



Kaipara District Council Occupational Health and Safety Committee



Health and Safety at Work Act 2015

What is it?

The Health and Safety at Work Act, (HSAW), sets out very clear guidelines and obligations for Employers and Employees while we're at work.

What are the clear guidelines/obligations that relate to me while I'm at work?

Kaipara District Council as your Employer has a Duty of Care to ensure the health and safety of all employees while carrying out tasks on KDC's behalf.

This primary responsibility or Duty of Care extends to:

- Direct Employees
- Indirect Employees (Contractors, Subcontractors)
- Any Worker/Members of the Public who may be impacted by work related tasks carried out on behalf of KDC

Kaipara District Council meets that primary responsibility by developing a Health and Safety Management System



Chief Executive

Louise Miller

KDC's Health and Safety Management System

What is the KDC Health and Safety Management System?

KDC's Health and Safety Management System, are the KDC Policies and Procedures developed to reduce the risk identified within all services/tasks carried out on KDC's behalf. Our Policies and Procedures are developed in consultation with KDC employees who have been identified by KDC's Risk Owners/GM's as subject matter experts (SME's) to keep KDC's safety management system aligned with best industry practice.

How do we ensure the KDC Health and Safety Management System remains aligned with best industry practice for all tasks?

Continuous review of our Policies and Procedures, using the OHS Committee forum to apply the best possible controls in response to all identified risk.

Part 3 Worker engagement, participation, and representation

Subpart 1—Engagement with workers and worker participation practices

Engagement with workers

58 Duty to engage with workers

- (1) A PCBU must, so far as is reasonably practicable, engage with workers—
 - (a) who carry out work for the business or undertaking; and
 - (b) who are, or are likely to be, directly affected by a matter relating to work health or safety.
- (2) If the PCBU and the workers have agreed to procedures for engagement, the engagement must be in accordance with those procedures.
- (3) The agreed procedures must not be inconsistent with [section 59](#).
- (4) A person who contravenes this section commits an offence and is liable on conviction,—
 - (a) for an individual, to a fine not exceeding \$20,000;
 - (b) for any other person, to a fine not exceeding \$100,000.

Compare: Model Work Health and Safety Act (Aust) s 47



Chief Executive

Louise Miller



Kaipara District Council Duty to Engage - Roles and Responsibilities

Risk Owners within the KDC Organisation nominated by the Chief Executive



Darlene Lang
General Manager
Customer Experience
Customer Experience



Hannah Gillespie
General Manager
People & Capability
People & Capability



Jason Marris
General Manager
Engagement & Transformation
Engagement & Transformation



Jim Sephton
General Manager
Infrastructure Services
Infrastructure Services



Sue Davidson
General Manager
Sustainable Growth & Investment
Sustainable Growth & Investment

Each of the General Managers nominated as Risk Owners acting on behalf of the Chief Executive, have included the OHS Committee into each of their staffing requirements. The inclusion of the OHS Committee with employee nominated Health and Safety Reps, is further evidence of KDC's commitment to ensuring you and I are kept safe at work, and the systems used to do so, are developed in consultation with our colleagues who are on the ground, walking, talking, living the open risk on KDC's radar.



Kaipara District Council Health and Safety Employee Representatives



Louise Miller

Chief Executive
Executive Office



Jim Sephton

General Manager
Infrastructure Services
Infrastructure Services



Donna Powell

Waste Minimisation
Lead
Infrastructure Services



Mike Collins

Parks Officer
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Dargaville

Mangawhai



Kaipara District Council Health and Safety Employee Representatives



Louise Miller
Chief Executive
Executive Office



Darlene Lang
General Manager
Customer Experience
Customer Experience



Louise Morgan
Librarian
Customer Experience



George Lewis
Monitoring &
Compliance Services
Team Leader
Customer Experience



Kaipara District Council Health and Safety Employee Representatives



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Chief Executive
Executive Office



Jason Marris

General Manager
Engagement &
Transformation
Engagement &
Transformation



Jenny Rooney

Engagement &
Transformation



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Louise Miller

Chief Executive
Executive Office



Sue Davidson

General Manager
Sustainable Growth &
Investment
Sustainable Growth &
Investment



Joy Hewlett

Planning & Quality
Services Team Leader
Sustainable Growth &
Investment



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Planning & Quality
Services Team Leader
Sustainable Growth &
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Aranga

Whangarei District

Dargaville

Mangawhai



Kaipara District Council Health and Safety Employer Nominated Reps



Louise Miller
Chief Executive
Executive Office



Wendy Mosley
HSQA Administrator
Infrastructure Services



Ricci Matthews
Health and Safety
Specialist
People & Capability



Fleur Denize
Property &
Commercial
Coordinator
Infrastructure Services



Kaipara District Council Health and Safety Management Representative



Louise Miller
Chief Executive
Executive Office

General Manager
T2 SME



Kaipara District Council Health and Safety Committee



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Wendy Mosley
HSQA Administrator
Infrastructure Services

How do we ensure the KDC Health and Safety Management System remains aligned to best industry practice?

Having this multi-layered consultative forum with SME's from all areas relevant to the organisations Risk Matrix, keeps KDC a high-functioning organisation, leading with innovative, best industry practice at all times.

Talk to your HS team/Rep or your reporting manager, if you would like to be involved in the OHS Committee.

KDC's Safety Management System



Kaipara District Council Health and Safety Representatives

- Commitment of a 3 year continuous membership requirement attending meetings,
- promoting health and safety at all times,
- feed back information on employees' acceptance of health and safety policies and systems of work for monitoring and review,
- provide feedback on employee's suggestions,
- report unsafe acts and conditions (promote and monitor compliance with health and safety regulations),
- report all incidents,
- raise ideas/suggestions regarding health and safety,
- work safely and influence others to do so,
- attempt to raise health and safety standards above legal requirements,
- take part in sub-committees as required,
- participate in regular workplace inspections as required.
- Adopt a OHS Committee Constitution and meetings protocol;
- Develop and review local OHS policies, procedures and work instructions;
- Monitor policies etc implementation;
- Access and review incident, injury and disease statistics and trends (eg ACC, WorkSafe NZ)
- Planning, developing and recommending OHS plans, policies and programmes for site,
- Recommending training for committee members, management and all staff;
- Monitoring, evaluating, reviewing and improving plans, policies and programmes for site;
- Using systems audits and workplace inspections (HIRAC) to monitor and measure impact of OHS plans and programmes for continuous improvement



Dargaville

Mangawhai

