

Health and safety update

Meeting: Audit, Risk and Finance Committee
Date of meeting: 10 September 2020
Reporting officer: Hannah Gillespie, GM People and Capability

Purpose/Ngā whāinga

To update the committee on Kaipara District Council's health and safety performance for the fourth quarter, 01 March—30 June 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 March to June 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 and Capability owned health and safety risks and issues as at 30 June 2020

Risk	Progress Report - Comments/Details	Due
Occupational Driving	Overspeed Guidelines for Managers has just been finalised and is due for review with the following policy and standard. The Safe Driving Standard is being reviewed along with our Fleet Policy in-line with the new fleet utilisation system.	Dec 2020
Fire Safety Compliance	Drills are overdue due to COVID-19 but have been rescheduled for the 1st quarter of the 20/21 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 September 2020
Workplace Incident/ Emergencies	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 with the help of our H&S Specialist.	GM P&C to review monthly
Working Alone/ Remote work	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
Staff Security/ Aggressive customers	Various incidents have instigated an investigation into staff safety and security. We are currently doing a RACI on security across Council and who is responsible for each portfolio identifying gaps and putting in place controls.	GM P&C, GM E&T, GM CX, and GM IS Set 2020
Organisational Health, Safety, Environment & Quality (HSEQ) performance reporting, evaluation & assurance	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, the H&S Plan with targets and objectives have been incorporated into all Department Business Plans 20/21.	H&SS June 20 Completed

Risk	Progress Report - Comments/Details	Due
	<p>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.</p> <p>The new H&S Specialist who joined Council 24 August 2020, has been tasked to conduct a gap analysis to identify where we need to focus our work and ensure we have the H&S foundations right.</p>	*Sep 2020
Staff Mental Wellbeing	<p>Additional providers have been engaged to provide EAP services.</p> <p>Mental Health First Aid training has been completed to Peer Support Officers.</p> <p>Mental Health First Aid Training has been scheduled for leaders post lockdown as this is conducted face to face.</p>	<p>Completed</p> <p>Dec 2020</p>
Hazard Identification & Risk Management	<p>Review has just been completed of the Organisational H&S Risks and new risk register has been submitted to Executive Team. A new tier 3 role with responsibility of corporate risk commences in October 2020.</p>	Completed
Incident reporting, investigation and escalation	<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. The procured new H&S system is scheduled for installation by June 2021 – SaferMe which will have more rigor on reporting and escalation, and more importantly ease of use for Officers.</p>	Dec 2020
Employee consultation and engagement	<p>H&S Representative Meeting was held in April. H&S Meetings for each Workgroup to be scheduled quarterly with any unresolved items to be escalated to the H&S Committee.</p> <p>Terms of reference will need to be reviewed accordingly, which the new Health and Safety specialist has been tasked with.</p>	<p>Completed</p> <p>Dec 20</p>
H&S training & competencies	<p>Further work is being done on the H&S Training & Competencies Matrix in anticipation for the HRIS system to ensure staff have the right health and safety competencies to safely perform tasks.</p>	Ongoing
H&S Resourcing	<p>Staff resourcing is regularly reviewed in line with the significant demands of this ever-evolving portfolio.</p>	GM P&C
Injury Management	<p>Injury management and rehabilitation has historically been handled in an ad hoc fashion.</p>	Mar 2021

Risk	Progress Report - Comments/Details	Due
	The need for a H&S Standard has been identified and part of the work plan for the new H&S Specialist. Some forms have been developed to assist with staff returning to work after injury.	
Legal Compliance	A requirement of ISO 45001 is that council maintains a H&S legal register but does not currently exist.	Dec 2020

Other division owned health and safety risks and issues as at 30 June 2020

Risk	Progress Report – Comments/Details
H&S in Events Management	With the recent restructure events now sits in the Community, Communication and Engagement portfolio. The events process for stakeholders wanting to run events in Kaipara has been developed. We are trialling the new process with community groups at present.
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 Management	GM Infrastructure Services is continuing to review this activity and there are monthly meetings to track progress.
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), a new Fleet Policy is being implemented along with a review of the current Safe Driving Standard to link with this. We are implementing a new fleet system which will provide better health and safety controls for Council.
H&S in Building/Asset/Facility	GM Infrastructure is taking the lead in this review (as risk owner).

