

**Audit, Finance & Risk Committee
13 June 2018**

Report for Agenda Item 4

Department: Corporate Services

Organisational Health Safety and Wellbeing Performance

Purpose

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

That the Audit and Risk Committee:

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

Prepared by:



Glyn Roberts
Health & Safety Officer
30 May 2018

Reviewed and Authorised by:



Meaghan Miller
General Manager, Corporate Services
31 May 2018

Background

- 1 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 best practice and designed to address operational risks and workforce behaviour.

Comment

Health and Safety Committee Chair: Quarterly Summary

- 2 During the first part of 2018 there has been a big push to review and update our workplace health & safety management system. This is headlined by the revised QLDC Workplace Health and Safety Management System document. Another advancement in the continual improvement to our workplace health & safety management system has been the launch of the organisational intranet YODA.

This platform includes a centralised location for all informative documents, templates and shared registers ensuring that all staff can get quick and easy access to the information they need.

- 3 An ongoing focus on managing contractor's HSW has resulted in improved outcomes, in particular increased levels of contractor reporting.
- 4 Five staff injuries of a minor nature were reported early this year (four in January and one in March). As at 30 April, the Total Recordable Injury Frequency Rate is above the 9 point target, at 16.18. Measures were implemented immediately after accidents to ensure that the contributing factors to these incidents were appropriately managed moving forward. An audit is planned to be undertaken on the areas where these incidents more commonly occur to see if any other reasonable measures are required to reduce the likelihood of a reoccurrence. A lost time injury related to one of the January incidents discussed above saw an increase in the Lost Time Injury Frequency Rate (LTIFR). As at 30 April, the LTIFR is above the 2 point target, at 3.24.

2018 Health, Safety & Wellbeing Performance: Key Objectives

- 5 The Health & Safety Committee, in conjunction with the Executive Leadership Team reviewed and agreed on the organisation's Health & Safety objectives for 2018 calendar year. To bring them in line with the standard Council reporting cycle, these objectives will be reviewed again in June, and annually thereafter.

Result Area	Objective
Compliance	<ul style="list-style-type: none"> • Health & Safety audit conducted and passed
Unsafe Events	<ul style="list-style-type: none"> • Total Recordable Injury Frequency Rate 9 by December 2018 • Lost Time Injury Frequency Rate 2 by December 2018 • Reduce speeding events by 20% on 2017 results. Overall downward trend for "red" events
Prevention	<ul style="list-style-type: none"> • 15% of total headcount Lead indicators reported every month • 100% of all hazards and risks actions are acknowledged and resolved each month
Improvement:	<ul style="list-style-type: none"> • 100% of Health & Safety Committee actions completed on time • 12 planned HSW projects delivered in 2018
Behaviour	<ul style="list-style-type: none"> • Behavioural self-assessment: 2 times more A's are reported monthly than C's.
Wellbeing	<ul style="list-style-type: none"> • At least 50% participation across wellbeing activities for 2018

- 6 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 January 2018 through 30 April 2018.

Key Risks

- 7 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 general 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

- 8 Steps Council employees have taken to prevent harm.

- a. **Improvement Reports**
Any pro-active reporting which generate a safety improvement action.

