

Appendix A – Lag Indicators – Last Quarter Scorecard - Period 1 October – 31 December 2019

	KDC	Contractor	Public	QTR 3	KDC	Contractor	Public	QTR 4	KDC	Contractor	Public	QTR 1	KDC	Contractor	Public	QTR 2	Trend
Fatality (coroner's report)	0	0	0	0	0	0	0	0	0	0	1 Road fatality - report is with coroner	1	0	0	1 no council involvement – drowning at lakes	1	ONCE WE HAVE AN ELECTRONIC SYSTEM TO CAPTURE THIS WE SHOULD BE ABLE TO START TO IDENTIFY TRENDS WITH ARROWS UP AND DOWN
Environmental Incident	0	2	0	2	0	0	1	1	0	0	N/A	0	0	1	N/A	0	
Notifiable Incident	0	0	0	0	0	1	0	1	0	0	0	0	0	1 *chemical spill	0	1	
Lost time injury	0	0	0	0	1	1	0	2	1 ACC	0	N/A	1	1	0 REPORTED	N/A	1	
Medical treatment only	1	2	0	3	2*	0	0	2	1 ACC (no lost time)	2+1 heart attack	0	4	0	3	1 old lady on scooter	4	
First Aid only	0	3	0	3	0	1	0	1	0	6	0	6	2 1*haz	3	0	5	
Occupational Illness	0	0	0	0	0	0	0	0	0	0	N/A	0	0	0	N/A	0	
Pain and discomfort	0	0	0	0	14	0	0	14	1	0	N/A	1	3	0	N/A	3	
Property Damage (other)	4	14	0	18	0	12	0	12	5	4	2	11	3 parks 1 building	5	3	12	
Near Miss (other)	2	13	0	15	0	14	1	15	2	NOW BROKEN DOWN INTO TYPES		2	0	0	1 pontoon *another 2 in Jan	1	
Property damage (Motor vehicle) including driving	3	0	0	3	0	3	0	3	0	8	0	8	1	1	1	3	
Near Miss (Motor vehicle) including driving – thru traffic control	1	0	0	1	0	1	0	1	0	14	N/A	14	1	12	N/A	13	
Occupational Violence/Threats	2	0	0	2	1	2	0	3	0	4	N/A	4	2 *one reported to NZP	3	N/A	5	

	KDC	Contractor	Public	QTR 3	KDC	Contractor	Public	QTR 4	KDC	Contractor	Public	QTR 1	KDC	Contractor	Public	QTR 2	Trend
Public Nuisance	PREVIOUSLY NOT REPORTED AIM IS TO INCREASE REPORTING BUT ALSO TO START ADDING IN MORE CATEGORIES SO WE CAN ANALYSE TRENDS								3	0	N/A	3	7	0	N/A	7	
Traffic Management Incident/Hazard/ Non conformances					1	2	0	3	0	5	N/A	5	0	2	N/A	2	
Hazard					6	3	1	10	1	6	0	7	4*	5	0	9	
Dangerous event	PREVIOUSLY NOT REPORTED AIM IS TO INCREASE REPORTING BUT ALSO TO START ADDING IN MORE CATEGORIES SO WE CAN ANALYSE TRENDS								0	2 uncovered load & fire at refuse	0	2	Kai Iwi lakes	1	2 *pontoon NEAR MISS *gas EXPLOSION in tent exp	3	
Asset strike									0	2	N/A	2	0	5	N/A	5	
Animal attack/threat									0	1	0	1	0	0	0	0	
Chemicals/haz substances									0	1	0	1	0	0*	0	0	
Theft/Security									0	3	0	3	0	1	0	1	
Driving accident									0	0	0	0	0	1	1	2	
Incidents/near miss operating plant (excavators etc)									0	13	N/A	13	0	7	N/A	7	
Incidents/near miss operating equipment									0	4	N/A	4	0	5	N/A	5	
Incidents/near miss operating trade vehicles									0	8	N/A	8	0	1	N/A	1	

Disclaimer – unknown how many contracts exist, nor who reports HSE returns
Because of this, the figures in the table above may not identify the actual current state.
HSEQ administrator starts as KDC 10/2/20 to address this.

Attachment B – Incidents, Near Miss or Hazards with potential to cause a serious outcome

Staff/ Contractor/ Public	Incident, near miss, hazard	Details	Potential for serious harm	Action/Response
MOP	Incident	Old lady on a mobility scooter had an accident after trying to maneuver her scooter on work site <i>*there has been a prosecution in NZ when the same thing happened, and the elderly gentleman died</i>	Serious injury/death	Site auditor was instructed to investigate scene and contractor was issued with corrective actions
MOP	Near Miss	Swimmer got into distress and allegedly nearly drowned after trying to swim towards the pontoon at Kai Iwi Lakes	Drowning	We purchased life rings, AED on site already, first aid officers trained *currently unknown who owns the pontoon but NRC don't want to know about it
MOP	Near Miss	Two other reports (Jan 20) of young swimmers getting into trouble off the pontoon	Drowning	Manager of Parks and Recreation is considering next steps
Casual workers KDC	Incident	Casual Kai Iwi Lakes (campground) ambassador rolled the All Terrain Vehicle (ATV) – was sent to doctor for check	Serious injury/death	Manager of Parks and Recreation is still to investigate this at the time of writing this report
CONTRACTOR	Dangerous operations	A contractor was observed (by one of our auditors) to be operating a chainsaw, standing on the back of the truck, holding it above his head to cut down branches of a tree	Serious injury	
CONTRACTORS	TMP non- conformances	Numerous Traffic Management non-conformances	Serious injury/death to workers or third parties	We have ramped up the auditing for NTA – we now keep these separate for reporting purposes – each NNC is supported by a full report from the contractor and these are reported to NZTA
CONTRACTORS	Near Miss	Workers on/near roadside reporting near miss from other drivers/MOP	Serious injury/death	All near miss reports where workers are on or near the road carriage are investigated.
MOP	Incident	A gas cooker exploded inside the campers tent, burning the occupant	Serious injury/death	First aid by staff

