

**Audit and Risk Committee
19 February 2019****Report for Agenda Item: 4****Department: Corporate Services****QLDC 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:

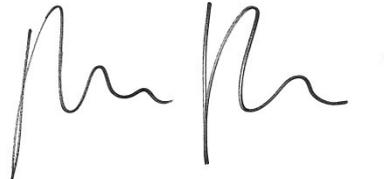
1. **Note** the contents of this report.

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7/02/2019

Reviewed and Authorised by:



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General Manager, Corporate Services
7/02/2019

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**2 Health and Safety Committee Chair: Quarterly Summary**

At the last report to the Audit, Finance & Risk Committee, the MySafety reporting system was introduced as a new safety tool for the organisation. The two month period that this report covers has seen the first stages of that system being imbedded into the organisation. So far this has presented some good opportunities

to test assumptions and behaviours around incident and hazard responses, and also to improve the flow of information.

- 3 There were two events over this reporting period that resulted in closure of QLDC premises. A diesel leak at 10 Gorge Road, and ceiling tiles dislodged at Alpine Aqualand in Queenstown. The response of staff to both events, including the resulting repairs, which in both cases were significant, is to be commended. Both sites have now re-opened.
- 4 This reporting period has also seen two lost time injuries occur in November, both minor in nature. The Executive Leadership Team and Health & Safety Committee have a high degree of visibility and commitment to reduce lost time injuries, despite the fact they are minor in nature. This includes training for managers with ACC on workplace injury management, which is due to occur in early 2019, and the continued encouragement of early reporting so that any pain or discomfort can be treated before it results in lost time. It is notable that there were no new unsafe events in December that contributed in any way to the Total Recordable Injury Frequency Rate (TRIFR).
- 5 December was generally a quieter month for safety across the board, with a shorter working month for a significant amount of staff due to the customary Christmas Closedown. We now look forward to welcoming our new Health & Safety Manager, Alan Thomas, who will commence with QLDC in January 2019. This will provide the opportunity for a review of all safety systems & processes, which will be reported back to the Audit, Finance and Risk Committee accordingly.

6 Reporting period

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 November 2018 through 31 December 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.

