

Report 17.120
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Committee Finance, Risk and Assurance Committee
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Health and safety update

1. Purpose

To inform the Finance, Risk and Assurance Committee on the health and safety performance of the organisation.

2. Background

The Greater Wellington Regional Council (GWRC) Organisational Performance Report contains an overview of the organisation's health and safety management against key metrics during the third quarter and will be sent separately to councillors via the Councillors Bulletin.

This report contains supplementary information on other initiatives and activities undertaken by the Health and Safety Team.

3. Health and safety framework and structure

An effective health and safety framework and structure are critical for our organisation to support our commitment to the Health and Safety at Work Act 2015. An effective plan also details our organisational approach to consulting, coordinating and cooperating with our partner organisations and stakeholders.

The overarching objective of this system and framework is to ensure that our people and those we work with receive the appropriate levels of support in health and safety. This enables them to manage the risks in their tasks and go home safely at the end of the day.

3.1 Vision

GWRC's vision for health and safety highlights how health and safety affects our people, systems and workplace. We believe that by building a health and safety culture into these three aspects we can be 'safer and healthier together' as an organisation.

Our health and safety whakataukī contains the phrase *‘Being safer and healthier together’*. When looking at the Te Reo Māori translation we get a true meaning of this; that we cannot be safe without being healthy and vice versa. This phrase underpins our health and safety culture and is the title for our foundation health and safety document *‘Being safer and healthier together’*.



3.2 Polices, standard operating procedures, and business documents

Within *‘Being safer and healthier together’* we detail the importance of the structure behind our organisational policies, standard operating procedures (SOPs) and business area documents.

Our health and safety policies detail our approach and are developed through consultation both internally and when required externally. One example of a typical health and safety policy is our Incident Management Policy. This policy outlines the differing categorisation of incidents and how we effectively manage these incidents detailing responsibilities and processes to follow. Policies are approved by ELT and signed off by a General Manager.

SOPs support our policies and give guidance to our people on actions to take or procedures to follow when undertaking a particular task. For example we have an organisational SOP on the use of quad bikes.

The Quad Bike SOP details such things as training and competency, choosing the appropriate vehicle, personal protective equipment (PPE) required when riding, maintenance and hazard awareness. This information supports our people in the safe use of these vehicles.

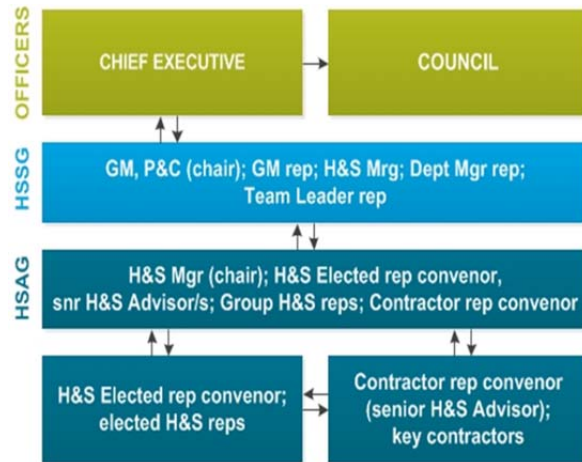
Finally our business area or departments tailor health and safety information which is specific to their areas of influence. An example of this is the Public Transport Rail team being the knowledge centre of asbestos within GWRC.

3.3 Engagement

In order to build a health and safety culture within GWRC it is critical that we engage both with our people and those who we come into contact with through our work.

The adjacent diagram details our health and safety engagement structure.

The two key engagement pathways within our organisation are through our elected health and safety representatives and our health and safety convenor for our key contractors. Our health and safety representatives are elected by their peers to represent them and promote positive health and safety messages. This group is run independently from any managerial presence and gives feedback to the Health and Safety Advisory Group (HSAG) through its convenor who sits on the HSAG.



The Contractor Convenor is a position which gives the workers of our contractors a pathway to feedback into our health and safety system. This is important in relation to the Health and Safety at Work Act 2015 as it gives workers different methods of raising health and safety concerns, whether it is with their employer or the organisation which is contracting them. This recognises that responsibility and influence in health and safety matters cannot be contracted out to another company.

In our engagement structure there is an operational committee, the HSAG and a strategic committee, the Health and Safety Strategy Group (HSSG).

The main functions of the HSAG are:

- Visibly advocate health and safety
- Promote safe work practices
- Monitor health and safety trend and data.

The main functions of the HSSG are:

- Personally show leadership in health and safety
- Provide strategic overview of health and safety
- Identify gaps in our health and safety system
- Make decisions on recommendations from HSAG and make appropriate referrals to the Executive Leadership Team.

