

# Health and safety update

**Meeting:** Audit, Risk and Finance Committee  
**Date of meeting:** 11 June 2020  
**Reporting officer:** Hannah Gillespie, GM People and Capability

## Purpose/Ngā whāinga

To update the committee on Kaipara Council's health and safety performance for the second quarter, January – March 2020.

## Executive summary/Whakarāpopototanga

This report and its attachments provide key information that addresses Organisational Health, Safety and Wellness matters at a governance level.

## Recommendation/Ngā tūtohunga

That the Audit, Risk and Finance Committee:

- a) Notes the health and safety update for January to March 2020.

## Context/Horopaki

Under the Health and Safety at Work Act 2015, all elected members are deemed officers and must exercise a duty of due diligence in relation to health and safety.

The elected members' role is to provide strategic direction to the business, to oversee the management of business risks to ensure that the PCBU (Persons Conducting a Business or Undertaking) has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.

## Discussion/Ngā kōrerorero

### Analysis and advice

To ensure Council is informed on the current state of health and safety performance and meeting legal health and safety obligations, we submit the following:

- Risks/Issues/Mitigations - Verify the provision and use of these resources and processes
- How we are meeting our due diligence duties.

## People & Capability Owned H&S Risk/Issues as at 31 May 2020

Risk	Progress Report - Comments/Details	Due
<b>Occupational Driving</b>	Overspeed Guidelines for Managers has just been finalised and is due for review. The Safe Driving Standard will then be reviewed.	Dec 20
<b>Fire Safety Compliance</b>	Drills are overdue due to COVID-19 but have been rescheduled for the end of the financial year. Dargaville office has all wardens trained however with working from home may come the need to identify and train more wardens up to cover the lack of reliability of staff being 'at work' to respond to an emergency.	H&SS June 20
<b>Workplace Incident/ Emergencies</b>	Various incidents are the catalyst for an investigation into staff safety and security. Combined reports and action plan now sit for review by the GM Customer Experience.	GM P&C to review monthly
<b>Working Alone/ Remote work</b>	Various incidents are the catalyst for an investigation into staff safety and security. Combined reports and action plan now sit for review by the GM Customer Experience.  H&S is liaising with service providers to provide an after-hours incident notification service due to no staff being employed to be on call. There is also a need to urgently review the numbers of INREACH units to ensure staff can comply with the H&S Standard for Lone Working. Personal Duress is another area which urgently needs to be reviewed with AMO's now coming inhouse. Matter is sitting with GM Customer Experience as the risk lays within that work unit.	GM P&C + CSX To review monthly
<b>Staff Security/ Aggressive customers</b>	Various incidents have instigated an investigation into staff safety and security. Combined recommendations, reports and action plans now sit for review by the GM Customer Experience. Each Department/Business Unit is responsible for identifying risks during their annual review of their risk registers.	GM P&C + CSX To review monthly
<b>Organisational Health, Safety, Environment &amp; Quality (HSEQ) performance reporting, evaluation &amp; assurance</b>	GM People & Capability is the risk owner – this has been identified in the Health and Safety Management System (HSMS) Review. An Organisational H&S Strategy is near completion and this will detail the H&S Plan with targets and objectives to be incorporated into various Department Business Plans 20/21. These KPIs have been broken into Contractor HSE Performance and Organisational HS Performance as there are two different risk owners, being GM Infrastructure Services (to include NTA) and GM People & Capability respectively.  Work has started on a H&S Planning and H&S Assurance Standards	H&SS June 20  *Sep 20
<b>Communications/ Important Messages/Tasks</b>	Commence investigation into more appropriate ways of communicating where we can ensure that safety messages are relayed to staff across council. Numerous occasions where T2 & T3 Managers have not onforwarded important messages or completed tasks requested.	GM P&C

Risk	Progress Report - Comments/Details	Due
<b>Staff Mental Wellbeing</b>	<p>Additional providers have been engaged to provide EAP services.</p> <p>Mental Health First Aid training has been completed to Peer Support Officers. Training was scheduled for T3 and Executive Team staff including resilience workshops. Training budget will need to be reviewed.</p>	<p>Completed</p> <p>Dec 20</p>
<b>Hazard Identification &amp; Risk Management</b>	<p>Review has just been completed of the Organisational H&amp;S Risks and new risk register has been submitted to Executive Team.</p>	<p>Completed</p>
<b>Incident reporting, investigation and escalation</b>	<p>Budgeting for three staff to attend ICAM training in the 20/21 Business Plan.</p> <p>Council still relies on manual reporting and recording on excel spreadsheet. HRIS – Fusion 5 – H&amp;S module is scheduled for installation by June 2021</p>	<p>Dec 20</p>
<b>Employee consultation and engagement</b>	<p>H&amp;S Representative Meeting was held in April. H&amp;S Meetings for each Workgroup to be scheduled quarterly with any unresolved items to be escalated to the H&amp;S Committee.</p> <p>TOR will need to be reviewed accordingly.</p>	<p>Completed</p> <p>Dec 20</p>
<b>H&amp;S training &amp; competencies</b>	<p>Further work is being done on the H&amp;S Training &amp; Competencies Matrix in anticipation for the HRIS system.</p>	<p>Ongoing</p>
<b>H&amp;S Resourcing</b>	<p>Staff resourcing is regularly reviewed in line with the significant demands of this ever-evolving portfolio.</p> <p>Budget has been reviewed for training and management of H&amp;S issues.</p>	<p>GM P&amp;C</p> <p>Completed</p>
<b>Injury Management</b>	<p>Injury management and rehabilitation has historically been handled in an ad hoc fashion. The need for a H&amp;S Standard has been identified. Some forms have been developed to assist with staff returning to work after injury.</p>	<p>Mar 21</p>
<b>Legal Compliance</b>	<p>A requirement of ISO 45001 is that council maintains a H&amp;S legal register but does not currently exist.</p>	<p>Dec 20</p>

