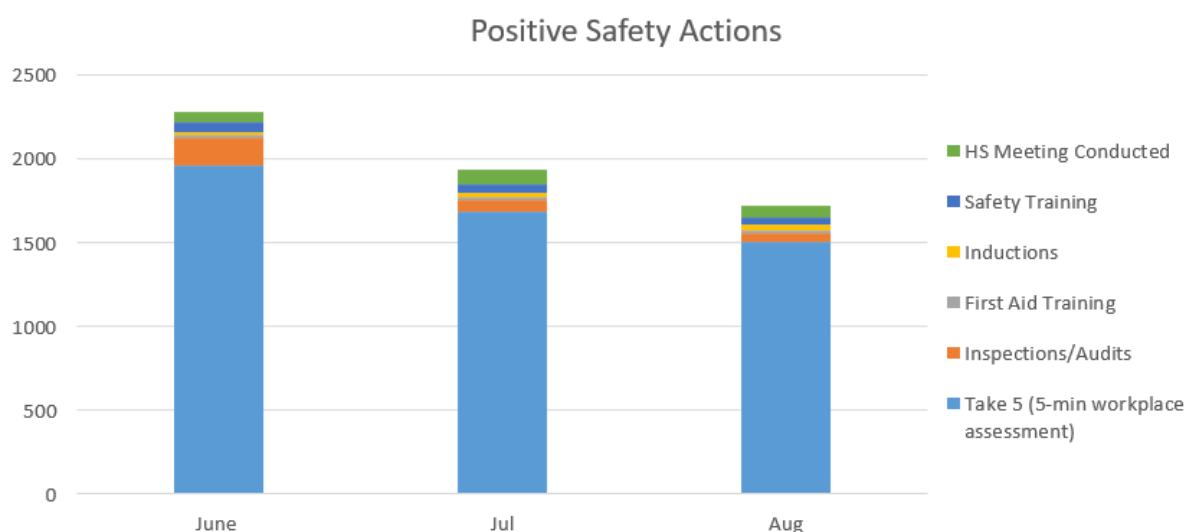
### **Performance Indicators - Reporting Period June 2025 to August 2025**

11. Note that results that follow from this point relate specifically to the reporting period 1 June 2025, through 31 August 2025. These address detailed safety performance results since the last Audit, Finance and Risk Committee meeting.

### **Lead Indicators**

12. Positive Safety Actions
  - a. Health and Safety Meetings conducted within departments or with contractors. (Total 210).
  - b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 162).
  - c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 77).

- d. First Aid Training. (Total 47).
- e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor's workplaces are compliant. (Total 279).
- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 5158).



- 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.



### 13. Safety Statistics

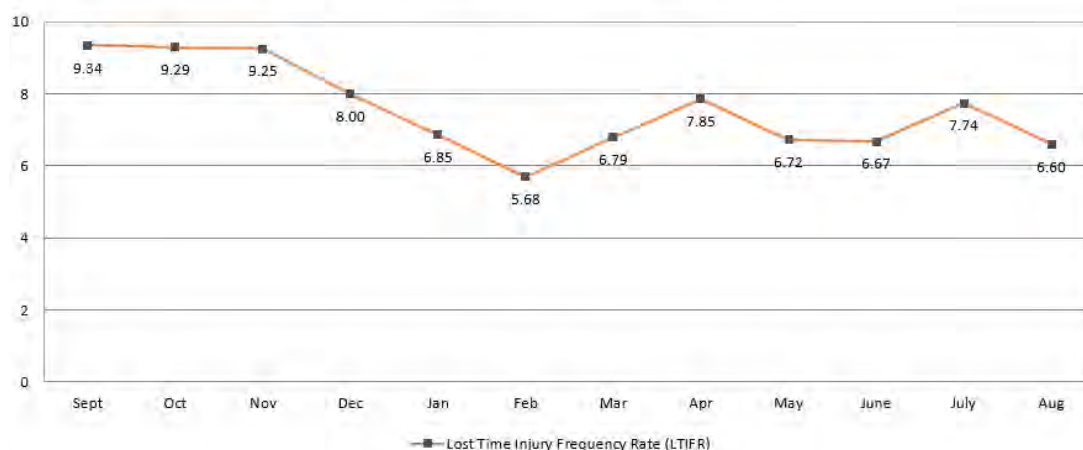
- a. **Total Recordable Incident Frequency Rate (TRIFR)** (These include all Recordable incidents: Medical Treatment Case, MTC. Restricted Work Case, RWC. Lost Time Injury, LTI.)