Our Chief Executive is the only person defined as an officer under the Health and Safety at Work Act 2015. This means that the Chief Executive is responsible as far as is reasonably practical for the health and safety of GWRC workers and those we work with and come into contact with. Through our committees and representative groups our organisation supports the Chief Executive in showing due diligence in health and safety.

3.4 Risk

One of the most important parts of our health and safety structure and framework details how we manage risk in our workplace. Management of risk recognises that some of the tasks our people complete in their jobs are inherently dangerous and the risks must be mitigated.

Through understanding risk we can manage it by using effective SOPs, job and task planning, training and competency, and PPE. KESAW, our health and safety information management system supports our people through recording incidents and hazards.

Risk management is the culmination of the parts of the ‘*Being safer and healthier together*’ document; for example our health and safety vision, SOPs, and worker engagement etc. all come together to support us in managing risk.

4. Understanding our risks

During the third quarter of this financial year a total of 70 health and safety related events were recorded in KESAW.

The following table shows these events recorded against the risk classification the member of staff measured them at.

Risk classification	Number of events	% of total events
Extreme	3	4%
High	10	14%
Medium	30	43%
Low	27	39%
Total	70	

Further analysis shows out of the 70 events recorded in KESAW that 21 of these related to our identified organisational critical risk categories. These are detailed in the table below.

		Risk classification				Total	%
		Extreme	High	Medium	Low		
Risk category	Aggressive situations	0	1	1	0	2	9%
	Contractors	0	4	8	3	15	71%
	Hazardous substances	0	0	0	0	0	0%
	Lone/remote working	0	1	0	0	1	5%
	Physical works	0	1	0	0	1	5%
	Work related transport(driving)	0	0	0	2	2	10%
	Tree work	0	0	0	0	0	0%
	Work in/around water	0	0	0	0	0	0%
	Total	0	7	9	5	21	

4.1 Extreme and high risk events

A summary of the remaining extreme and high risk events in the third quarter follows:

Aggressive situations

The two incidents recorded by our people in this category related to aggressive behaviour by dogs. In both instances our people had to deal with situations where they felt their safety was put at risk by these animals. It was necessary for our people to talk to the owners of the dogs and ask them to keep the animals under closer control to mitigate the risk.

Contractors

Our work with contractors had the highest number of events recorded with 15 out of the 21 events identified in the critical risk categories. We can take assurance from this that we are working closely and communicating well with our contractors and incidents are being recorded allowing us to work together to mitigate the risk.

Of the four incidents recorded in the high risk category two of them involved accidents with students in the Pedal Ready programme. The students had falls which caused discomfort; they were categorised as high risk by our member of staff due to the potential for injury if the correct PPE had not been worn.

An incident took place at a GWRC event where Hutt City Council (HCC) had erected a tent. The tent had not been sufficiently secured to the ground and a wind gust caused it to blow over; this was a near miss as there was potential here for it to hit bystanders.

Our events team spoke to HCC and discussed with them the cause of the incident and how in future this could be mitigated. This included the need for clearer instruction for partners at GWRC events to include specific risk plans on how to peg down tents, and for this to be audited by GWRC staff.

The fourth high risk categorised event involved an incident with a staff member of one of our contractors. The incident took place on GWRC land at the worksite controlled by the contractor. As a result of the incident the contractor's staff member lost consciousness for a short while and required medical attention. The worker was discharged from hospital and the contractor has notified Worksafe NZ.

The contractor will liaise with Worksafe on this incident investigation and brief GWRC on the findings and recommendations.

Lone/remote working

One of our people was conducting field work and it was noted during a routine check of the out of office board that they had not returned to base at the agreed time.

The overdue staff procedure was activated and contact was attempted to be made with the staff member via mobile phone and RT radio. When contact

with the staff member was unsuccessful via these methods the ERoad GPS vehicle system was analysed and located the staff member's vehicle. At this time the staff member became aware that we were looking for them and contact was made. There were no injuries or risk to the person.

On investigation the staff member had written the incorrect time down of their return to base, causing confusion. This event highlighted the effective response enacted by our people using the Working Alone/Remote procedure for overdue staff members.

Physical works

The continuing remediation works at Shed 39 have meant as an organisation we have had to be agile in our response to situations. Our reception team raised concerns regarding dust, noise and vibration whilst they were working on the ground floor in close proximity to the civil works.

To mitigate this we worked quickly to re-site reception to the upstairs area of Shed 39 moving the team away from the risk.

Work related transport (driving)

The events relating to driving whilst at work were relatively minor involving small bumps to GWRC vehicles. These will be dealt with by the GWRC Fleet Administrator.

5. Communication

There is no communication required

6. The decision-making process and significance

No decision is being sought in this report.

6.1 Engagement

Engagement on this matter is unnecessary.

7. Recommendations

That the Committee:

- 1. Receives the report.*
- 2. Notes the content of the report.*

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Report approved by:

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General Manager, People and Customer