

**Audit, Finance & Risk Committee**  
**17 June 2021**

**Report for Agenda Item | Rīpoata moto e Rāraki take 4**

**Department: Corporate Services**

**Title | Taitara QLDC Organisational Health Safety and Wellbeing Performance**

**PURPOSE OF THE REPORT | TE TAKE MŌ TE PŪRONGO**

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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 | NGĀ TŪTOHUNGA**

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- 2 That the Audit, Finance & Risk Committee:

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

Prepared by:



Alan Thomas  
Health & Safety Manager

2/06/2021

Reviewed and  
Authorised by:



Meghan Pagey  
People & Capability  
Director

2/06/2021

Reviewed and  
Authorised by:



Meaghan Miller  
General Manager –  
Corporate Services

2/06/2021

## CONTEXT | HOROPAKI

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- 3 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 | TATĀRITANGA ME NGĀ TOHUTOHU

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### Reporting period

- 4 As health, safety and wellbeing information is captured at the end of each calendar month, the statistics captured in this report cover the period 1 February 2021 through 30 April 2021.

### Health & Safety Committee Chair: Quarterly Summary

- 5 At the beginning of the reporting period we have seen our TRIFR (Total Recordable Injury Frequency Rate) and LTIFR (Lost Time Injury Frequency Rate) increase due to a medical treatment incident and two lost time injuries.
- 6 With the Trans-Tasman bubble open between New Zealand and Australia, we have provided a guideline for staff over what to consider if traveling between the two countries.
- 7 As per the last report, the focus on wellbeing is still strong, addressing both mental and physical wellbeing. Various options around flexible working arrangements are still being trialled at our offices across the district, with positive feedback from staff.
- 8 The highlight in our Wellbeing programme for February was The Aotearoa Bike Challenge. This saw QLDC come first in the 'Government and Public Services' Industry for the 200-499 staff category and third overall in New Zealand for the 200-499 staff category.
- 9 The Health & Safety Manager and the Health & Safety Committee are supporting staff in all aspects, in particular ensuring incidents are well recorded, investigated where necessary and guidance given to improve.

### Health and Safety Manager

#### COVID-19

- 10 This reporting period remains under Alert Level 1 and QLDC continue to keep staff updated on COVID-19 developments, in addition to reminding them of ongoing safety and hygiene protocols
- 11 The COVID-19 national immunisation programme is being rolled out across New Zealand. It is noted that some employers, particularly Government departments based at the border, have identified front line roles in their workforce that are either at high risk of contracting COVID-19 and/or spreading it. They have subsequently made vaccinations mandatory for those roles. Analysis of roles in QLDC has not identified any roles fitting

this category, and therefore there will be no mandatory vaccinations for any roles within QLDC's workforce

- 12 Medical suppliers are not sure at this point if the health board will offer community vaccinations or whether we will be able to organise vaccinations internally as we do with flu-shots
- 13 The COVID-19 page on Yoda remains current for staff to stay up to date with information
- 14 A key area of focus for the reporting period has been on contractor management practices, with some testing of new safety processes underway. More information will be provided to the committee on this with the next report
- 15 Ulrich Glasner will be standing down as Chair of the staff Health & Safety Committee in June 2021, and elections are therefore underway for the new Chair. We would like to take this opportunity to thank him for his leadership in the health and safety space, and his commitment to this role.