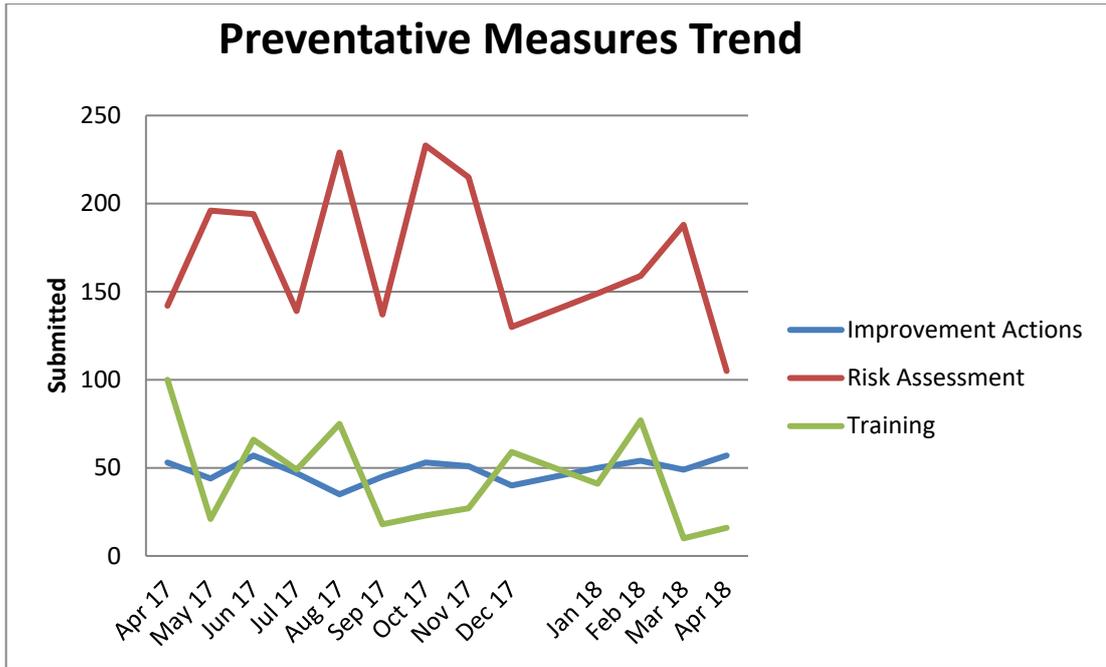
Hazards	Audits	That Was Lucky
98	64	49

- b. **Training-Education**
Any sessions conducted with employees that provide skills and knowledge to perform work safely.

Inductions	Other
54	110

- c. **Risk Analysis**
Any assessments that identify the risks and control measures associated with a work process or situation.

Take 5	Safe Work Plans	Other
551	2	48

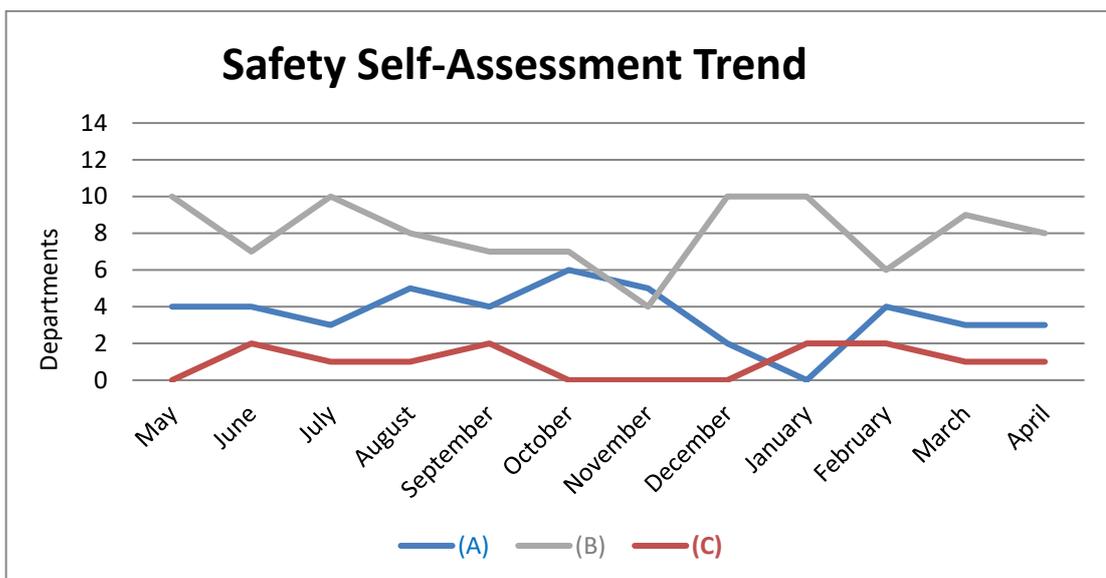


d. Department Safety Performances

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 is in need of improvement.