**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.

**TRIFR Rolling 12 month average**



**LTIFR Rolling 12 month average**

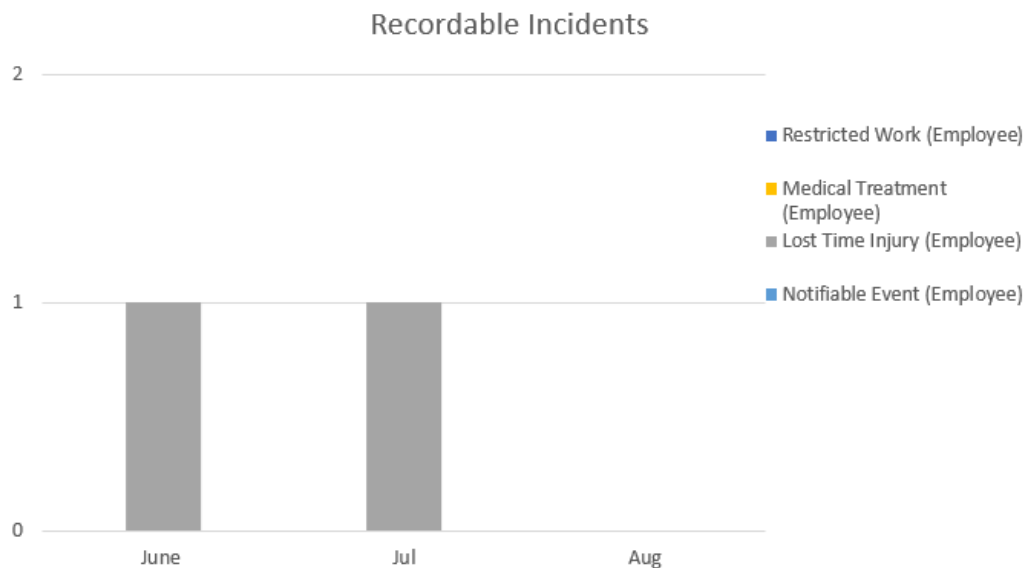


NB: There have been two Lost Time Injuries (LTI's) during this reporting period, these are summarised at item 9.

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.

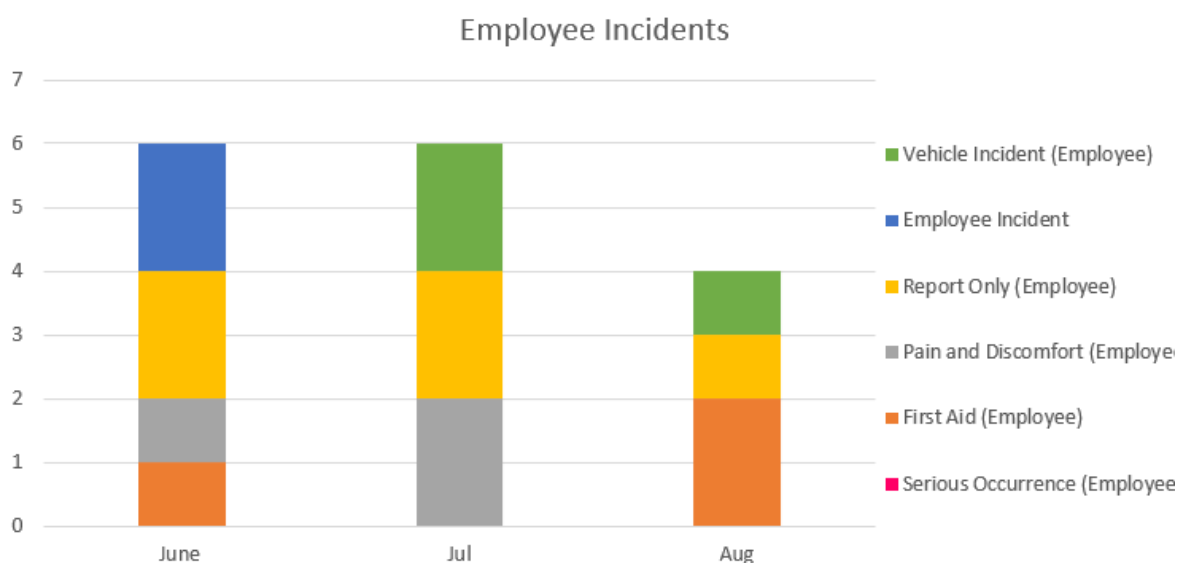
Safe Work Australia provide a LTIFR comparison tool that uses the million hours formula. Industry specific information is provided. The industry benchmark for local government is 13.2, QLDC current LTIFR is 6.60