### Key Risks

- 16 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**

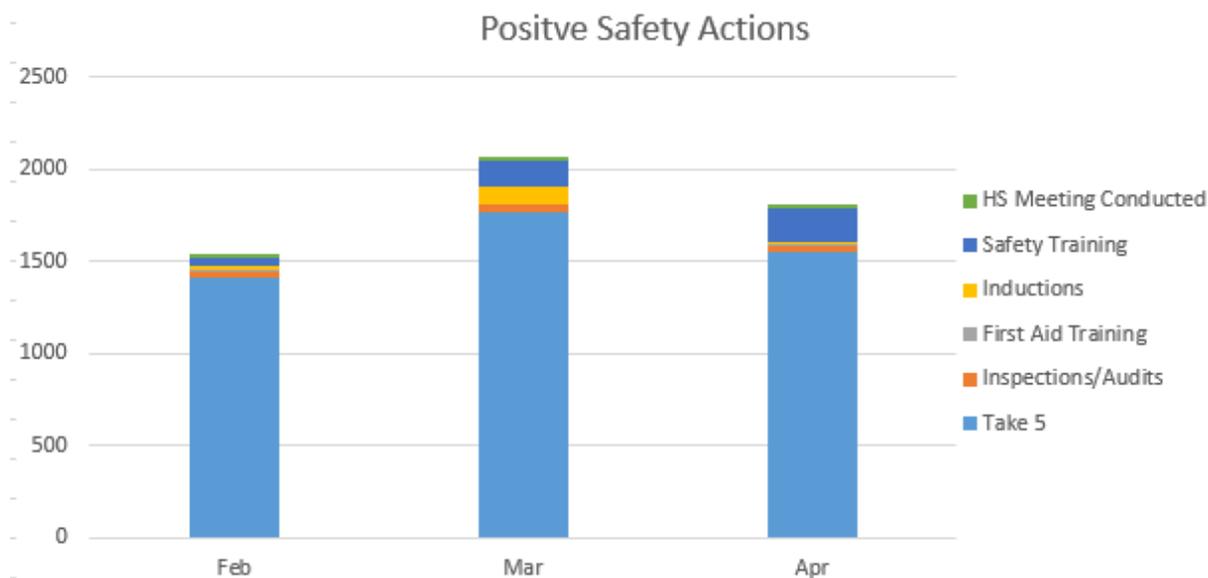
- Refers to volunteer workers and work, engaged by or on behalf of QLDC

### Lead Indicators

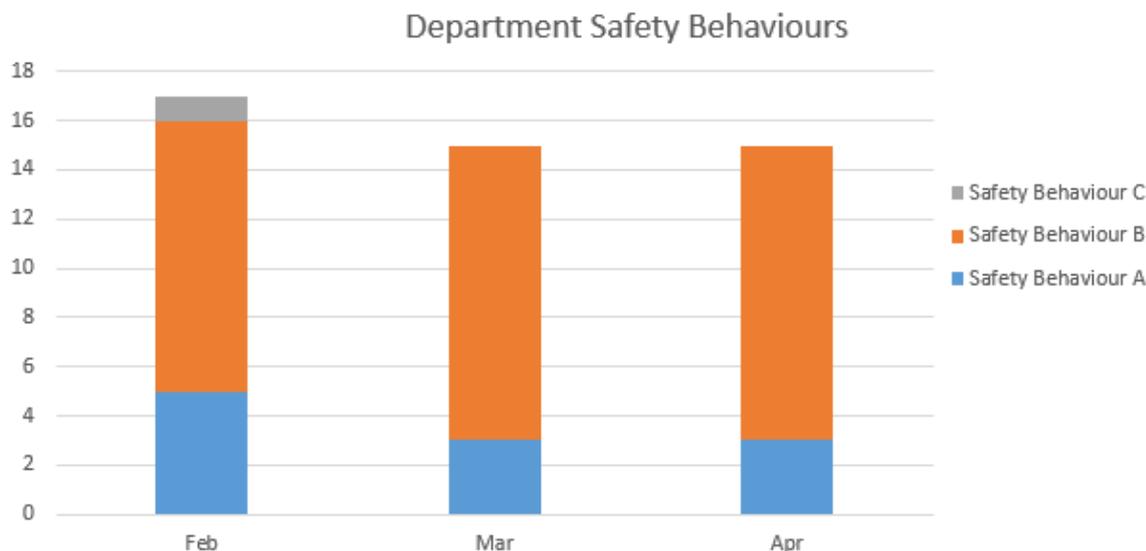
- 17 Positive Safety Actions

- a. Health and Safety Meetings conducted within departments or with contractors. (Total 55)
  - b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 363)

- c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 145)
- d. First Aid Training. (Total 11)
- e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor’s workplaces are compliant. (Total 107)
- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 4729)



- 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 accident or incident or where they consider their performance needs improvement.