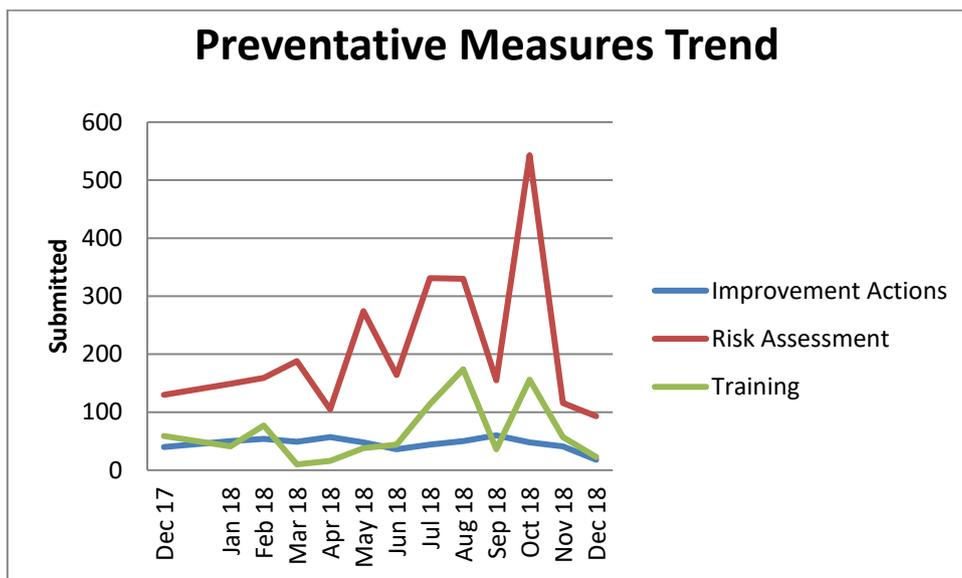
Hazards	Audits	That Was Lucky
28	28	3

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

Inductions	Other
4	76

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
194	4	11



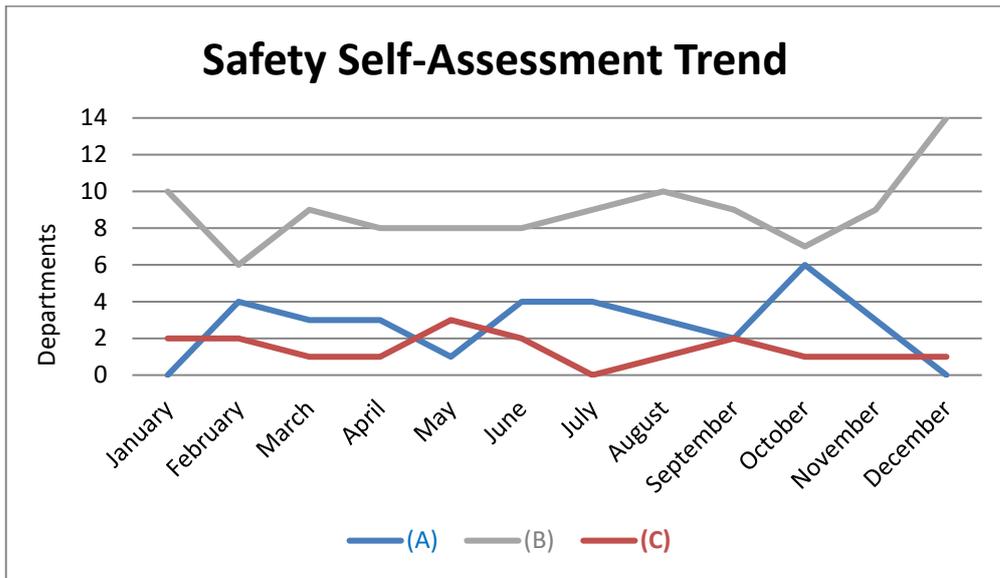
Note that the spike in activity for preventative measures in October 2018 relates to the implementation of the MySafety reporting system. This presented an

opportunity for health & safety representatives and managers to review their respective hazard registers, and complete new risk assessments.

- 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.

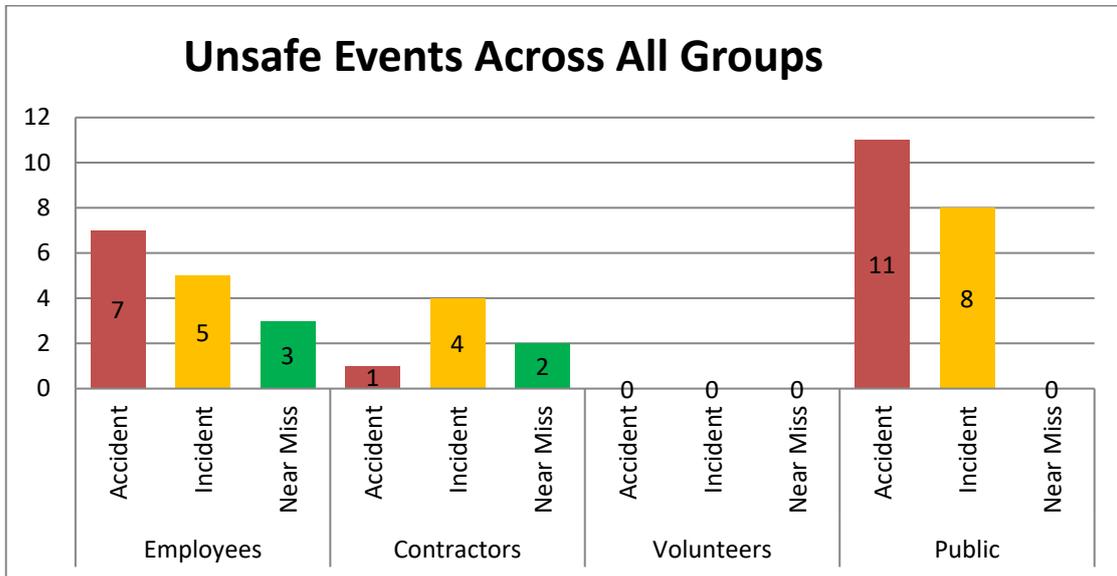
A	B	C
3	23	2

- e. Reflects self reported department safety performances over the previous 12 months.