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



recordable incidents during this reporting period; the LTIs are summarised in item 9

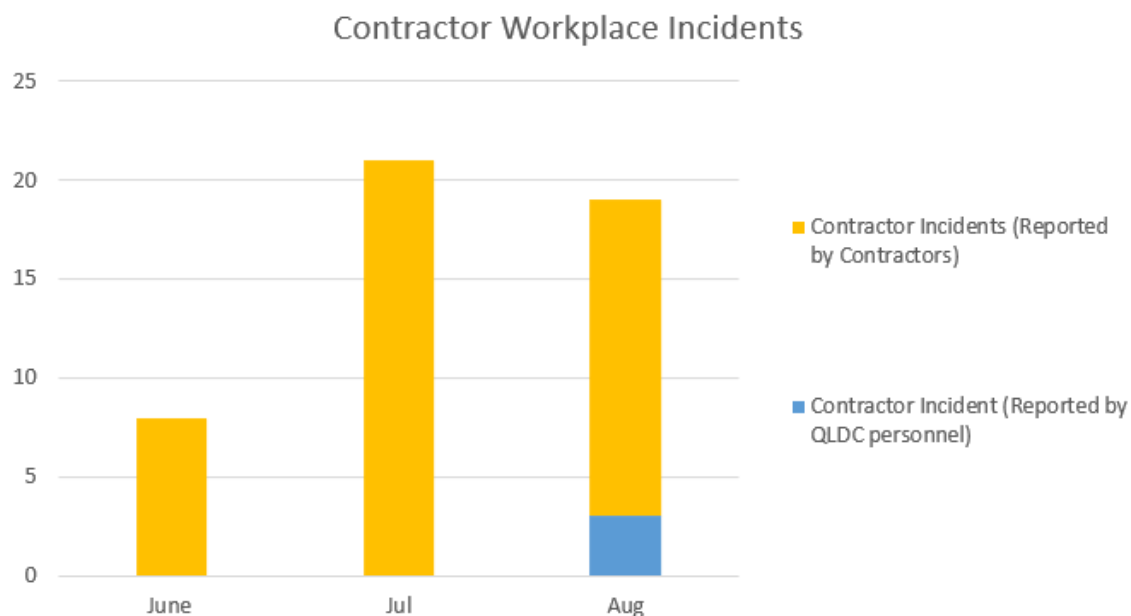
- c. **Employee Incidents**



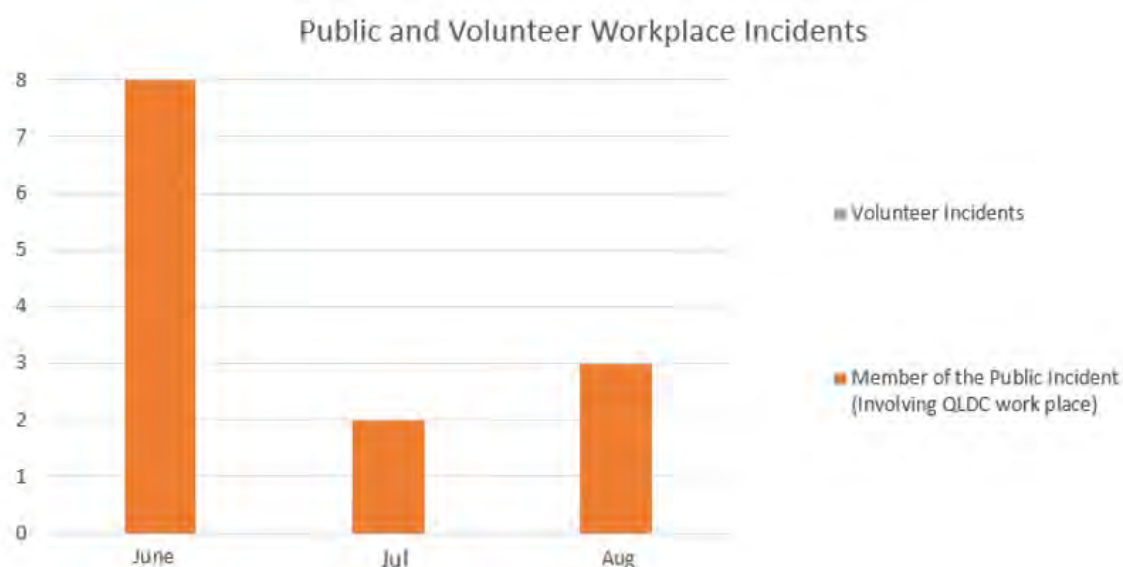
NB: Significant employee events are recorded at item 8b of this report and summarised at item 9.