## Other Division Owned H&S Risk/Issues as at 31 May 2020

Risk	Progress Report – Comments/Details
H&S in Events Mgt	There has been a committee and subcommittee established to rectify this however there appears to be issues with ownership of the portfolio and staff resourcing, which will hope to be resolved in the proposed restructure. There appears to be gaps in some officer knowledge of fundamental H&S principles in relation to PCBU/asset risk
H&S in Community Grants	GM Engagement and Transformation is taking the lead in this review (as risk owner).
H&S in Volunteer associations/groups working for council on council assets	GM Engagement and Transformation in is taking the lead in this review (as risk owner).
H&S in Contractor Mgt	GM Infrastructure Services is continuing to review this activity and there are monthly meetings to track progress. Clarity around roles and responsibilities is an area for improvement fragmented.
H&S in Procurement	GM Infrastructure Services is taking the lead in this review (as risk owner).
H&S in Fleet Management	GM Infrastructure is taking the lead in this review (as risk owner)
H&S in Building/Asset/Facility	GM Infrastructure is taking the lead in this review (as risk owner)

### Acronyms:

CSX	Customer Experience
EAP	Employee Assistance Programme
GM	General Manager
H&SS	Health and Safety Specialist
HSMS	Health & Safety Management System
HSR	Health and Safety Representatives
P&C	People & Capability Unit



## Achievements

### COVID-19

We are currently in an unprecedented time as a Council with Covid-19. Our response to date has been measured and forward thinking in relation to our regional peers. In many ways we were ahead of the response.

Staff have been surveyed during this period to get an understanding on our response and whether we have any gaps that need addressing.

Pleasingly 88% of the 123 respondents were favourable in the company confidence to Covid-19.

IMPACT ▼	QUESTION	FAVORABLE SCORE	TREND	COMPARISON
N/A	I have confidence in Kaipara District Council's response to the COVID-19 Pandemic	5  89	-	-
N/A	Kaipara District Council is supporting employees during the COVID-19 Pandemic	5  87	-	-

We have also shared nationally with SOLGM our protocols and procedures for level 2&3 under covid-19 to the CE, Mayors and Chairs group.

Staff have a strong level of confidence with the leadership during this period.

Elected members received H&S Due Diligence training 18 March (presented by Simpson and Grierson).

Infrastructure improvements:

- Site inspection Pre-start Hazard checklist implemented
- Inspection and Hazard & Risk Guidelines handbook created
- NTA, W&W and P&R Traffic Management Plans improved and updated
- Vehicle kits created containing all the above documentation
- Infrastructure master register created containing training, PPE, equipment, calibrations, chemicals and inoculations
- Systems in place requiring contractors and consultants to submit Site Specific Safety plans to include Covid-19 protocols
- Systems in place for staff site visits requiring documentation to include Covid-19 protocols

### Next steps/E whaiake nei

- Adopt corporate H&S targets and objectives for inclusion in the H&S Strategy (being finalised)
- Incorporate targets and objectives into Divisional and Business Unit Plans and for Executive/T3 Roadmap plans
- Revise the current H&S Policy.
- Prioritise the development of Core H&S Standards for H&S Accountability, H&S Planning and H&S Assurance
- Commence a full review of existing H&S Standards to ensure currency and alignment to newly adopted Risk Management Framework
- Completion of annual reviews of operational risk registers (Business Unit KPI)
- Maintain the gap/issues register and assign, manage and report on actions
- Continue to review Council's end to end risk management processes
- Assist HSEQ Officer in the further development of the Infrastructure Contractor H&S Performance and Monitoring report (including with KPI's in the Business Plan)
- Monitor outstanding action items from previous AR&F Committee Meetings
- Re-invigorate H&S Consultation & Staff Engagement Framework (includes Wellness)
- Nominate candidates for incident investigation training (ICAM and entry level)

- Reschedule H&S training after cancellations from COVID-19
- Commence monitoring and reporting of staff mental wellbeing including stress, burnout, bullying, harassment etc
- Work with HRIS to ensure H&S system delivers on expectations
- Develop naming protocols for H&S documents, data and records to suit the final taxonomy model for Te Aka.

## **Significance and engagement/Hirahira me ngā whakapāpā**

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

## **Attachments/Ngā tapiritanga**

	Title
A	Lag indicators Organisational Health and Safety – 01 January – 31 March 2020
B	Incidents, near miss or hazards with potential to cause a serious outcome
C	Lead indicators - third quarter scorecard – 01 January – 31 March 2020