

Health and Safety update

Meeting: Audit, Risk and Finance Committee
Date of meeting: 10 December 2020
Reporting officer: Ricci Matthews, Health and Safety Specialist

Purpose/Ngā whāinga

To update the committee on Kaipara Council's health and safety performance for the 1st quarter, 1-July-2020 to 30-Sep-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 1-July-2020 to 30-Sep-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 (**Attachment D**)
- How we are meeting our due diligence duties.

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.

Achievements

Development OHS Committee subject matter expertise, PCBU from all periphery stakeholders (NTA and Contractor Management model).

Smarttrak implementation and KDC Fleet Vehicle Policy alignment.

Safety and Design for new Kaipara Service Centre in final stages of development.

Infrastructure improvements:

- Review of Security Procedures (refer to Taharoa and Kaiwi Lakes Report).
- Training Needs Analysis in alignment with Security Review
- Resource Allocation to KDC OHS Committee

Next steps/E whaiake nei

- Adopt corporate H&S targets and objectives for inclusion in the H&S Strategy.
- Measure targets and objectives into Divisional and Business Unit Plans and for Executive/T3 Roadmap plans.
- Monitor the current H&S Policy.
- Prioritise the development of Core H&S Standards for H&S Accountability, H&S Planning and H&S Assurance.
- HS Training funding has been approved for all GM's as the KDC Risk Owners.
- 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.
- 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.

Attachments/Ngā tapiritanga

	Title
A	Examples of reports on health and safety matters of concern to date
B	Incidents, near miss or hazards with potential to cause a serious outcome
C	Lead indicators - fourth quarter scorecard – 1-July-2020 to 30-Sep-20
D	Risks/Issues/Mitigations