Acronyms:

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|----------|-------------------------------|----------|-----------------------------------|
| ▪ CSX - | Customer Experience | ▪ HSMS – | Health & Safety Management System |
| ▪ EAP – | Employee Assistance Programme | ▪ HSR - | Health and Safety Representatives |
| ▪ H&SS – | Health and Safety Specialist | ▪ P&C - | People & Capability Unit |

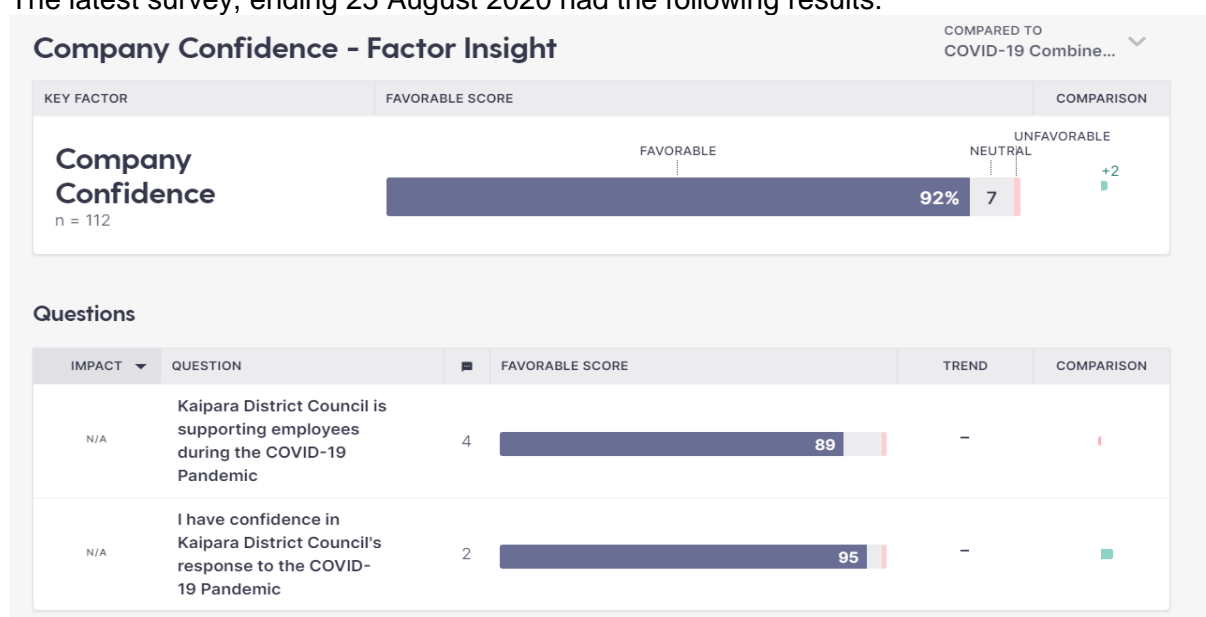
Achievements

COVID-19

We remain in unprecedented times as a Council with Covid-19. We continue to survey our staff to ensure we have trust and confidence in Council's response to keep staff safe but continue to operate our services.

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

The latest survey, ending 25 August 2020 had the following results:



Infrastructure improvements:

- PACE evaluation registers set up for both consultants and contractors.
- Process implemented requiring H&S returns to be lodged with contractor payment claims.
- Review of one hazard / risk per week from the OH&S risk, by the Team now underway.

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.

Next steps/E whaiake nei

- Adopt corporate H&S targets and objectives for inclusion in the H&S Strategy (being finalised with new Health and Safety Specialist on-board)
- Measure 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

- Continue 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.

Attachments/Ngā tapiritanga

	Title
A	Lag indicators Organisational Health and Safety – 01 April 2020 – 30 June 2020
B	Incidents, near miss or hazards with potential to cause a serious outcome
C	Lead indicators - third quarter scorecard – 01 April – 30 June 2020