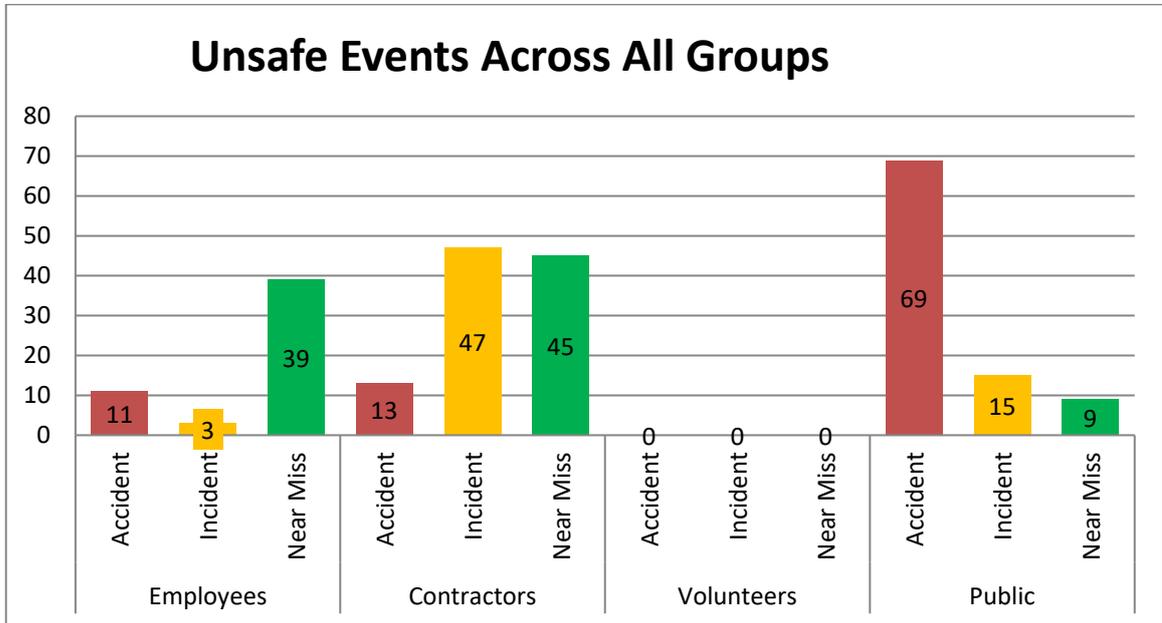
A	B	C
10	33	6

The following graph reflects self reported department safety performances since measuring began in October 2015.