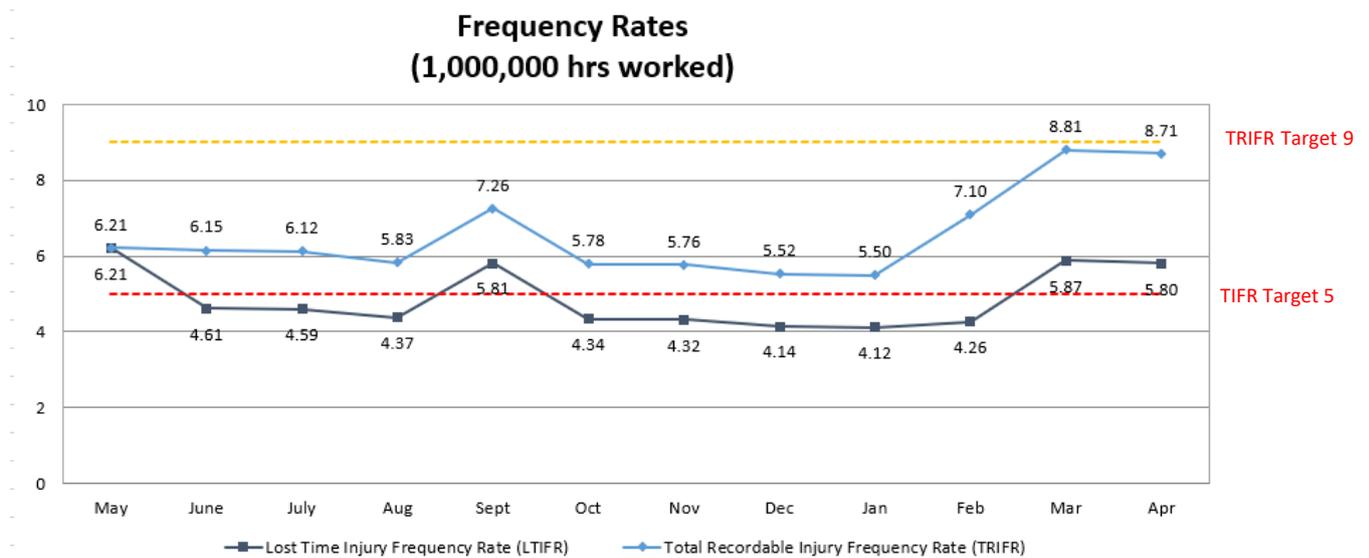


### Safety Statistics

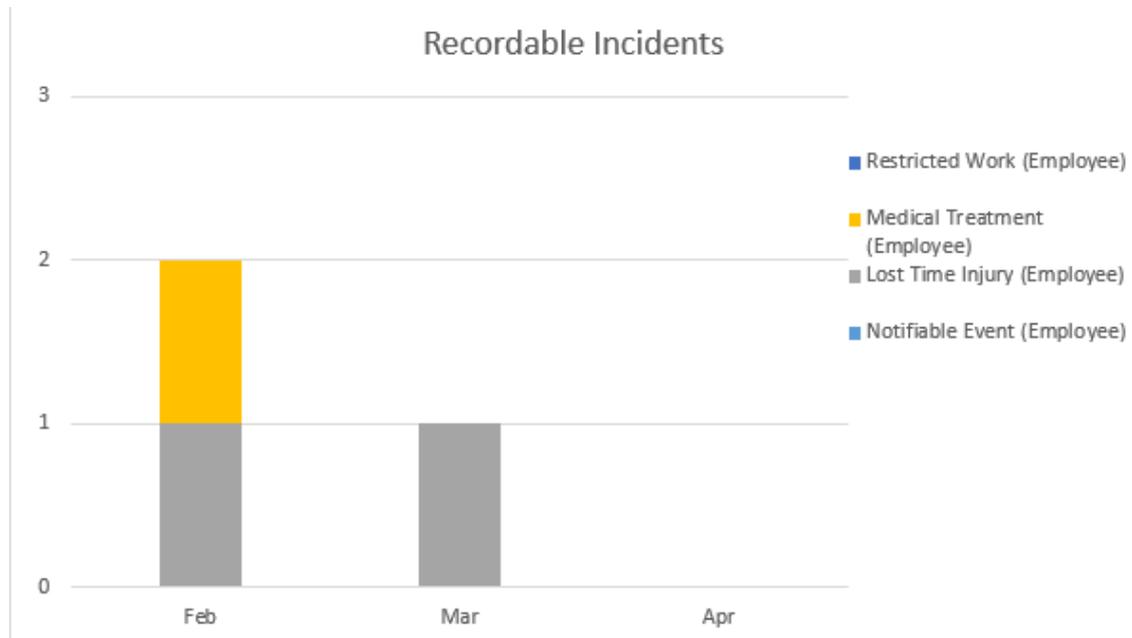
- a. **TRIFR** (Total Recordable Incident Frequency Rate, these include all Recordable incidents: MTC, Medical Treatment Case, RWC, Restricted Work Case, LTI, Lost Time Injury). Target for TRIFR is below 9.

**LTIFR** (Lost Time Injury Frequency Rate this only covers LTI, Lost Time Injury). 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.

