

# Health and safety update March 2021

**Meeting:** Audit, Risk and Finance Committee  
**Date of meeting:** 11 March 2021  
**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 2nd quarter, 1-Oct-2020 to 31-Dec-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-Oct-2020 to 31-Dec-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 & Capability Owned H&S Risk/Issues as at 30-Dec-2020**

Risk	Progress Report - Comments/Details	Due
<b>Occupational Driving</b>	KDC's Fleet Vehicle Policy has been finalised and used as methodology to implement Safe Driving in all Council Vehicles. KDC Safe Driving Standard is being reviewed by a Working Group made up of KDC T4 subject matter experts, nominated by their General Managers. Criteria for this Working Group includes	March 2021
<b>Fire Safety Compliance</b>	Drills remain overdue on the back of NZ's response to COVID-19, Remaining offices are scheduled for Emergency Evac Drills, which have been scheduled for the first/second quarter of 2021.	H&SS March 2021
<b>Workplace Incident/ Emergencies</b>	KDC's <i>Incident and Investigation Management Procedure</i> has been finalised and reviewed against monthly lagging indicators, (refer Appendix A). Focus has been on connecting all KDC Workers to IT Program <i>SaferMe</i> and ensuring the platform/templates are fit for purpose. Some encouraging results with an increase of Hazard reporting across the business divisions.	GM P&C to review monthly
<b>Working Alone/ Remote work</b>	<p>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.</p> <p>Monitoring and Compliance have nominated Subject Matter Experts to document Standard Operating Procedures, drilling down into the risks associated with Lone Working and Remote Work. The Job Safety Analysis developed within this SME Working Group, identifies minimum controls that must be met with Lone Working, dependant on the task and location carried out by the Lone Worker. Those learnings will be supported by existing resources, with the roll out of Policies and Procedures that are set to be Best Industry Practice across the region.</p>	GM P&C + CSX To review monthly
<b>Staff Security/ Aggressive customers</b>	<p>There are ongoing Security assessments being carried out across Council, with a generic approach applied for emergency responses.</p> <p>The Fear Free Training and recent Working Group activity has cemented the importance of identifying risk before it escalates. Design and Layout of the KDC Customer Service area's, where the majority of front facing activity occurs, has seen a reduction in Incidents over this quarter, but in increase of Hazard Reporting regarding Security and Front-facing minimum requirements. Work is ongoing to ensure there are leading indicators to support recommendations from the existing SME Working Group.</p>	GM P&C, GM E&T, GM CX, and GM IS Set 2020
<b>Organisational Health, Safety, Environment &amp; Quality (HSEQ) performance reporting, evaluation &amp; assurance</b>	<p>GM People &amp; Capability has been identified in the Health and Safety Management System (HSMS) Review as the Business Owner. An Organisational H&amp;S Strategy has been completed, with targets and objectives incorporated into all Department Business Plans 20/21.</p> <p>These KPIs have been broken into Contractor HSE Performance and Organisational HS Performance.</p> <p>First meeting has been held in November, with the GM's nominated Employee and Employer H/S Reps, (Appendix B). Additionally to those H/S Reps, a General Manager will rotate through the attendance serving as the decision-maker on the Committee. First Committee meeting to finalise and approve the Constitution, Calendar meetings and agenda items/template. Next meeting due in February.</p>	H&SS

