



2013 – 2014 Health and Safety Performance Targets

Performance Measure	Performance Target	Comment
Lost time injury frequency rate (LTIFR)	1.25/100,000 hours worked	These are all common lag performance indicators related to the number and frequency of injuries resulting in employees being off work due to injury and/or medical treatment that only a registered treatment provider can provide. These are usually associated with an ACC claim that could impact on GWRC's ACC Experience Rating. Could potentially be used as part of an external bench marking exercise as common to many other organisations.
Medical treatment frequency rate (MTIFR)	1.25/100,000 hours worked	
Total Recordable Rates (TRR)	2.50/100,000 hours worked	
Severity Rate (SR)	7.5 days lost/100,000 hours worked	An additional lag performance indicator associated with the number of days lost as the result of work related injuries. Also usually accompanied by an ACC claim and relates to GWRC's ACC Experience Rating where employees are off for more than 1 week due to a work related injury.
Proactive vs. Reactive Ratio	2.00	This is a lead measure that is a rolling 12 month average trend of the total number of proactive reported incidents (near miss, new hazards & audits) divided by the reactive reported incidents (injury & property damage)
Corrective Action Ratio	0.40	<p>This is another lead measure that tracks the rolling 12 month average of all recorded corrective actions divided by the total number of reported incidents. Provides an overarching measure to demonstrate that GWRC is working with management oversight on reducing risk, as hazards are identified and/or reviewed.</p> <p>This is a measure that will benefit from some specific coaching from the Senior H&S Advisers to ensure that the correct information is gathered.</p>
Incident Reporting & Recording	95% of all incidents reported and recorded in the GWRC incident data base within 2 working days	Lead indicator that we have begun tracking over the first 3 months of the 2013 -2014 year
Incident Initial Investigation Completion	95% of all reported incident's initial investigation completed within 5 working days	Lead indicator that we can start tracking following the release of the revised KESAW and Incident Management Policy

LTIFR, MTIFR, TRR, Severity Rate, Pro-active vs. Reactive Ration and the Corrective Action Ratio are all expressed as 'rolling 12 month averages'. This provides a broad indication of how the organisation is trending and requires a sustained effort over time to improve.

2013 – 2014 Health and Safety Objectives

Key: Objectives arising from the ACC WSMP audit are coloured red, priority objectives are coloured green and secondary objectives are coloured orange.

Objective	Accountable Roles	Completion Date	Progress Update (February 2014)
1. Organisational H&S SOP's and guidelines consolidated or developed dependant on related risk and available resources	Senior H&S Advisers and GM P&C	As required	New additional H&S objective. Work currently underway on a GWRC Trailer Use SOP. SOP for use of light utility vehicles, in association with the Quad SOP, to be developed
2. Run a workshop with all GWRC Elected H&S Reps related to their current role and also with pending legislative changes	Senior H&S Advisers and GM P&C	June 2014	New additional H&S objective. Workshop will occur after all of the new additional H&S reps have been elected and completed their initial Stage 1 H&S Rep training.
3. Identify a suitable IT solution that supports GWRC H&S information needs.	Senior H&S advisers & GM P&C	July 2014	Project initiated and on track
4. Maintain Secondary Status in the ACC WSMP external audit	Senior H&S Advisers, GM P&C, GM WSG, GM CM & GM EM	December 2013	* Completed with Tertiary recognition awarded
5. Completion of the GWRC H&S Gap Analysis project including an overall report including recommendations and action plan	Senior H&S Advisers and GM P&C	February 2014	Final senior leadership review component still to be completed
6. Having a full contingent of Elected Employee Health and Safety Representative, including the 2 additional new H&S Reps	Senior H&S Advisers, Convenor Elected Employee Rep Forum	December 2013	Additional H&S Rep elected at Shed 39, as well as replacement Parks H&S Rep. H&S Rep endorsement process underway for both a Mabey Rd Flood Protection and an Environmental Science H&S Reps
7. Review H&S reporting to ELT and Council	Senior H&S Advisers, GM P&C and HSAG	February 2014	To be completed for third quarter reporting
8. Develop and deliver employee education programme to accompany release of new and revised GWRC H&S framework documents	Senior H&S Advisers, GM P&C	Developed, delivered and reported on in Monthly ELT H&S Reports	Working on the completion of two further policies (Contractor H&S Management & Hazard Management) then a training programme will be implemented

9. Develop and deliver H&S Investigation training to: <ul style="list-style-type: none"> All senior manager Identified lead investigators 	Senior H&S Advisers & GM P&C	March 2014	Training programme under development with support of external consultant.
10. Approved Contractor database developed	Senior H&S Advisers, All GM's and Department Managers	April 2014	Incorporated as a key deliverable of H&S IMS project and also review of GWRC Contractor H&S Management Policy that establishes the information about contractors to held in the database
11. H&S Induction resource and programme revised to ensure adequacy and consistency across the organisation	Senior H&S Advisers & GM P&C	April 2014	Initial investigation of potential resource and tools to support the delivery of effective H&S inductions for GWRC staff and potentially contractors started.
12. Complete the development of the GWRC's volunteer H&S guidelines and associated resources	Senior H&S Advisers, Catchment Management and Environment Management GM's and Department Managers	March 2014	New key contacts from the business areas that work with volunteers established to ensure resource will covers all aspects of how GWRC utilities volunteers
13. Work with all departments to ensure hazard registers are reviewed and up-to-date – identify hazards which require a common documented GWRC management approach	Senior H&S Advisers & All Department Managers	June 2014	Underway in several departments with assistance from external consultants. Will be rolled out more widely with the release of the new Hazard Management Policy.

* Although our objective prior to the ACC WSMP audit was to maintain secondary status as we wanted to ensure that we have consistent systems and processes across the organisation, our aspirational goal was to achieve tertiary status