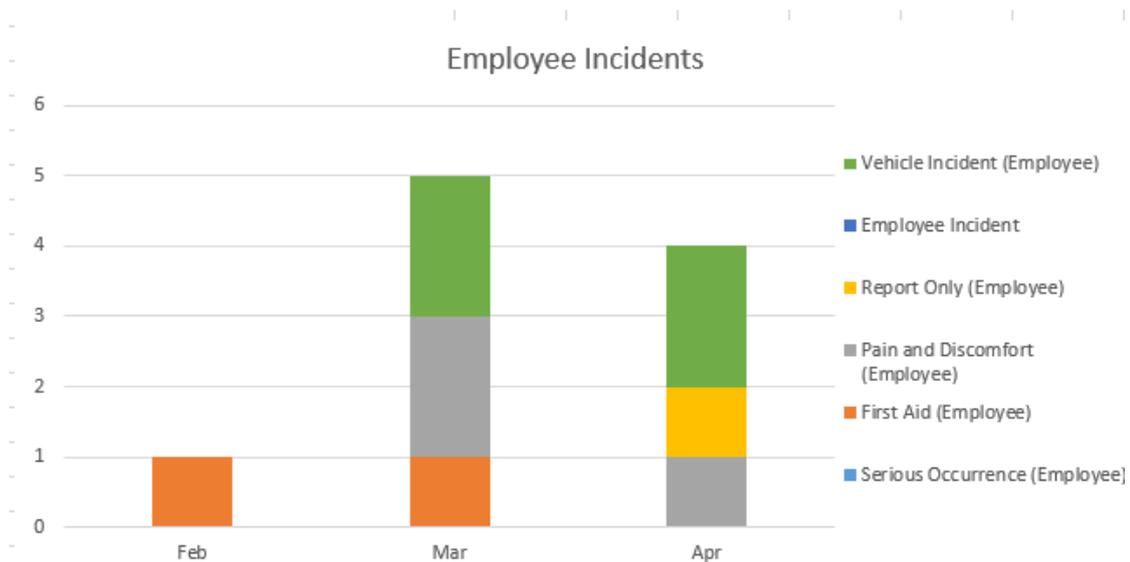


**b. Employee Significant Incidents** These are Recordable Incidents plus any Notifiable Events. Notifiable Events are notifiable to WorkSafe New Zealand.

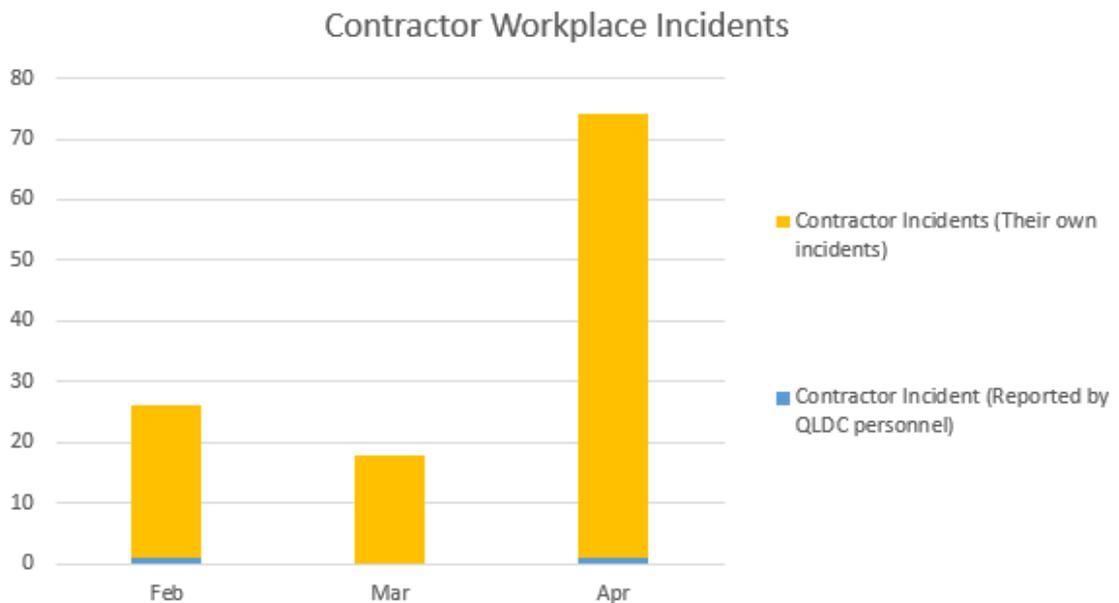


NB: The events above relate to two Lost Time Injuries and one Medical Treatment Case these are summarised at item 10 in this report. There were no Notifiable employee events during the reporting period.

**c. Employee Incidents**



**d. Contractor Incidents**



NB: One of the incidents above relate to a ‘serious occurrence’ summarised at item 10 in this report.

