

## People & Capability Owned H&S Risk/Issues as at 30-Sep-2020

Risk	Progress Report - Comments/Details	Due
Occupational Driving	KDC's Fleet Vehicle Policy has been finalised and used as methodology to implement Safe Driving in all Council Vehicles. Smartrak the new <i>In Vehicle Management System</i> , (IVMS) is the software system implemented to monitor KDC Employee behaviour's using KDC's Fleet Vehicle Policy as the measuring tool.	Dec 2020
Fire Safety Compliance	Drills were overdue on the back of NZ's response to COVID-19, however thanks to Emergency Evac Alarms being activated due to non-Emergency situations, (dust), 6 Molesworth Drive office is now compliant. Remaining offices will require Emergency Evac Drills, which have been scheduled for the first/second quarter of 2021.	H&SS March 2021
Workplace Incident/ Emergencies	Evidence of a risk-based approach being applied to KDC's Incident Reporting is now reflected in KDC's <i>Incident and Investigation Management Procedure</i> released for the first stage of consultation. Utilising <i>SaferMe</i> IT Software to streamline and implement KDC's Incident Management process, KDC will be monitoring Incident Frequency Rates and the effectiveness of implemented controls via the monthly KDC OHS Committee meetings.	GM P&C to review monthly
Working Alone/ Remote work	Various incidents have been the catalyst for a risk-based investigation into staff safety and security. Combined reports and action plan now sit for review as an open agenda item on the KDC OHS Committee.  Customer Service have engaged an afterhours contractor, United Security Northland, (USN) who will provide scripted notifications received after-hours. That recent acquisition in alignment with the AMO's and NCO's being employed directly, has re-established KDC's focus to ensure our Working Alone/Remote Work procedures are aligned with best industry practice. This matter is an open agenda item with GM Customer Experience noted as the risk owner.	GM P&C + CSX To review monthly
Staff Security/ Aggressive customers	There are ongoing Security assessments being carried out across Council, with a generic approach applied for emergency responses. The rollout of Fear Free Training for all Front Facing staff was scheduled for the last quarter of 2020 in Mangawhai.	GM P&C, GM E&T, GM CX, and GM IS Set 2020
Organisational Health, Safety, Environment & Quality (HSEQ) performance reporting, evaluation & assurance	The H&S Strategy has been a key focus for KDC's Executive Team, with the General Managers identified as Risk Owners within the HSAW Act 2015. As Risk Owners the GM's have continued to shape Departmental Specific Health and Safety Targets for each financial year.  The allocation of end-to-end resourcing for the development, implementation, monitoring and review of each GM's measurable H/S targets, began in Aug 20. KDC's OHS Committee has been reviewed and restructured to bring KDC's existing Consultative forum, sharply in alignment with KDC's Duty to Consult with KDC's	Sep 20 in progress

Risk	Progress Report - Comments/Details	Due
	Stakeholders outlined in HSAW Act. KDC's Risk Owners will rotate through the monthly meetings, with membership including Employer Nominated HS reps, and Employee Nominated Subject Matter Experts closest to the 5 common operational risk per KDC's Risk Register. The forum now has the capacity to utilise the Committee as a decision-making forum to develop and monitor procedures based on best industry practice. First meeting scheduled in November, with ongoing key performance indicators for all business departments included as a permanent agenda item.	
<b>Staff Mental Wellbeing</b>	<p>Following on from the recent Mental Health Training completed by nominated Peer Wellness Officers, a Training Needs Analysis is in draft with the inclusion of mandatory Mental Health First Aid for all KDC Leaders. Another session to capture the rest of our leadership team has been scheduled for February 2021, given the high frequency of incidents in this space.</p> <p>A Training Needs Analysis is in draft, with additional providers being reviewed in the second quarter of 2020, to support the ongoing Wellness initiatives.</p> <p>Wellbeing has been included as a permanent agenda item in the OHS Committee function, with GM People and Capability noted as the Business Owner. Our wellbeing committee continues to support us with monthly initiatives.</p>	<p>February 2021</p> <p>Dec 20 - Jan 21</p>
<b>Hazard Identification &amp; Risk Management</b>	Review has just been completed of the Organisational H&S Risks and new risk register was submitted to the Executive Team, to be monitored via the OHS Committee.	Completed
<b>Incident reporting, investigation and escalation</b>	<p>Evidence of a risk-based approach being applied to KDC's Incident Reporting is now reflected in KDC's <i>Incident and Investigation Management Procedure</i> released for the first stage of consultation. Utilising <i>SaferMe</i> IT Software to streamline and implement KDC's Incident Management process, KDC will be monitoring Incident Frequency Rates and the effectiveness of implemented controls via the monthly KDC OHS Committee meetings.</p> <p>Budgeting for three staff to attend an NZQA accredited ICAM course has been included in the 20/21 Business Plan. The draft Training Needs Analysis also recognises the requirement for rollout of a less formal Risk Based Investigation training module, via Cognise. This training would be applied to the Position Description of all KDC Leaders and supports the implementation of KDC draft document <i>Incident and Investigation Management Procedure</i>.</p>	Oct 20 and ongoing

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Employee consultation and engagement	<p>KDC's OHS Committee has been reviewed and restructured to bring KDC's existing Consultative forum, sharply in alignment with KDC's Duty to Consult with KDC's Stakeholders outlined in HSAW Act. KDC's Risk Owners will rotate through the monthly meetings, with membership including Employer Nominated HS reps, and Employee Nominated Subject Matter Experts closest to the 5 common operational risk per KDC's Risk Register. The forum now has the capacity to utilise the Committee as a decision-making forum to develop and monitor procedures based on best industry practice. First meeting scheduled in November, with ongoing key performance indicators for all business departments included as a permanent agenda item.</p> <p>Health and Safety Training for all GM's and nominated subject matter expert representatives has begun Sep, continuing on through the 20/21.</p>	<p>Oct- 20 and ongoing</p> <p>Dec 20</p>
H&S training & competencies	Further work is being done on the H&S Training & Competencies Matrix in anticipation for the HRIS system.	Ongoing H&S Specialist
H&S Resourcing	Staff resourcing is regularly reviewed in line with the significant demands of this ever-evolving portfolio.	Ongoing GM P&C
Injury Management	<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 and part of the work plan for the new H&amp;S Specialist. Some forms have been developed to assist with staff returning to work after injury.</p>	Mar 21
Legal Compliance	A requirement of ISO 45001 is that council maintains a H&S legal register but does not currently exist.	Dec 20