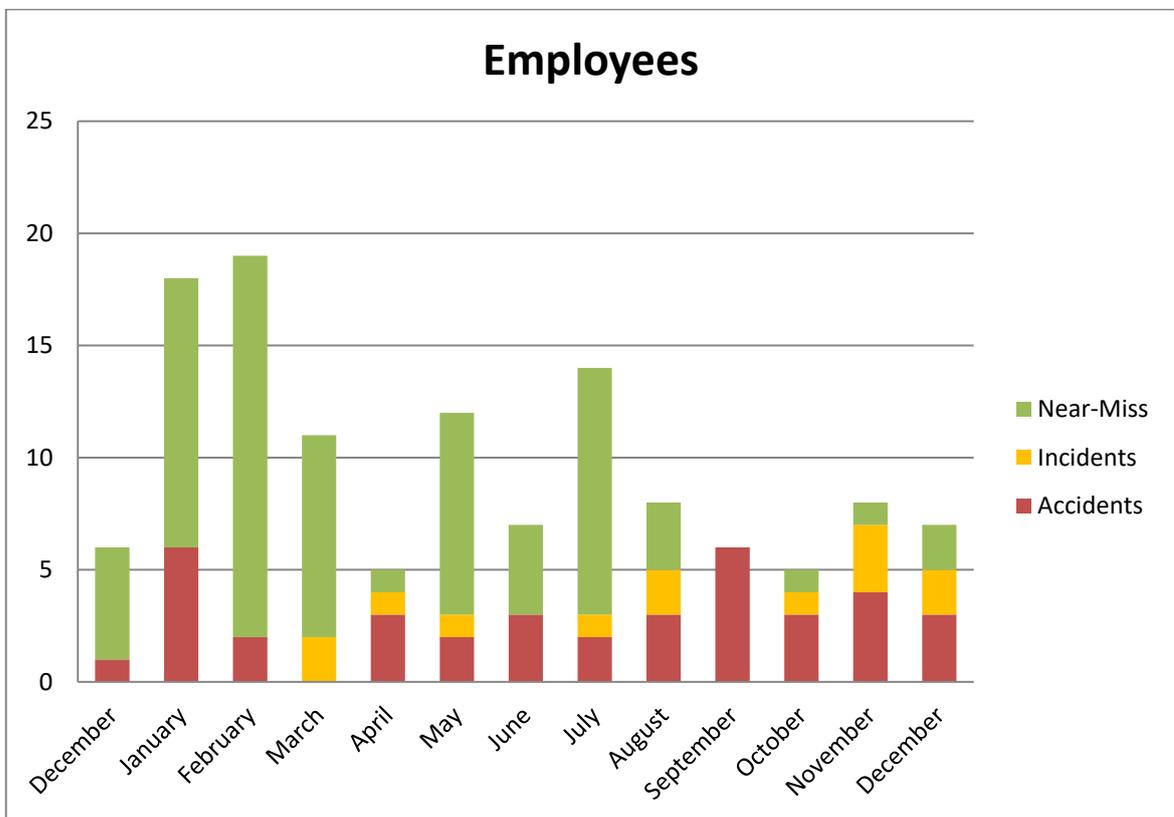


9 **Lag indicators; Unsafe Events:** Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public.