Risk	Progress Report - Comments/Details	Due
<b>Staff Mental Wellbeing</b>	<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.</p> <p>Our wellbeing committee continues to support us with monthly initiatives via a draft 2021 Calendar, (Appendix C).</p> <p>Due to the Covid-19 restrictions, limited availability of front-facing training has pushed the scheduled Mental Wellbeing training out to 2021.</p>	<p>February 2021</p> <p>March 2021</p>
<b>Hazard Identification &amp; Risk Management</b>	Review is ongoing 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>. 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>Encouraging feedback from KDC Staff Contractors for <i>SaferMe</i>, and the effectiveness of the Hazard Proximity Alerts, has led to a change in KDC's Hazard Reporting Culture.</p>	Oct 20 and ongoing
<b>Employee consultation and engagement</b>	<p>The General Managers as risk owners within the HSMS have cemented KDC's PCBU responsibilities within the Health and Safety at Work Act, by committing resources to the newly established OHS Committee. Those resources include assigning employee nominated subject matter experts closest to the operational risk and a set schedule of GM attendance to the monthly meetings. First meeting occurred in Nov, with ongoing key performance indicators for all business departments.</p> <p>Resourcing/Funding has been committed to include Health and Safety Training to all GM's and nominated subject matter expert representatives.</p> <p>Development of KDC's <i>Communication and Consultation Procedure</i> is currently in draft, which will direct what process must be followed, including which KDC Owner and Subject Matter Expert/s must be involved in any Health and Safety Management System review. This includes HSMS Policies, Standards, Procedures and Safe Work Methods, where KDC's PCBU Duties are prevalent.</p>	<p>Oct- 20 and ongoing</p> <p>Completed</p> <p>March 2021</p>
<b>H&amp;S training &amp; competencies</b>	Further work is being done on the H&S Training & Competencies Matrix in anticipation for the HRIS system.	Ongoing H&S Specialist
<b>H&amp;S Resourcing</b>	Staff resourcing is regularly reviewed in line with the significant demands of this ever-evolving portfolio.	Ongoing GM P&C
<b>Injury Management</b>	<p>Injury management and rehabilitation has historically been handled in an ad hoc fashion.</p> <p>A review of KDC's eligibility to become accredited to ACC440 – <i>Accredited Employers Program</i> is currently underway.</p>	Mar 21 and Ongoing

Risk	Progress Report - Comments/Details	Due
	ACC440 has been added to the HS Specialist Road Map and Performance Plan, with the GM People and Capability noted as the Business Owner.	
<b>Legal Compliance</b>	A requirement of ISO 45001 is that council maintains a H&S legal register but does not currently exist.	Dec 20

### Other Division Owned H&S Risk/Issues as at Dec 2020

Risk	Progress Report – Comments/Details
<b>H&amp;S in Events Mgt (gillian)</b>	With the recent re-organisation 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.
<b>H&amp;S in Community Grants</b>	GM Engagement and Transformation is taking the lead in this review (as risk owner).
<b>H&amp;S in Volunteer associations/groups working for council on council assets (WIM)</b>	GM Engagement and Transformation in is taking the lead in this review (as risk owner).
<b>H&amp;S in Contractor Mgt</b>	GM Infrastructure Services is continuing to review this activity and there are monthly meetings to track progress.
<b>H&amp;S in Procurement</b>	GM Infrastructure Services is taking the lead in this review (as risk owner). Given the increase volume of work through Waters and Waste, there is renewed focus on elements of risk associated with Mental Wellness. An agenda item will be included in the Contractor Prequalification process, and how KDC continue to monitor the combined and individual PCBU responsibilities.
<b>H&amp;S in Fleet Management</b>	Property and Commercial continue to review ongoing Fleet Management business requirements, on the back of the change in direct reporting lines.
<b>H&amp;S in Building/Asset/Facility</b>	Property and Commercial continue to review ongoing Fleet Management business requirements, on the back of the change in direct reporting lines.

#### Acronyms:

CSX –	<i>Customer Experience</i>
EAP –	<i>Employee Assistance Programme</i>
GM –	<i>General Manager</i>
H&SS –	<i>Health and Safety Specialist</i>
HSMS –	<i>Health &amp; Safety Management System</i>
HSR –	<i>Health and Safety Representatives</i>
P&C –	<i>People &amp; Capability Unit</i>

## 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

- Finalised OHS Committee Constitution and Objectives
- SaferMe Roll out to all PCBU stakeholders
- Increased Hazard Reporting across KDC divisions

Infrastructure improvements:

- Finalised Security Procedures
- Reviewed Fleet Vehicle Maintenance/Training Needs

### 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.
- Develop and Implement KDC Consultation and Communication Procedure
- Develop and Implement KDC Change Management Procedure
- Prioritise the development of Core H&S Standards for H&S Accountability, H&S Planning and H&S Assurance
  - Lone Working Standard set for Jan – Mar 2021
  - Procurement Procedure set for Jan – Mar 2021
  - Fatigue Management set for Jan – Mar 2021
- 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 Admin 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
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A	Lagging Indicators Organisational Health and Safety 2020 Oct - Dec
B	Kaipara District Council New Employee Induction OHS Committee
C	Wellbeing Calendar

Ricci Matthews, 18 February 2021