**d. Contractor Incidents**

NB: Two contractor Serious Occurrences were recorded during this reporting period. These are summarised at item 14.



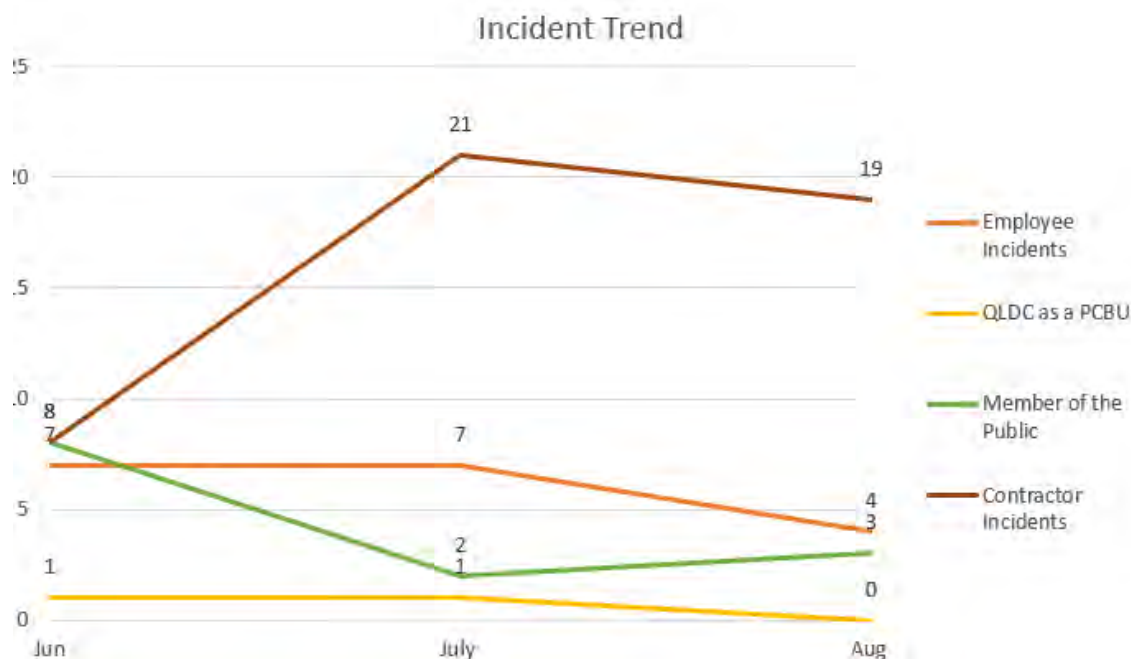
**e. Public and Volunteer Incidents** These are incidents involving a QLDC workplace as defined in the Health and Safety at Work Act.