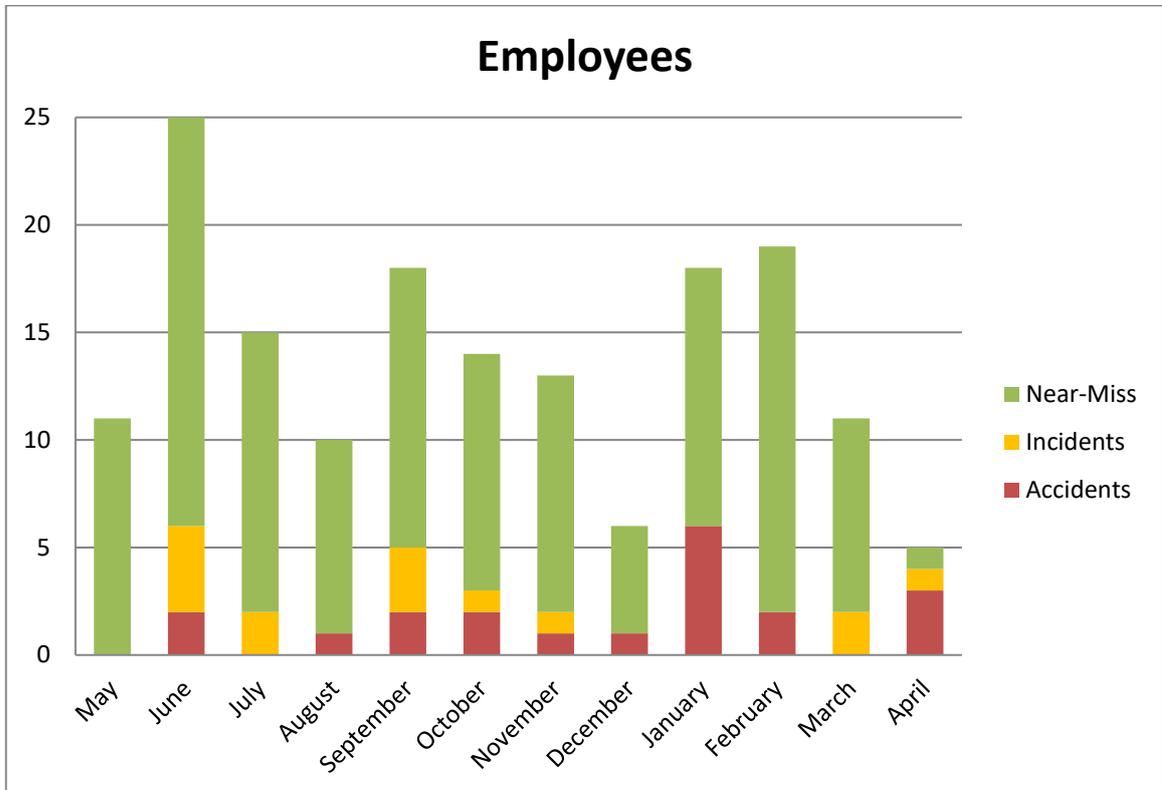


9 **Unsafe Events (lag indicators):** Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public. Key unsafe events are noted at item 10.

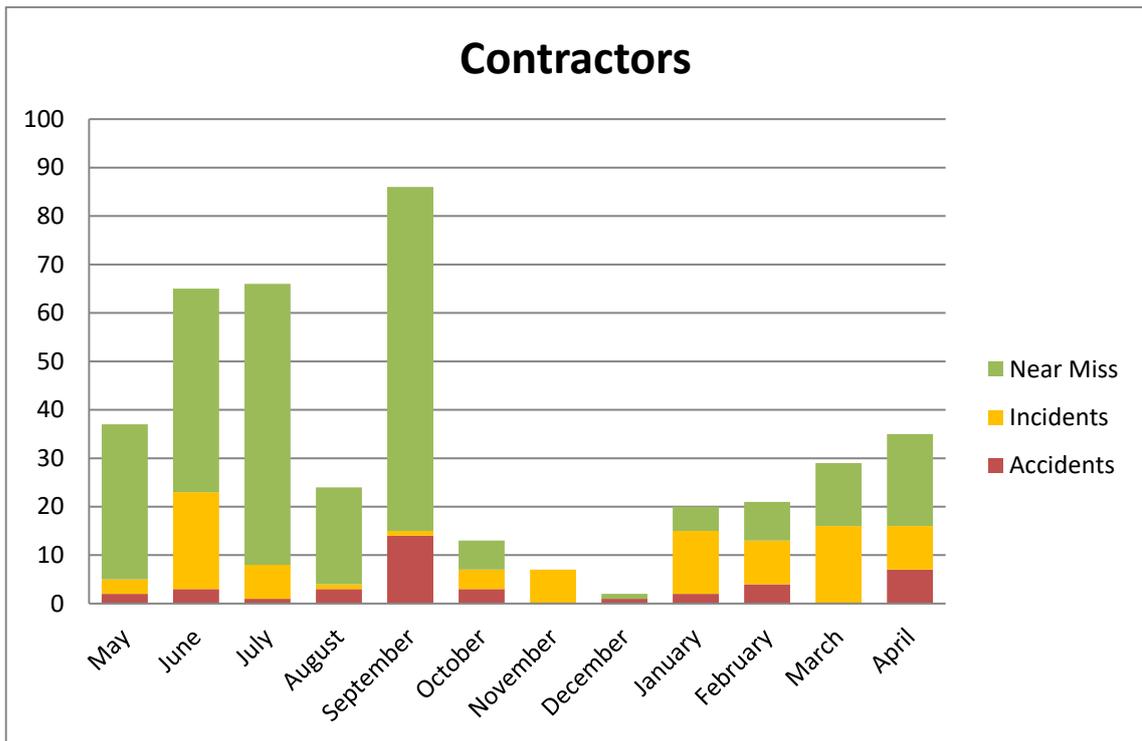
a. All Council related Accidents, Incidents and Near Miss events



