

Appendix A – Lag Indicators – Last Quarter Scorecard - Period 1 January – 31 March 2020

	KDC	Contractor	Public	QTR 3	KDC	Contractor	Public	QTR 4	KDC	Contractor	Public	QTR 1	KDC	Contractor	Public	QTR 2	KDC	Contractor	Public	QTR 3
Fatality (coroner's report)	0	0	0	0	0	0	0	0	0	0	1 Road fatality - report is with coroner	1	0	0	1 no council involvement – drowning at lakes	1	0	0	0	0
Environmental Incident	0	2	0	2	0	0	1	1	0	0	N/A	0	0	1	N/A	0	0	1	0	1
Notifiable Incident	0	0	0	0	0	1	0	1	0	0	0	0	0	1 *chemical spill	0	1	0	0	0	0
Lost time injury	0	0	0	0	1	1	0	2	1 ACC	0	N/A	1	1	0 REPORTED	N/A	1	0	1 Fell in culvert. Badly bruised shins	0	1
Medical treatment only	1	2	0	3	2*	0	0	2	1 ACC (no lost time)	2+1 heart attack	0	4	0	3	1 old lady on scooter	4	0	0	0	0
First Aid only	0	3	0	3	0	1	0	1	0	6	0	6	2 1*haz	3	0	5	1 tripped on footpath enroute to work	3	0	3
Report Only	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1 *suburn	0		1
Occupational Illness	0	0	0	0	0	0	0	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0
Pain and discomfort	0	0	0	0	14	0	0	14	1	0	N/A	1	3	0	N/A	3	5	0	0	5
Property Damage (other)	4	14	0	18	0	12	0	12	5	4	2	11	3 parks 1 building	5	3	12	0	2	0	2
Near Miss (other)	2	13	0	15	0	14	1	15	2	NOW BROKEN DOWN INTO TYPES		2	0	0	1 pontoon *another 2 in Jan	1	1 *contractor not inducted & potential for asbestos	0	0	1
Property damage (Motor vehicle) including driving	3	0	0	3	0	3	0	3	0	8	0	8	1	1	1	3	0	2	0	2
Near Miss (Motor vehicle) including driving – thru traffic control	1	0	0	1	0	1	0	1	0	14	N/A	14	1	12	N/A	13	0	0	0	0
Occupational Violence/Threats	2	0	0	2	1	2	0	3	0	4	N/A	4	2 *one reported to NZP	3	N/A	5	0	2 abusive person speeding thru site + Staff sworn at and pushed	1 *MOP fighting @ Lakes, called NZP	3

Disclaimer – unknown how many contracts exist, nor who reports HSE returns
Because of this, the figures in the table above may not identify the actual current state.
HSEQ administrator starts as KDC 10/2/20 to address this.

	KDC	Contractor	Public	QTR 3	KDC	Contractor	Public	QTR 4	KDC	Contractor	Public	QTR 1	KDC	Contractor	Public	QTR 2	KDC	Contractor	Public	QTR 3
Public Nuisance	PREVIOUSLY NOT REPORTED AIM IS TO INCREASE REPORTING BUT ALSO TO START ADDING IN MORE CATEGORIES SO WE CAN ANAYLSE TRENDS								3	0	N/A	3	7	0	N/A	7	1	0	0	1
Traffic Management Incident/Hazard/ Non conformances					1	2	0	3	0	5	N/A	5	0	2	N/A	2	0	2 as noted by WIM (Jan)	0	2
Hazards reported					6	3	1	10	1	6	0	7	4*	5	0	9	2	0	0	2
Dangerous event	PREVIOUSLY NOT REPORTED AIM IS TO INCREASE REPORTING BUT ALSO TO START ADDING IN MORE CATEGORIES SO WE CAN ANAYLSE TRENDS								0	2 uncovered load & fire at refuse	0	2	Kai Iwi lakes	1	2 *pontoon NEAR MISS *gas EXPLOSION in tent exp	3	1 *ATV rollover	0	0	1
Asset strike									0	2	N/A	2	0	5	N/A	5	0	1	0	1
Animal attack/threat									0	1	0	1	0	0	0	0	1	0	2 horses vs dog *one incident – Pahi	3
Chemicals/haz substances									0	1	0	1	0	0*	0	0	0	0	0	0
Theft/Security									0	3	0	3	0	1	0	1	0	0	0	0
Driving accident									0	0	0	0	0	1	1	2	0	1	0	1
Incidents/near miss operating plant (excavators etc)									0	13	N/A	13	0	7	N/A	7	0	2	0	2
Incidents/near miss operating equipment									0	4	N/A	4	0	5	N/A	5	0	1	0	1
Incidents/near miss operating trade vehicles									0	8	N/A	8	0	1	N/A	1	0	0	0	0

Appendix B – Incidents, Near Miss or Hazards with potential to cause a serious outcome