Attachment C – Lead Indicators – Organisational Health and Safety

Activities	Due/reported	Actioned/completed	Comments
Business activities/tasks risk assessed Hazards identified/reported	All business units	2	Annual review by business units is due – this will/should be a KPI in all future business plans - one on one sessions has been held with parks, CSC and AMO's. All action plans sit with the relevant control owner with the risk owner managing that.
Site/Asset hazard registers	All business units	Nil to report	This appears on each Business Unit Plan – Each Manager would be reporting this via their GM as a KPI.
Workplace/Office/Town Hall inspections	3	3	Building and Fire safety and emergency drills due in Q3/2020
HS&E audits due	None scheduled for this qtr	Ongoing review	*Will be a KPI in next year's P&C business plan, H&S strategy 20/21 Ongoing internal review and gap analysis exists by H&SS.
New staff inductions	11	10	P&C now assign the H&S Inductions – whilst the backlog from having the role empty never got caught up, there is a plan to have all staff do a H&S Refresher online.
First Aid Training	20	20	All work places are adequately covered by first aid officers
Fire and Emergency Warden/Marshal training	14	14	*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 Training	20	21	Key personnel identified for their involvement in project management and community work
Hazards reported	3	2	Most to do with facilities

Attachment D – Achievements over the last 11 months

- ✓ Focus for the year being to continue to implement and promote systems developed in previous years (all to be reviewed in 2020)
- ✓ Developed a draft centralized H&S training register
- ✓ Sourced a reporting system for H&S hazards and incidents
- ✓ Implemented an affordable solution to staff after hours emergency contact system using text2SMS
- ✓ Undertook a security review of Council offices & library frontline services
- ✓ Revised job hazard ID form which accompanied training for staff across key business units
- ✓ Sharing of 'What went wrong', what was the cost articles on WorkSafe cases shared with key staff
- ✓ Simpson Grierson H&S Training to key internal stakeholders
- ✓ Developed a template for Incident Investigations
- ✓ Simpson Grierson Newly delivered H&S Accountabilities and Responsibilities to Mayor and newly elected Councilor's, the focus on the induction being a recap on the Health and Safety at Work Act, their Health and Safety governance role, where we are at on our health and safety journey, and gave them a level of satisfaction we are on the right path
- ✓ Key staff invited to attend training on Conflict de-escalation
- ✓ Fire and Emergency Wardens attended training as did tenants of town hall
- ✓ Continued monitoring of speed and reporting on driver behaviour over-speeds has produced favourable data on how our employees driving behaviour
- ✓ Currently working on implementing Smartrak vehicle and plant and equipment checks
- ✓ Worked on event health and safety, covering off risks associated with events held within and outside the Events Centre, such as developing an events health and safety plan template for members of the community to use
- ✓ Worked with Community engagement around grants and volunteer associations conducting work on council assets
- ✓ Took a fresh look at our induction process, including health and safety induction to make it more of a conversation between the H&S Specialist and staff member rather than a checklist
- ✓ Explored options to do work electronically, including looking at audits on tablets or phones
- ✓ Reviewed changes to HSNO regime to see if there are any other obligations under WorkSafe. KDC do have an obligation as enforcers
- ✓ Worked with Building Services on risks being managed as part of the inspection process. Next steps are to capture the activities done by Building Services Team to determine what SOPs are required
- ✓ Worked with Parks and Recreation unit to identify an action plan for their H&S risks. That manager will now report progress to GM Risk Owner for monitoring and reporting.
- ✓ Development of a new vendor form which provides information to allow H&S Specialist to evaluate H&S requirements

Attachment D – Achievements over the last 11 months continued...

✓ Continued to work on our five biggest risks* including:

- Developing more site-specific inductions for visitors and contractors on Council sites to assist managers and staff who engage contractors – first step being a one-page site safety plan for each of our sites
- Looked at options to get more buy in to better utilise our Garmin InReach devices and look at more suitable options to assist us with lone worker monitoring and emergency responses
- Installed Little Green Button duress system on frontline personnel computers
- Recently employed a HSEQ role within Infrastructure to provide oversight on contractual compliance/performance

✓ During the year we continued to:

- Work with the business on promoting and embedding our health and safety system
- Work with various teams on identify role specific hazards
- Contribute to staff discussions on health and safety
- Report to management team, Council and Audit and Risk Committee
- Interrogate incidents, accidents and near misses to ensure learnings captured and appropriate actions taken
- Engage with our Contractors to ensure that we have all the necessary health and safety information to satisfy ourselves that they understand their health and safety obligations, they know what they are doing and have competent employees doing it
- Working with relevant key staff to ensure they are working within the system
- Monitor contractor work and hold regular safety conversations with contract managers/project officers

*5 Critical Risks to operations

Working Alone/Remote

Occupational Driving

Working in/near traffic and/or around plant and equipment

Occupational Violence / Aggressive customers

Contractor Management