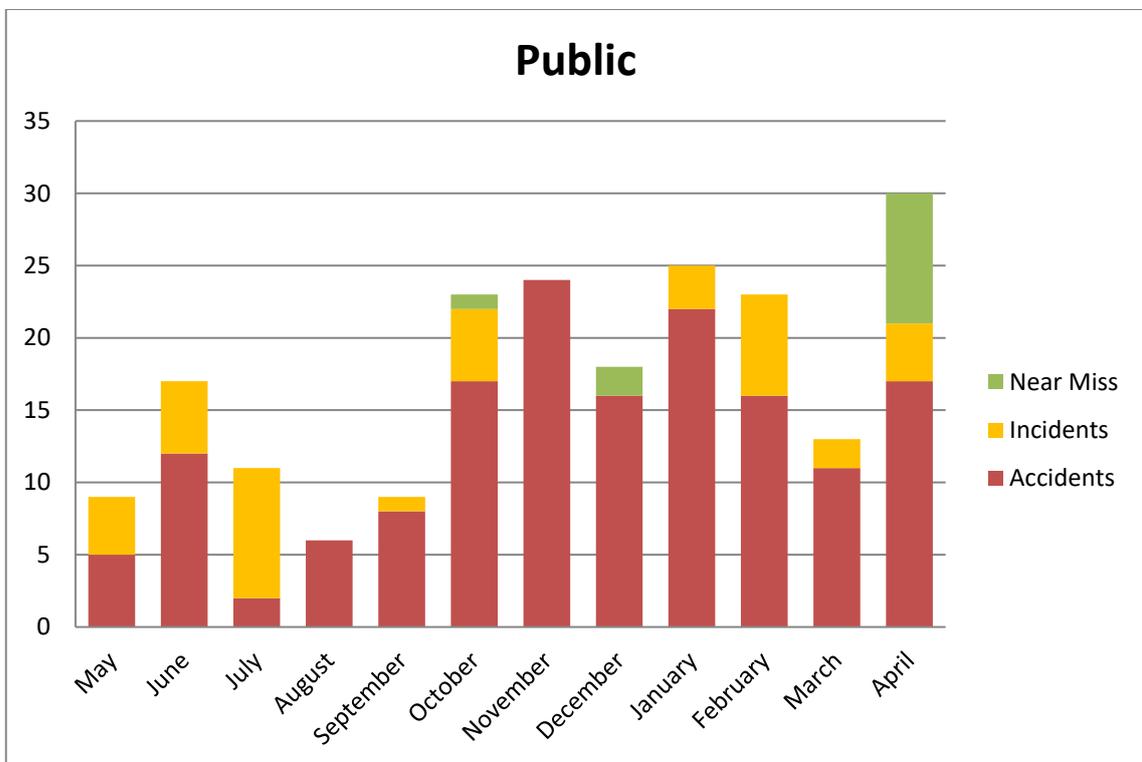
b. Employee Accidents, Incidents and Near Miss event trend



