Workplace Safety and Wellbeing Report

General Risk and Workplace Management
June 2018

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1. Guide to this report.

1.1 Status
Traffic light colours (green, yellow, red) are used to indicate the status of an item.
What each colour means is defined on the table below;

Colour	Definition of Status
(green)	Operating to plan. Targets mostly being achieved. Work tracking to agreed timeframes.
(yellow)	No consistent improvement, remedial actions needed. Issues managed but not overcome.
(red)	Issues/problems. Insufficient action and/or skills, resources. Timeframes not being met.

2.2 Terms
Here are some terms and their definitions which will help to give context to the content of this report.

PCBU	**Person Conducting a Business or Undertaking** In our setting, the PCBU is TCDC the entity, not any one person. Businesses we partner with to carry out work (Contractors) are also **PCBU**s.
Officer	Officer is a person who has significant influence over the direction of the PCBU. A PCBU can have more than one Officer. At TCDC, the **Chief Executive** and the **Elected Members** (Councillors) are Officers of the PCBU. (*Councillors though, have a limited liability in that they cannot be fined or imprisoned as a result of prosecution*). Officers must maintain knowledge of the PCBU which is sufficient enough to ensure the PCBU is meeting its obligations to its workers.

Workers	Workers are anyone who carries out work for the PCBU. This includes the employees of any contractors we have engaged to do work for us. The term Worker, can also include some volunteers, if the work they are doing for us The Primary Duty of Care is owed by the PCBU to all workers.
Primary Duty of Care	The Primary Duty of Care defines the way in which a PCBU must, so far as is reasonably practicable, make sure that Workers are not exposed to uncontrolled risk while they are at work. This includes providing workers with a safe workplace, and safe systems of
Reasonably Practicable	Reasonably Practicable means an action that is reasonable able to be taken to manage risk. Whether or not it can be considered reasonable to take a particular action takes into account the assessment of a risk. This assessment looks at the likelihood of the risk occurring, the degree of harm likely if it did occur, what should be known about the risk and ways of controlling it, ways and means available to control the risk, and finally, whether or not the cost of controlling the risk is "grossly
Multiple PCBU	More than one PCBU can owe workers or workplaces the same duty at the same time. Such is the case with all Contractor PCBU, in that TCDC and the Contractor PCBU both owe the same duty to the Contractors' employees. When this situation arises, all PCBU who owe the duty must take steps to

2. Risk Performance

2.1 RISK - *Driving (behaviour and plant)*

Vehicle related incidents reported	0	Audits completed to schedule	90%
Standard Operating Policy is current	Yes		

Incidents;

1/ Member of public slipped on frosty ramp at Thames pool complex.

2/ Compliance officer was attempting to insert microchip into dog when dog unexpected ly moved at the time of chip injection causing chip to be injected into Officers thumb nail

3/ Compliance Officer was attempting to insert a microchip into the upper rear back of a dog which was muzzled. The dog became agitated and 'clawed' the officer with his feet causing multiple lacerations to the officers right arm.

PPE improvements for this task are currently being investigated.

Driving Behaviours;

Departmental managers monitoring staff via Smart trak.

Vehicle Audits;

The vehicle audit results appear to be stored by department with only non-compliance being raised with the facilities manager.

The departments have , (since the last report), shown me evidence of their monthly Audits.

2.2 RISK - *Contractor Management*

Incidents reported	**22**	Audits of contractor worksites	**11**
Incidents investigated (by contractor)	**22**	Pre-Qualified contractors used	**82%**

Primary Contractor Incidents reported;
SMART - Parks and Reserves; Three Incidents reported and investigated.
SMART - Solid Waste; Three reported and investigated
OPUS - Board Spectrum - Roading- coast Civil - North Power - Higgins - NIL incidents reported
Veolia - 3 Waters; 16 X near misses reported, 3 X investigated at low level one on one process.
Dempsey Wood; 3 X near misses reported.

The Waikato/LASS agreed contractor reporting template while identifies a "Number" towards compliance it does not relay sufficient
information to give the reader a clear idea on "What occurred" and "what has been done" to mitigate an issues.
It is the writers intent to review the W/Lass template to enable a more informative report.

Demsey Wood whitianga Street upgrade overview. FYI
Stage One, phase one road is to open for Traffic on 2/7/18
NB. No parking or pedestrian access until 18/7/18
Street light delays until 10/7/18
Temporary lighting to be used in Albert Street from 2/7/18 until new lights installed and operational
Date for road marking to be confirmed
Stage one, Phase one to be completed by 18/7/18
 Trees/plants to be planted by end July.
Dempsey Wood received the new outlet structure design for Carina Creek Wing Wall design by Opus
DW suggested alternative method of application option submitted to Opus - NB. No change in design - Opus to review
The timber decking dates for plaza area will commence after the completion of the outlet wing wall structure

2.3 RISK - *Working in Isolation*

Number of related incidents (*reported*)	**0**	Controls current and in place	**3***
Standard Operating Procedure is current	**Yes**	Controls tested/effective	**Yes**