Staff/Public/Contractor	Incident, near miss, hazard	Details	Risk Owner	Potential for serious harm/implications	Action/Response
Public	Pond Safety Review (post Gore drowning)	A review into the security and safety of the Dargaville PP Pond was conducted after a child drowned in a similar pond in Gore.	GM INFR	Likelihood UNLIKELY Consequence CATASTROPHIC RISK SCORE 10	Donnick advises this has been addressed in an application for Accelerated Programme so will be done after approval. He states that we will look for alternative funding immediately after we know the result of the application.
Public	Pontoon at Kai Iwi Lakes - Taharoa domain	Members of the public have reported three near drownings relating to the pontoon. It is unknown who placed the pontoon in the lake. We have been advised it is not NRC's jurisdiction. Hannah has raised it to GM Infrastructure to discuss at Taharoa Domain Governance Committee 18/05/20.	GM INFR	3 near misses reported Likelihood ALMOST CERTAIN Consequence CATASTROPHIC RISK SCORE 25	Governance committee meeting on 28 June 2020, at this meeting the pontoon safety concerns will be discussed with an action plan to mitigate/control risk to follow.
Staff	Rollover of ATV at Kai Iwi Lakes	Investigation has been finalised.	GM INFR GM P&C	Likelihood POSSIBLE Consequence CATASTROPHIC RISK SCORE 15	Findings to be reviewed by GM Infrastructure and GM P&C Action Plan has been updated out of the findings *Hamish to advise Jim of status with copy to WIM
Public/Roading	Fatality - Te Kowhai Road	Investigation has been submitted to the Coroner.	GM INFR	Legal Action	Investigation Report has been reviewed by GM Infrastructure Action Plan was developed these are being monitored by the investigating officer who has also followed up with police and await to hear from coroner Lessons Learned will be communicated once information if forthcoming from the coroner.
KDC	Near Miss	Contractor had not received induction and was not aware that asbestos was present in the building in Dargaville	GM P&C	Contamination/Exposure	Visitor and Contractor Guidelines are nearly completed *Minor Works being arranged must be aware of H&S requirements

Risk Assessment Matrix						
Consequence	Catastrophic 5	5	10	15	20	25
	Major 4	4	8	12	16	20
	Moderate 3	3	6	9	12	15
	Minor 2	2	4	6	8	10
	Insignificant 1	1	2	3	4	5
		Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Likelihood						

- Extreme Risks will be escalated immediately to the Executive Team
- High risks monitored & received monthly by the Executive Team
- Monitored quarterly
- Keep risks on the Risk Register and formally review them quarterly to make sure that the Likelihood and Consequence continues to pose a low level.

Attachment C – Organizational Health and Safety - Lead Indicators – Quarter 1 January – 31 March 2020

Activities	Due/Planned	Actioned/ Completed	Comments
Business activities/tasks risk assessed Hazards identified/reported	All business units	2	Annual review by business units is due – this is a H&S KPI in the 20/21 business plans The introduction of new roles such as the AMO's and Kai Iwi Lakes management has required a review of the health and safety hazards and risks. All action plans currently sit with the relevant risk owners – GM's of CSX & Infrastructure.
Site/Asset hazard registers	All business units	0	This has been raised as an issue with relevant risk owners and has been included in the H&S KPI Dashboard for future reporting *most assets sit within Infrastructure
Workplace/Office/Town Hall/Library H&S inspections	7	3	Three Library inspections completed Offices at Dargaville, and two at Mangawhai and the Town Hall are all outstanding – were due in this quarter but have had to be postponed due to COVID-19
Fire Evacuation Drills	5	0	All became due during COVID-19 - To be rescheduled *KDC coordinates drills in Dargaville Office, the Library and the Town Hall. Landlords at Mangawhai are responsible for those buildings.
Tsunami Evacuation Drill - Mangawhai	1	0	Postponed due to COVID –19 Will be scheduled for last quarter
Security Threat – Drill One for Mangawhai, Dargaville and Library	3	0	Postponed due to COVID-19 Will be scheduled for last quarter (to test LGB)
HS&E audits due	0	Ongoing review	Ongoing internal review and gap analysis exists by H&SS.
New staff inductions	8	8	Maintaining the new starters however the backlog from having the role empty has never been caught up.
Workstation Ergonomics e-learning	All staff	Collecting data to analyze	All staff are scheduled to complete the H&S Basics Refresher online last quarter. All staff are required to complete an Ergonomics Workstation Risk Assessment. With COVID-19, all staff were requested to complete one so that they could work from home.
First Aid Training	20	20	All workplaces are adequately covered by first aid officers An additional EOI will be sent out to increase # of trained first aid officers
Fire and Emergency Warden/Marshal training Dargaville Mangawhai	14 15	14* Rescheduled**	**Further training for Mangawhai staff was scheduled but was postponed due to COVID *to cover flexible work arrangements there may need to be more training to ensure each workplace always has a fire/emergency warden on hand
H&S Hazard Identification and Risk Assessment Training (external)	20	23	Key personnel identified for their involvement in project management and community work *yes, more turned up than registered More will be scheduled in the new financial year
H&S Hazard Identification and Risk Assessment Instruction (internal)	All staff	Project work planned	Module has not been developed/sourced but this is a priority module
Hazards reported	2	1	One outstanding, initially an email but employee has been tasked to complete a hazard form and provide options to mitigate.