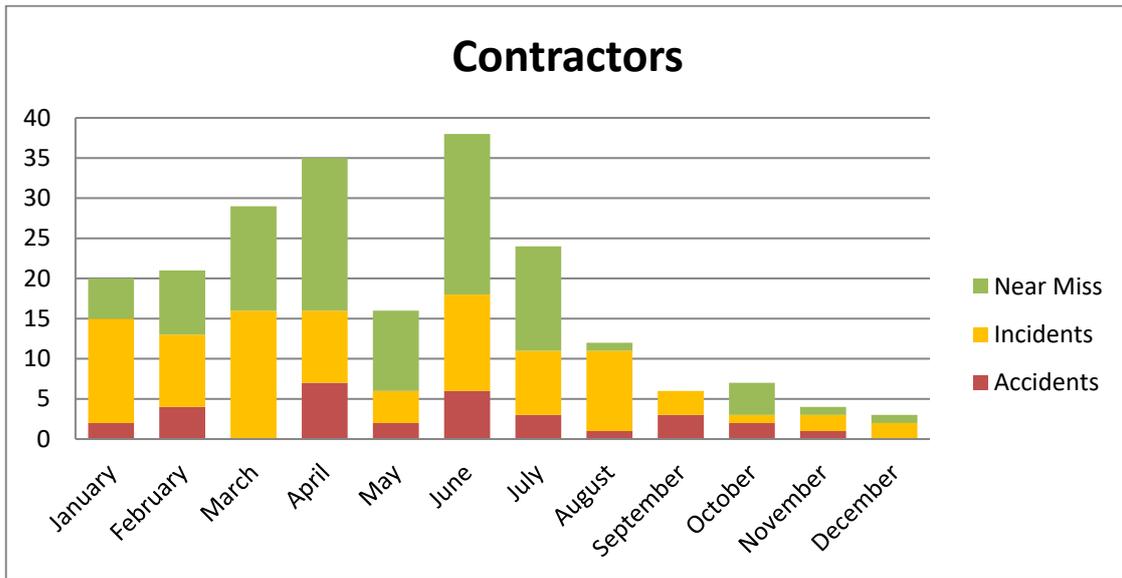
a. All Council related Accidents, Incidents and Near Miss events



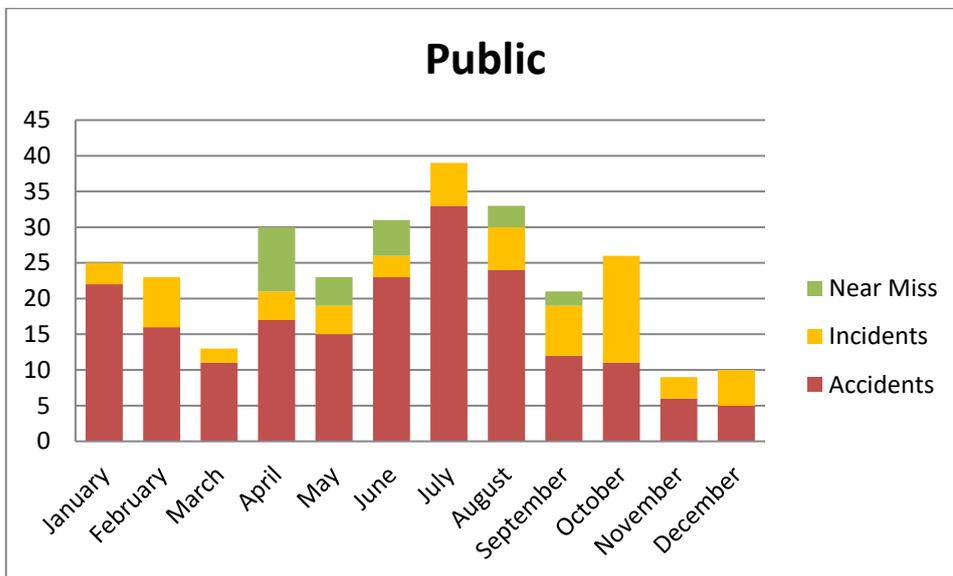
b. Employee Accidents, Incidents and Near Miss event trend



