

# Workplace safety and Wellbeing

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**TO** Audit and Risk Committee  
**FROM** Raymond Kelly - TCDC OHS Advisor  
**DATE** 27 June 2018  
**SUBJECT** **Workplace safety and Wellbeing**

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## **1 Purpose of Report**

This memo is to provide information to the Audit and Risk Committee (committee) regarding the management of health and safety risk at Thames-Coromandel District Council (TCDC), Health and Safety at Work Act 2015 (Act).

## **2 Background**

For the purposes of the Health and Safety at Work Act 2015 (Act), TCDC is regarded as a Person Conducting a Business or Undertaking (PCBU).

TCDC's elected members (Councillors) are defined as "Officers" of TCDC under Section 18 of the Act.

Officers must exercise due diligence (maintain an understanding of the operations of the business) in order to ensure that TCDC meets its duties to its workers, and people in its workplaces.

## **3 Issue**

This report updates on TCDC's performance regarding the management of its top five risks, which are;

- Contractor Management
- Driving
- Working in isolation
- Working with public and animals
- Manual handling

## **4 Discussion**

TCDC engages contractors to undertake management of the following operations;

- 3 Waters
- Parks and Reserves
- Solid Waste
- Roding

The risks that are associated with these activities are managed by each business (PCBU) which is contracted to undertake the operations. This management is carried out in consultation, and with the cooperation of TCDC. This joint management is coordinated by the staff member responsible for managing the contract or activity.

This approach allows TCDC and the contracted PCBU to meet obligations relating to Shared duties as prescribed by the Act.

As such, Contractor Management is one of TCDC's top risks, and all activity related risk which is managed by contracted PCBUs is part of that risk.

## **5 Suggested Resolution(s)**

That the Audit and Risk Committee:

1. Receives the 'Workplace safety and Wellbeing', dated 27 June 2018 report.

## **References-Tabled/Agenda Attachments**

**Attachment A** *Workplace Safety and Wellbeing Report - Audit and Risk - June 2018*