- 18 Although there has been one serious occurrence incident reported in the period the other incidents are of a minor nature and demonstrate the good culture of reporting from both contractors and staff.

**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.

**Significant Incidents (February 2021 - April 2021)**

Incident	Findings and Action taken
<p><b><u>Lost Time Injury</u></b></p> <p>QLDC worker stung by two wasps simultaneously, resulting in an unanticipated allergic reaction.</p>	<ul style="list-style-type: none"> <li>• Taken to preferred medical supplier</li> <li>• Worker was wearing PPE including gloves and uniform designed for field work</li> <li>• Dept. have included antihistamine cream in first aid kits</li> </ul>
<p><b><u>Lost Time Injury</u></b></p> <p>QLDC worker was repairing a golf club using a hook knife. This is standard practice. The knife handle broke resulting in cut to the worker’s hand, requiring stitches</p>	<ul style="list-style-type: none"> <li>• Treated at emergency centre</li> <li>• A more suitable knife with a single blade has been selected</li> <li>• Some contribution from the worker was identified in this incident. Further safety equipment was available and required for this job (which may or may not have prevented the incident). Staff have been re-trained in correct use of the equipment.</li> </ul>
<p><b><u>Medical Treatment</u></b></p> <p>QLDC worker using hand sanitiser which inadvertently sprayed into their eyes. Although worker flushed eyes with saline the irritation continued</p>	<ul style="list-style-type: none"> <li>• Taken to preferred medical supplier who prescribed eye drops. Note: due to this being a prescription the incident is classed as medical treatment</li> <li>• Staff reminded to cover pump handle with palm and dispense into other hand</li> </ul>
<p><b><u>Serious Occurrence</u></b></p> <p>Contractor working at height without adequate safety systems in place. Out of test harnesses supplied by hire company, lack of barriers to separate work from public, no first aid kit, first aider or spill equipment</p>	<ul style="list-style-type: none"> <li>• Work immediately stopped by HS Manager</li> <li>• Contractor demonstrated a mature approach to safety with their incident report that recognised their room for improvement and implemented sensible controls to correct</li> </ul>

**WorkSafe Notification** Unsafe events/tasks that required notification to regulator.

		
Notifiable Event Type	#	Description
	0	

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

 <b>Safety Alerts</b>	
None	•

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

Month	Type
February	<ul style="list-style-type: none"> <li>Resilience Training</li> <li>GoodYarn Facilitators workshop</li> </ul>
March	<ul style="list-style-type: none"> <li>GoodYarn Pilot sessions x 2</li> </ul>
April	<ul style="list-style-type: none"> <li>GoodYarn Pilot roll out to whole organisation</li> </ul>

**Good Yarn**

19 The GoodYarn programme is focussed on “getting people talking about mental health”. It is an evidence-based, peer-delivered mental health literacy programme that seeks to help participants recognise and respond appropriately to friends, family and colleagues or customers who may be experiencing stress or mental health. More information on the GoodYarn programme can be found [here](#)

20 The pilot sessions were attended by the People & Capability team, Health and Safety Committee and The Family (a volunteer social wellbeing group of QLDC staff). Feedback was very positive.

**Wellbeing:** Steps the organisation is taking to ensure the physical and mental health of the workforce.

Month	Initiative
February	<ul style="list-style-type: none"> <li>Aotearoa Bike Challenge</li> </ul>
March	<ul style="list-style-type: none"> <li>Healthy Heart Checks</li> </ul>
April	<ul style="list-style-type: none"> <li>Flu shots scheduled for April but due to delay in supplies this was rescheduled to May</li> </ul>

**CONSULTATION PROCESS | HĀTEPE MATAPAKI:**

**> SIGNIFICANCE AND ENGAGEMENT | TE WHAKAMAHI I KĀ WHAKAARO HIRAKA**

- 21 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.
- 22 This matter is of low significance and therefore does not require community consultation.
- 23 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
- 24 The Council has not consulted directly on this matter in the past.

**> MĀORI CONSULTATION | IWI RŪNANGA**

- 25 Community consultation is not required for this matter.

**RISK AND MITIGATIONS | NGĀ RARU TŪPONO ME NGĀ WHAKAMAURUTANGA**

- 26 This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
- 27 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 | NGĀ RITENGA Ā-PŪTEA**

- 28 None.

**LEGAL CONSIDERATIONS AND STATUTORY RESPONSIBILITIES | KA TURE WHAIWHAKAARO,  
ME KĀ TAKOHAKA WAETURE**

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- 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.