- Smartrak system review found gaps in the after hours monitoring of events. Actions included adding text messaging to recipient and also adding Customer Service to alert recipient list.
- Business process map SD219 "Staff Working Alone" Finalised
- Business process map SD219/1 "Office Hours Emergency Process" Finalised
- Business process map SD219/2 "Out of Office Hours Emergency Process" Finalised
- Business process map SD219/3 "EPIRB Activation Process" Finalised

*
 - Emergency button
 - Vehicle tracking
 - **Portable Satellite Distress units**

2.4 RISK - *Working with public and animals*

Number of related incidents (*reported*)	**2**	Controls current and in place	**3***
Related policies/SOP are current	**Yes**	Controls tested/effective	**Yes**

 - Two incidents were report, both of which were from the Compliance department as outline in the incident reporting section above.
- The incident last month where a parks Officer was threaten is being followed up by the Police. There has been no feedback at this stage, however extra precautions are being used when entering that area.

*
- Duress alert
- Training
- SOP
-

2.5 RISK - *Manual Handling*

Number of related incidents (*reported*)	**0**	Controls current and in place	**3***
Relevant SOPs are current	**60%**	PPE is appropriate	**Yes**

- Workstation assessments undertaken for three people. Improvements as recommended by the occupational health nurse have been implemented.
- There is a full day of 1/2 hour sessions booked for the 9th July.
- Customer services booked for most of these Workplace assessments with regulatory compliance booked into the remainer.

*
- Health monitoring
- Wellbeing promotion
- PPE
- Training

3. Worker Engagement

	ACHIEVED	TARGET	
Committee meetings held to schedule	100%	4 per year	- First meeting of H&S Rep team completed on the 6th June.
Blog/News/Core Brief/Splash items	0	When needed	
New Worker inductions	3	Within 1st 2 weeks	- TCDC -H&S rep stops unsafe work on roof by contractor.
Information, awareness and training	1	Avg 1 per month	- Undertook a short hazardous substance awareness brief with Parks and reserves team 25th July
Staff survey/questionnaire	0	1 per year	

4. Emergency Management

	ACHIEVED	TARGET	
Emergency Response Plans are current	94%	9 - yearly	- One Veolia building and requires Evacuation procedure and the new McLean complex requires a Scheme for after hours use.
NZFS Evacuation Schemes are current	37	39 (Incl Halls)	
Planned trial evacuations held	25	39	- Trails held every 6 months, - Warden training for Procedures conducted every time hall hired or every 6 months for a comercial building.
Wardens and staff are trained	Yes	Induction and trial	
First Aid providers are trained	Yes	Minimum 2 per area	

5. Policy/Procedure/ Plan

	ACHIEVED	TARGET	
Policy is current and displayed	No	By review	*- Noted that Health and Safety Policy is current however not prominately displayed. I have asked area offices to confirm policies displayed or needed.*
Standard Operating Procedures current	No	By review due date	
Asbestos Management Plan progress	30%	30/07/2018	

5. Incident Data

Incident data by type - 6 months to date   *Incident data by group - 6 months to date*
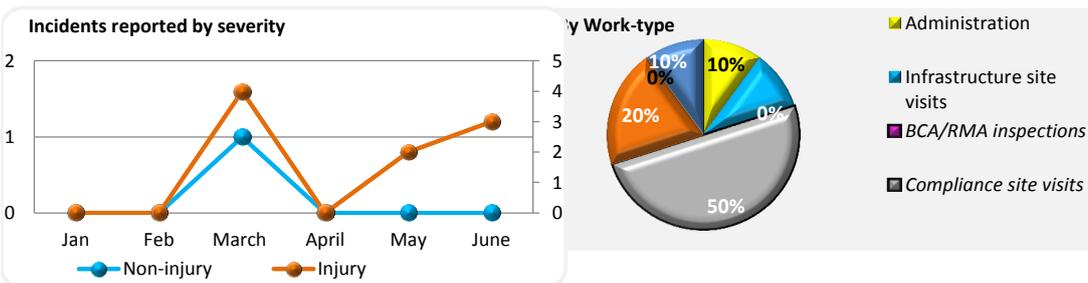
- There seems to be a growing understanding that reporting an incident is not a negative statistic. Staff are finding that if they report conditions such as early workplace discomfort or first aid incidents that they recieve a fair discussion with managers often ending in improved PPE or improved furniture being provided to reduce risk.

	Jan	Feb	March	April	May	June	Total
Work type							
Administration	0	0	1	0	0	0	1
Infrastructure site visits	0	0	0	0	1	0	1
BCA/RMA inspections	0	0	0	0	0	0	0
Compliance site visits	0	0	2	0	1	2	5
Libraries	0	0	1	0	0	1	2
Customer Service	0	0	0	0	0	0	0
Pool	0	0	1	0	0	0	1
Reported							
Injury	0	0	4	0	2	3	9
Non-injury	0	0	1	0	0	0	1