

HEALTH AND SAFETY

PURPOSE

The purpose of this report is to present Health and Safety information for the quarter ended 30th June 2017.

RECOMMENDATIONS

That the Audit and Risk Committee:

1. Receive the report

BACKGROUND

1. The Health and Safety at Work Act 2015 came into law on 4th April 2016. It requires those in governance roles and senior management to have a greater understanding of their organisations health and safety activities. This quarterly report is designed to brief Council on the health and safety information it needs to be aware of to meet its responsibilities under the Act and gives a reference point if it requires further information from People and Capabilities on any particular issue.

DISCUSSION AND OPTIONS

2. **Contribution to Council Strategies** - Health and safety compliance in everything we do underpins our strategic priorities of:
 - A growing, prosperous and regionally connected city;
 - Children and young people at the centre of city decisions;
 - A great village and city experience;
 - A healthy and protected harbour and catchment.
3. **Financial Implications** - The cost of production of the quarterly Health and Safety Report is met from existing operational budgets.
4. **Operational Implications** - The time for production of the quarterly Health and Safety Report is met from existing resource within the People and Capability Group.
5. **Statutory Requirements** - The quarterly Health and Safety Report will enable the Audit and Risk Subcommittee to be briefed on how Council's Chief Executive and Executive Leadership Team are fulfilling their statutory obligations under the *Health and Safety at Work Act 2015*.

ATTACHMENT

Quarterly Health and Safety Report for 01 April to 30 June 2017 #5057440

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PRINCIPAL HEALTH AND SAFETY ADVISOR

Report approved by: Jerry Wrenn
GENERAL MANAGER PEOPLE AND CAPABILITY

Health and Safety Report – quarter ended 30th June 2017 for the Audit and Risk Committee 11 September 2017

1.0 INTRODUCTION

The purpose of the quarterly Health and Safety Report is to brief the Audit and Risk Committee on health and safety activity at Porirua City Council.

2.0 WORKPLACE NOTIFIABLE EVENTS

People and Capability report all notifiable events within our workplace to Worksafe New Zealand. As well as actual serious injury incidents, Council also report any incidents (near misses) where serious harm may have occurred in other circumstances. This is a requirement of the new legislation.

There was one notifiable event reported in the quarter ended 30 June 2017:

A contractor received minor burns to his hands when working on a high voltage power pole supplying power to some lantern street lights. The contracting company notified WorkSafe who decided not to take any action regarding this incident. The contracting company completed an extensive investigation into the incident. The Executive Leadership Team have received and read the report.

3.0 LOST TIME INJURY INCIDENTS (STAFF)

It is important to measure the effectiveness of our injury prevention initiatives as part of our due diligence obligations under the *Health and Safety at Work Act 2015*. Porirua City Council measures lost time injury incidents as a percentage of full time equivalents which we compare against the New Zealand national average.

For the quarter ending 30 June 2017 Council had no lost time injuries.

4.0 SUMMARY OF INCIDENTS

There were 6 injury incidents this quarter compared to 6 incidents reported in the previous quarter. There were 19 near miss incidents involving staff reported this quarter.

The Health and Safety team encourage staff to report all incidents including near misses. Near misses are our chance to learn, be made aware of potential hazards and put controls in place to minimise or eliminate.

The following is a table of all reported incidents at Porirua City Council over the last four quarters.

Actual Per Quarter				
	September 2016	December 2016	March 2017	June 2017
Lost Time Injury Incidents	2	1	2	0
Non-Lost Time Injury Incidents	7	5	4	6
Total Injury Incidents	9	6	6	6
Near Miss Incidents	24	7	4	19
Grand Total of Incidents	33	13	10	25

5.0 HEALTH AND SAFETY COMPLIANCE

5.1 External Compliance

External compliance includes legislation/codes of practice/industry issues and audits such as the ACC Workplace Safety Management Practices Scheme and the Health and Safety at Work Act Comply With Survey.

No external compliance issues were raised this quarter.

5.2 Internal Compliance

Internal compliance includes review of policies, procedures and completion of audits such as reviews of reported incidents and hazards and the effectiveness of controls.

The Executive Leadership Team visited Te Rauparaha Arena Pool as part of their due diligence in this quarter.

No internal compliance issues were raised this quarter.

6.0 HAZARD MANAGEMENT

Hazard registers contain details of our known hazards at different Council sites. Our cloud based software PeopleSafe allows staff to record new risks which are reviewed by group managers and the health and safety committees and added to the hazard registers where required.

We have engaged a contractor to complete an update and refresh of all hazard registers across Council facilities in consultation with staff from each of the sites. This work is expected to be completed in August 2017.

7.0 EMPLOYEE PARTICIPATION

7.1 Health and Safety Committees

The Operations Depot Health and Safety Committee, Community Services Committee and the Administration Committee all met three times during the period. Where possible, ELT members will attend Health and Safety Committee meetings from time to time as part of their due diligence obligations.

7.2 Health and Safety Training

A variety of health and safety training has been held over the period including:

- Crisis Resilience (63)
- Drug and Alcohol Awareness in the Workplace (14)
- Fire Equipment Handling (9)
- First Aid Certificate (10)
- Office induction training (9)
- How to tell your story (13)
- Annual influenza vaccinations (108)
- Ergonomic workplace assessments (5)

8.0 CONTRACTOR MANAGEMENT

The Health and Safety at Work Act 2015 requires all Persons Conducting Business or Undertaking (PCBU) to consult, cooperate and coordinate with each other. Council has been working with our contractors to complete our Contractor Health and Safety Questionnaire. The questionnaire asks PCBU's to share their health and safety information with us so that we can conduct our due diligence to ensure they meet our health and safety standards.

The Maintenance Property Team, along with the Health and Safety Team held a contractors health and safety group meeting to outline Council's expectations and commitment to health and safety.