

Workplace Safety and Wellbeing Report

General Risk and Workplace Management June - August 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 PCBUs .
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. <i>(Councillors though, have a limited liability in that they cannot be fined or imprisoned as a result of prosecution).</i> 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 **75%**

Standard Operating Policy is current **Yes**

Incidents:

The were nil reported driving incident for the period June to August.

This is an excellent result.

Driving Behaviours:

Departmental managers monitoring staff via Smart trak.

Vehicle Audits:

Vehicle audits now included in service checks.

2.2 RISK - Contractor Management

Incidents reported **58**

Audits of contractor worksites **18**

Incidents investigated (by contractor) **56**

Pre-Qualified contractors used **75%**

Primary Contractor Incidents reported:

SMART - Parks and Reserves: Eight reported and investigated

SMART - Solid Waste: Eight reported and investigated

Veolia - 3 Waters; 17 X near misses reported, investigated at low level risk.

OPUS - Board Spectrum - Roading- coast Civil - North Power - Higgins - 25 incident /near miss reports all investigated

Reporting has again improved on previous quarters with better OHS information coming as part of contract reporting.

Workplace audit report quality still poor with inadequate informant submitted. Working with managers to improve quality

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 text messaging to recipient and also adding Customer Service to alert recipient list. Smartrak uses vodafone for transmit ion which is sprone to cut out in poor reception areas.

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

2.4 RISK - Working with public and animals

Number of related incidents (reported) **8**

Controls current and in place **3***

Related policies/SOP are current **Yes**

Controls tested/effective **Yes**

- The incidents as detailed at end of report were to do with Dog handling and members of the public acting in intimidating fashion to other pulic people at libraries. The library incidents involving intimidation are forwarded to the police and other external bodies to follow up on. Library staff have not been the target of any intimidation during this period.

- *
 - 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**

- Approximately 15 workplace assessments have been conducted resulting in various changes to staff workstations to ensure correct ergonomics are being used.

- *
 - Health monitoring
 - Wellbeing promotion
 - PPE

3. Worker Engagement

	ACHIEVED	TARGET	
Committee meetings held to schedule	100%	2 per year	- Next committee meeting planned for October
Blog/News/Core Brief/Splash items	0	When needed	- Workplace H&S reps stop 4 x jobs due to poor on-site planning.
New Worker inductions	12	Within 1st 2 weeks	- There are a number of new staff during the period so team assistance for these people have been arranged.
Information, awareness and training	12	Avg 1 per month	
Staff survey/questionnaire	1	1 per year	

4. Emergency Management

	ACHIEVED	TARGET	
Emergency Response Plans are current	100%	all yearly	- Current ERP are up to date .
NZFS Evacuation Schemes are current	8	8	-There were two new evacuation schemes developed TCDC buildings.
Planned trial evacuations held	9	16 - 1 every 6 months	-There have been nine trial evacuations conducted with four planned for october.
Wardens and staff are trained	Yes	Induction and trial	- County building warden meeting planned for Oct to review the muster plan and warden coverage.
First Aid providers are trained	Yes	Minimum 2 per area	

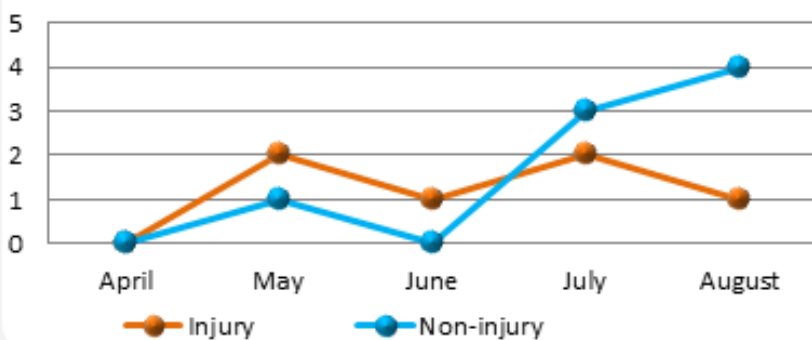
5. Policy/Procedure/ Plan

	ACHIEVED	TARGET	
Policy is current and displayed	YES	By review	- Asbestos Management Plan has been set to lead team for approval.
Standard Operating Procedures current	No	By review due date	- Building containing ACM to have "Sticker" applied for information to contractors.
Asbestos Management Plan progress	100%	CLOSED	