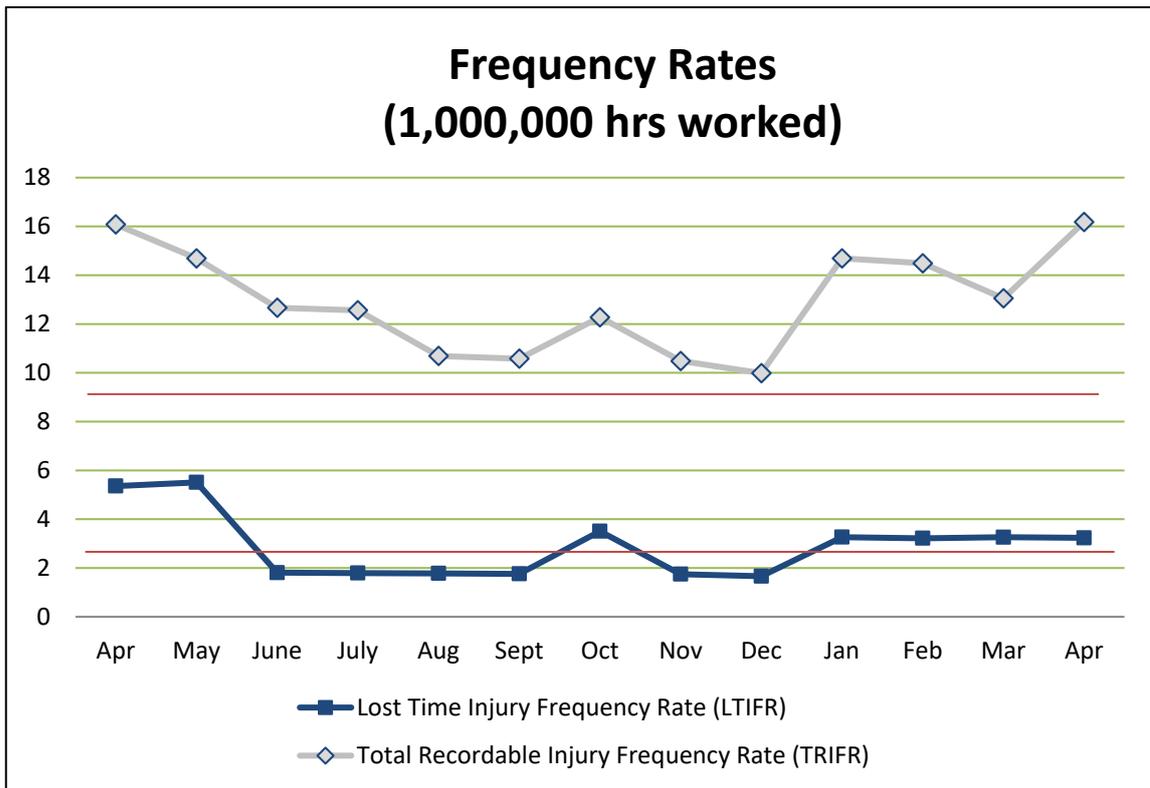
c. Contractor Accidents, Incidents and Near Miss event trend



d. Public Accidents, Incidents and Near Miss event trend



e. Identifies the rate of serious employee injuries over the last 12 months



10 Key Unsafe Events: Details about significant Accidents, Incidents and Near-Misses.

Type	Details	Corrective Actions
Accidents	Lost Time Injury (LTI): Ankle injury (rolled ankle running whilst playing with children for School Holiday Programme).	Awareness: Risk highlighted at team meeting.
	Medical Treatment Injury (MTI) wrist sprain whilst removing netball post.	<ul style="list-style-type: none"> Employees reminded that posts need to be placed in correct floor fitting to avoid them getting stuck. Procedure developed stating that the task requires two people.
	Medical Treatment Injury (MTI): Neck discomfort after starting gardening equipment with pull cord.	Advice given to employee about assessing body positioning when starting equipment.
	WorkSafe Notifiable Injury: Contractor sustained an eye injury.	Incident investigated by contractor.
	Medical Treatment Injury (MTI): Grazed toe whilst attempting to kick a ball back into the pool.	<ul style="list-style-type: none"> Risk discussed with Pool Crew. Pool Crew reminded of appropriate behavior on poolside.

