





Appendix A – Lag Indicators – Last Quarter Scorecard - Period 1 July – 30 June 2020

	QTR 1: July – September 2019				QTR 2: October – December 2019				QTR 3: January – March 2020				QTR 4: April – June 2020				Total	QTR 1: July – September 2020			
	KDC	Contractor	Public	Q1 Total	KDC	Contractor	Public	Q2 Total	KDC	Contractor	Public	Q3 Total	KDC	Contractor	Public	Q4 Total	2020 FY	KDC	Contractor	Public	Q1Total
Fatality (coroner's report)	-	-	1 Road with coroner	1	-	-	1 lakes drowning	1	-	-	-	0	-	-	-	0	2				
Environmental Incident	-	-	N/A	0	-	1	N/A	1	-	1	-	1	-	1		1	3		-		-
Notifiable Incident	-	-	-	0	-	1	-	1	-	-	-	0	-	-		0	1		-		-
Lost time injury	1	-	N/A	1	1	-	N/A	1	-	1	-	1	-	-		0	3		-		-
Medical treatment only	1	3	-	4	-	3	1	4	-	-	-	0	-	-		0	8		-		-
First Aid only	-	6	-	6	2	3	-	5	1	3	-	4	-	2		2	17		3		3
Report Only	-	-	-	-	-	-	-	-	1	-	-	1	-	-		0	1		-		-
Occupational Illness	-	-	N/A	0	-	-	N/A	0	-	-	-	0	-	-		0	0		-		-
Pain and discomfort	1	-	N/A	1	3	-	N/A	3	5	-	-	5	2	1		3	10		-		-
Property Damage (other)	5	4	2	11	4	5	3	12		2	-	2	-	-		0	25		2		2
Near Miss (other)	2	-	-	2	-	-	1	1	1	-	-	1	-	2		3	7		1		1
Property damage (Motor vehicle) including driving	-	8	-	8	1	1	1	3	-	2	-	2	1	-		1	14		3		3
Near Miss (Motor vehicle) including driving – thru traffic control	-	14	N/A	14	1	12	N/A	13	-	-	-	0	-	-		0	27		-		-
Occupational Violence/Threats	-	4	N/A	4	2	3	N/A	5	-	2	1	3	3	-		0	15		-		-
Public Nuisance	3		N/A	3	7	-	N/A	7	1	-	-	1	1	-		1	12		2		2
Traffic Management Incident/Hazard/ Non conformances	-	5	N/A	5	-	2	N/A	2	0	2	-	2	-	1		1	10		1		1
Hazards reported	1	6	-	7	4	5	-	9	2	-	-	2	1	-		1	19		1		1
Dangerous event	-	2	-	2	-	1	2	3	1	-	-	1	-	-		0	6		-		-
Asset strike	-	2	N/A	2	-	5	N/A	5	-	1	-	1	-	4		4	12		7		7
Animal attack/threat	-	1		1	-	-	-	0	1	-	2	3	-	-		0	4		-		-
Chemicals/haz substances	-	1	-	1	-	-	-	0	-	-	-	0	-	-		0	1		-		-
Theft/Security	-	3	-	3	-	1	-	1	-	-	-	0	-	-		0	4		-		-
Driving accident	-	-	-	0	-	1	1	2	-	1	-	1	-	-		0	3		-		-
Incidents/near miss operating plant (excavators etc)	-	13	N/A	13	-	7	N/A	7	-	2	-	2	-	2		2	24		5		5
Incidents/near miss operating equipment	-	4	N/A	4	-	5	N/A	5	-	1	-	1	-	1		1	11		-		-
Incidents/near miss operating trade vehicles	-	8	N/A	8	-	1	N/A	1	-	-	-	0	-	-		0	9		6		6

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	This will not be funded externally and the Manager will look for alternative funding as well as including in the next LTP.
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 UNLIKELY Consequence CATASTROPHIC RISK SCORE 10	Following a Governance committee meeting on 28 June 2020, the GM Infrastructure has accepted that while the consequence of somebody getting into difficulty in the lakes could be Catastrophic, warning signs have been positioned to remind the public of these dangers. Given the high use of the pontoon and that there are no deaths related to pontoon, the likelihood can only be considered unlikely. The only additional risk mitigation would be to eliminate - remove altogether - however the recreational benefit of having the pontoon would be lost. Ownership is KDCs. No permits or consent required by NRC (not in coastal environment). Life rings put in at Pine Beach, Promenade Point and Lake Waikare.
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: <ul style="list-style-type: none"> ATV added to the risk register Evaluation and mapping of no-go areas A review of training and competencies Review of suitability of ATV
Public/Roading	Fatality - Te Kowhai Road	Investigation has been submitted to the Coroner.	GM INFR	Legal Action	Investigation Report reviewed by GM Infrastructure Action Plan has been developed by the investigating officer who is waiting on follow up with police and the coroner. Lessons Learned will be communicated once information is forthcoming from the coroner. 14/07/20 Police requested confirmation of information for 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

Consequence	Risk Assessment Matrix					
	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 July – 30 June 2020

Activities	Due/Planned	Actioned/ Completed	Comments
Business activities/tasks risk assessed Hazards identified/reported	All business units	3	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	4	4	Offices at Dargaville, and two at Mangawhai and the Town Hall are all completed
Fire Evacuation Drills	3	3	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 next quarter
HS&E audits due	0	Ongoing review	Ongoing internal review and gap analysis exists by H&SS.
New staff inductions	5	5	During lockdown a lot were completed online
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.
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 Instruction (internal)	All staff	Project work planned	Module has not been developed/sourced but this is a priority module
Hazards reported	2	1	Employee followed up with and precautions/controls put in place