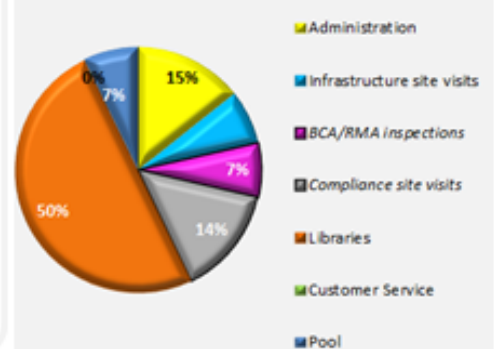
5. Incident Data

Incident data by group - 5 months to date

Incidents reported by severity



By Work-type



	April	May	June	July	August	Total
Work type						
Administration	0	1	0	0	1	2
Infrastructure site visits	0	1	0	0	0	1
BCA/RMA inspections	0	0	0	1	0	1
Compliance site visits	0	1	0	1	0	2
Libraries	0	0	1	3	3	7
Customer Service	0	0	0	0	0	0
Pool	0	0	0	0	1	1
Reported						
Injury	0	2	1	2	1	6
Non-injury	0	1	0	3	4	8

2435	Boy wedged behind book shelving unit and automatic door jammed him against a pole.	Injury	24/08/2018 3:30		CLOSED
2436	Young boy sustained a cut on his foot after incident with Automatic doors Door manufacturer to service door due to door sensitivity being altered to less sensitive due to wind. This change allowed door not to react to jamming. Door sensitivity to be reset to manufacturers settings	Injury	24/08/2018 3:30		CLOSED
2431	Intimidation by customer to another customer Police informed	Other	22/08/2018 15:30	Thames Library	CLOSED
2430	Fighting, swearing and knocking over of chairs in library Police informed	Other	22/08/2018 15:15	Thames Library	CLOSED
2432	Jammed foot in door due to oversized gap in base of door	Other	22/08/2018 3:30	Thames Administration Building	CLOSED
2434	power wheel barrow tipped	Near Miss	8/08/2018 11:00	Monument walkway, Thames	CLOSED
2429	Pupil at Thames High School kicked ball that hit ceiling tile in the JMCRC and dislodged it	Property Lo	7/08/2018 15:00	Jack McLean Community Recreation Centre	CLOSED
2433	contractor reported a near miss from the worksite	Near Miss	6/08/2018 9:00	Karaka Road reserve 400m up track	CLOSED
2428	Treatening behaviour from customer Police informed	Other	25/07/2018 12:30	Thames Library	CLOSED
2427	2nd fire lit under overhang - Mercury Bay Library Police informed	Near Miss	17/07/2018 0:00	Mercury Bay Library	CLOSED
2426	Fire lit under library Mercury Bay Library overhang. Police informed	Near Miss	16/07/2018 0:00	Mercury Bay Library	CLOSED
2425	I cut my finger while using a damaged tape measure while undertaking a site inspection. There was no first aid kit in car 803.	Injury	11/07/2018 1:15	992 SH25, Te Rerenga Kuaotunu Road	CLOSED
2424	officer strained back whilst exiting a vehicle	Injury	5/07/2018 9:00	Pauanui south beach area	CLOSED
2423	Dog attacked compliance officer whilst he was inserting a microchip	Injury	22/06/2018 13:15		CLOSED
2422	Officer microchip my thumb while doing RFS when dog moved as putting needed into dog	Injury	18/06/2018 11:15	6 maramarhi road	CLOSED
2420	Slipped and fell Person slipped on wet public toilet floor. Floor wet due to weather conditions	Injury	1/06/2018 7:15		CLOSED

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