	Medical Treatment Injury (MTI): Ankle Sprain (twisted ankle kicking a ball whilst working for School Holiday Programme).	Awareness: Risk highlighted at team meeting.
	Medical Treatment Injury (MTI): Shoulder injury lifting heavy box off backseat of vehicle.	Employee reminded of safe manual handling techniques.
	WorkSafe Notifiable Event: Fatality. Member of the public fatally injured by golf ball.	QLDC has notified WorkSafe and an investigation is in the process of being finalised.
	Two repetitive strain injuries (RSI) reported by the Gardening team.	<ul style="list-style-type: none"> • Work tasks and schedules reviewed. • New work schedules developed to minimize the time spent on each task.
Incidents	Vehicle loss of traction in wet weather (low speed event, 1st gear).	All terrain tyres fitted to specific vehicles affected by this risk.
	QLDC Fleet vehicle struck by another vehicle whilst travelling down Frankton Road.	Incident investigated, no corrective actions required.
	WorkSafe Notifiable Incident: Asbestos waste delivered to Transfer Station.	<ul style="list-style-type: none"> • Site closed until decontamination completed. • Incident investigated by contractor.
	Employee felt intimidated during site visit	Staff safety training and information. Employees are entitled to remove themselves from any situation if they feel uncomfortable.
	Public interaction incident (Customer trespassed from Wanaka Library).	Tactical Communication training provided to library staff. Procedure for dealing with difficult customers reiterated to staff.

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

		
Notifiable event type	Number	Description
Death	1	Member of public fatally injured by golf ball
Injury	1	Contractor sustained an eye injury
Illness	0	N/A
Incident	1	Asbestos waste delivered to Transfer Station
Work	0	N/A

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

 Safety Alerts	
'Line of Fire' Risk (being in harm's way)	<p>It is important to decrease your chance of being a victim of line of fire injuries by:</p> <ul style="list-style-type: none"> • Not putting yourself in harm's way in the first place. • Understand the work tasks that are going on around you and the associated risks. • Ask yourself, what is the worst that can happen or what will happen if a certain safeguard fails. • Recognise line of fire risks and act accordingly.
Mazda BT-50 – Long Grass Fire Risk	Risk that debris could become trapped in the vehicle underbody. In the worst case scenario debris could potentially ignite and start a fire in the chassis.

 Procedure Alerts	
None	N/A

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

Month	Type
January	<ul style="list-style-type: none"> • Online Emergency Warden Training • First Aid • Situation Safety & Tactical Communications training • Skin Cancer Checks (including information)
February	<ul style="list-style-type: none"> • Online Emergency Warden Training • Stage One Health & Safety Rep training • QLDC Health & Safety Rep workshop (internal). • Contractor Management Training • Health & Safety 'Champions' Training • Breathing and Stress Reduction Workshop • First Aid • Skin Cancer Checks (including information)
March	<ul style="list-style-type: none"> • Online Emergency Warden Training • QLDC Health & Safety Rep Induction • First Aid • Tactical Communication Training
April	<ul style="list-style-type: none"> • Online Emergency Warden Training • First Aid

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

Month	Type
January	'Eatwell' healthy eating
February	'Aotearoa Bike Challenge'
March	'Healthy Heart Checks'
April	Flu vaccinations

Significance and Engagement

- 15 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.

Risk

- 16 Some matters connected with this report are (or could be), with varying degrees of classification (from low to moderate) related to strategic risk items listed below.
- a. SR3 Management Practise - Working within legislation,
 - b. SR7 Planning, training and capacity for Emergency Response.
- 17 Some matters connected with this report are (or could be), with varying degrees of classification (from low to high) related to operational risk items listed below.
- a. OR004 Serious Injury to members of the community,
 - b. OR005 Death to members of the community,
 - c. OR006 Child missing from Council holiday program,
 - d. OR010 Damage or loss to third party property or asset,
 - e. OR015 Staff not fit for work,
 - f. OR016 Staff not adequately resourced,
 - g. OR017 Sufficient , qualified or capable staff,
 - h. OR018 Serious injury to member of staff,
 - i. OR019 Serious injury to a contractor,
 - j. OR020 Serious injury to a volunteer.

Consultation: Community Views and Preferences

18 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.

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

20 This matter is of low significance and does not require community consultation

Legal Considerations and Statutory Responsibilities

21 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