NB: All member of the public incidents were of a minor 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 rise in contractor incidents is not a concern, it reflects our focus on improving reporting with our contractors.


#### 14. Significant Incidents (1 June 2025 to 31 August 2025)

Incident	Findings and Action taken
<b><u>Lost Time Injury</u></b> An employee was cleaning when they tripped over the stairs while walking backwards, resulting in a fall onto their coccyx	<ul style="list-style-type: none"> <li>The employee was focused on the task at hand and not fully aware of their surroundings, which led to the incident</li> <li>Employees have been reminded to maintain situational awareness by checking their surroundings while carrying out tasks. This will be emphasised in inductions</li> </ul>
<b><u>Lost Time Injury</u></b> An employee experienced back pain after twisting while lifting a box during centre closing duties on Friday evening	<ul style="list-style-type: none"> <li>The employee experienced pain that evening and the following morning, which prevented them from attending work that day. They returned to work the following day</li> <li>The employee was seen by the doctor at the first available</li> </ul>




Incident	Findings and Action taken
	<p>appointment on Monday when the practice opened</p> <ul style="list-style-type: none"> <li>The employee was cleared to return to work on light duties and was referred to a physio, which they attended the following day</li> <li>Refresher manual handling training for the team was arranged by the H&amp;S Advisor.</li> </ul>
<p><b><u>Contractor Incident: Serious Occurrence</u></b> Contractor struck and damaged an underground drainpipe while excavating post holes for a new fence</p>	<ul style="list-style-type: none"> <li>Chorus “stand over” was using ground penetrating radar detected power but not pond drainpipe</li> <li>Pond drainpipe struck at 650mm during auger works; pump shut down and area contained Pipe repaired</li> <li>All practical steps had been implemented (including Chorus “stand over”)</li> </ul>
<p><b><u>Contractor Incident: Serious Occurrence</u></b> A 2m trench was excavated to repair a faulty wastewater lateral. Benching was used, which was not sufficient, rather than shoring. This exposed the worker that entered the trench to a possible risk of trench collapse.</p>	<ul style="list-style-type: none"> <li>Incident was not reported by the Contractor it was identified later by QLDC employee during post work review</li> <li>Contractor failed to follow their own benching/shoring procedures</li> <li>Contractor has acknowledged the seriousness of this incident and issued a nationwide safety alert</li> </ul>

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

		
Notifiable Event Type	#	Description
		None

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

17.

	<b>Safety Alerts</b>
	None

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

Month	Type
June	<ul style="list-style-type: none"> <li>• Snow Chain Fitting</li> <li>• Winter Driving Course</li> </ul>
July	<ul style="list-style-type: none"> <li>• Leadership, Time Management and Project Management</li> <li>• HSCMS Training</li> <li>• Winter Driving 2025</li> </ul>
August	<ul style="list-style-type: none"> <li>• Situational Safety</li> <li>• Child Protection Training</li> </ul>

#### Consultation Process | Hātepe Matapaki

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

19. 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.

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 Council's work process.

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

#### Māori Consultation | Iwi Rūnaka

22. Community consultation is not required for this matter.

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

23. This matter relates to a 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.

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

25. 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

---

26. None.

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

---

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

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

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

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

---

29. 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-Kīaka

---

30. 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.

### Attachments | Kā Tāpirihaka

---

A	2024 – 2025 KPI objectives
---	----------------------------