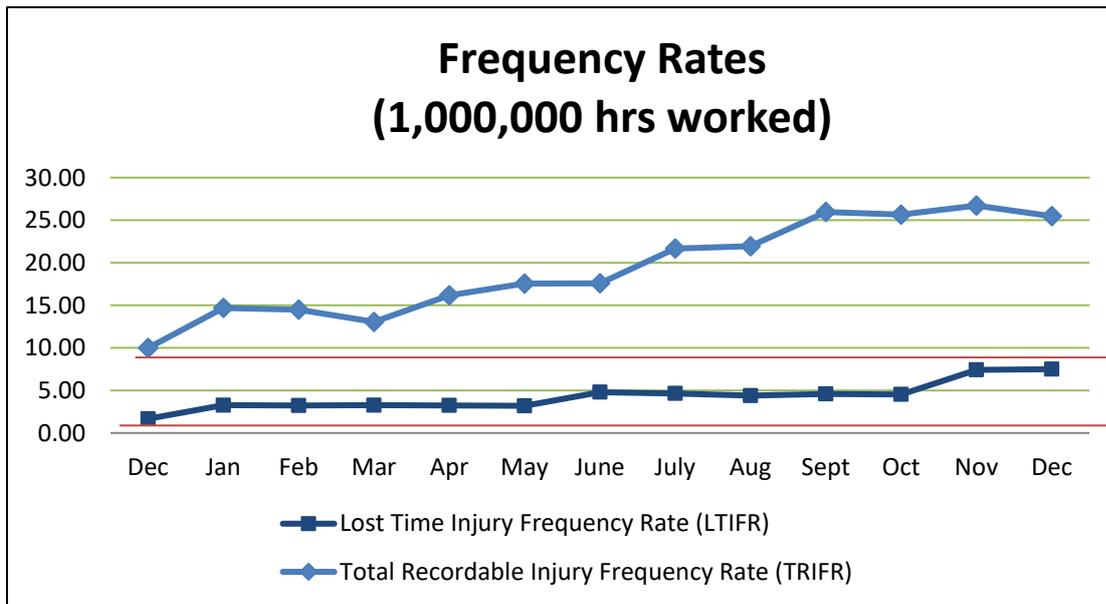
c. Contractor Accidents, Incidents and Near Miss event trend



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.

• Event	• Action taken
<p><u>Lost Time Injury</u></p> <p>Worker attacked by a cat when handling as part of their work duties. Received medical treatment immediately, however infection to cut followed</p>	<ul style="list-style-type: none"> • Accident investigated and discussed with team. Proper PPE and safe operating procedure not observed. • Appropriate PPE to be worn as precaution whenever handling a cat not previously known to the handler.
<p><u>Lost Time Injury</u></p> <p>Sacroiliac ligament sprain after twisting back. Minor event (standing from chair) with Lost Time consequences.</p>	<ul style="list-style-type: none"> • Sought Medical Advice • Continued focus on manual handling education and management
<p><u>Incident</u></p> <p>Diesel Leak into Gorge Rd Office</p>	<ul style="list-style-type: none"> • Building Evacuated • Building Decontaminated. Diesel tank decommissioned and removed. • Safe Work Plans developed for workers involved in the clean up.

Incident

Alpine Aqualand ceiling tiles fell into the pool over-night. No persons present in the building at the time. Additional ceiling tiles identified to be unstable and in need of urgent attention.

- Ceiling tiles assessed and areas beneath unstable tiles were isolated.
- Alpine Aqualand closed for approx. 6 weeks to carry out repairs.
- Investigation ongoing to possible cause

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

		
Notifiable Event Type	#	Description
N/A	0	N/A
Work	0	N/A

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

 Safety Alerts	
Gastroenteritis notification 18.12.2018	<ul style="list-style-type: none"> • Email to all staff that a number of people had contracted gastroenteritis. Advice to staff to stay home from work, school, preschool, or group activities if unwell, to prevent further infection. • Worked closely with Medical Officer of Health to manage response and messaging. Infection not believed to have originated within QLDC workplace, but staff were affected

 Procedure Alerts	
Sun Safety December 2018	New Sun Safety Policy confirmed, and issued to staff with guidance on sun safety, particularly for summer months.

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

Month	Type
November	<ul style="list-style-type: none"> • 'MySafety' – Incident & Hazard reporting system. • First Aid • Online Emergency Warden Training • Health & Safety Representative Stage One Course • Working at Heights • Stress Management (Butterfly Effect – Breathing Techniques) • Quarterly Workstation Set Up Workshops
December	<ul style="list-style-type: none"> • No health & safety trainings occurred in December

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

Month	Initiative
November	Movember https://nz.movember.com/
December	Sun Safety https://www.sunsmart.org.nz

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.

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

- 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 councils work process.
- 18 The Council has not consulted directly on this matter in the past.
- 19 This matter is of low significance and does not require community consultation

Legal Considerations and Statutory Responsibilities

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