

WE ENSURE.
Health and Safety at Work.

WE ARE.
Thames-Coromandel.



Workplace Safety and Wellbeing Report

General Risk and Workplace Management September to October 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
	Operating to plan. Targets mostly being achieved. Work tracking to agreed timeframes.
	No consistent improvement, remedial actions needed. Issues managed but not overcome.
	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

N/A

Standard Operating Policy is current

Yes

Incidents:

The were nil reported driving incident for the period September to October.
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

18

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; Two reported and investigated

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

OPUS - Board Spectrum - Roading- coast Civil - North Power - Higgins - Eighteen 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)

1

Controls current and in place

3*

Standard Operating Procedure is current

Yes

Controls tested/effective

NO

- Staff member slipped on grassed but muddy slope and fell to ground and strained left ankle.
- Smartrak system text messaging to recipient and also adding Customer Service to alert recipient list.
- Smartrak is now connected to after hours Customer Services for 24 hour/7 days coverage for alerts.
- Smartrak uses Vodaphone for transmitting which is prone to cut out in poor reception areas.
- Currently investigating the costs for updating system to Satellite coverage.

- * - 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

- One incident being two siblings fighting each other in the Thames library.
- A Thames Staff member was subjected to sustained personal attacks at a meeting with surveyors and developers.

- * - 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

- There have been a number of staff members requesting work desks that can be raised for standing. Department managers are addressing this matter subjectively on a case by case basis based on length on time spent at their workstation.
- Changes of workstation equipment due to injury is based on a professional appointment with a practicing ergonomic nurse.

- * - Health monitoring
- Wellbeing promotion
- PPE

3. Worker Engagement

	ACHIEVED	TARGET	
Committee meetings held to schedule	100%	4 per year	- Next committee meeting planned for Jan 2019
Blog/News/Core Brief/Splash items	1	When needed	- Blog on need to elect three new H&S employee representatives.
New Worker inductions	8	Within 1st 2 weeks	
Information, awareness and training	3	Avg 1 per month	- Emergency warden training sessions
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	
Planned trial evacuations held	9	100 % completion	-There have been nine trial evacuations conducted with four planned for October.
Wardens and staff are trained	Yes	Induction and trial	- Administration building short three warden s due to staff movements.
First Aid providers are trained	Yes	Minimum 2 per area	

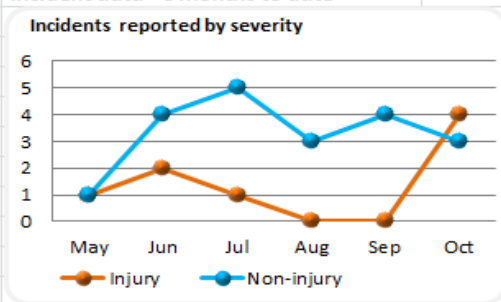
5. Policy/Procedure/ Plan

	ACHIEVED	TARGET
Policy is current and displayed	YES	By review
Standard Operating Procedures current	No	By review due date
Health and Safety ObjectivesPlan	In Progress	2019

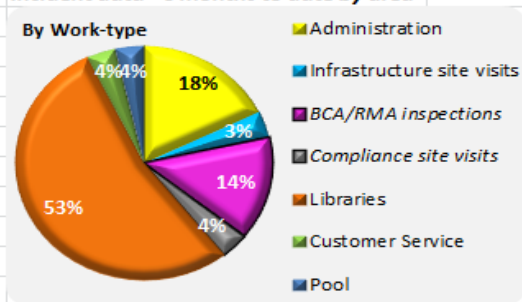
- Asbestos Management Plan approved.
 - There is no list of current SOP's in circulation. Operation SOP register to be developed.
 - Resulting from SafePlus Audit by John Dury a set of TCDC Health and safety 2018-2019 objectives are to be tabled at next Lead Team meeting for approval and resourcing .
 "Objectives overview in attachment A"

6. Incident Data

Incident data - 6 months to date



Incident data - 6 months to date by area



	May	Jun	Jul	Aug	Sep	Oct	Total
Work type							
Administration	1	1	1	0	1	1	5
Infrastructure site visits	1	0	0	0	0	0	1
BCA/RMA inspections	0	2	1	0	0	1	4
Compliance site visits	0	1	0	0	0	0	1
Libraries	0	2	4	2	2	5	15
Customer Service	0	0	0	1	0	0	1
Pool	0	0	0	0	1	0	1
Reported							
Injury	1	2	1	0	0	4	8
Non-injury	1	4	5	3	4	3	20

Of the seven incidents reported three were related to a door at the Thames Library.

The door was adjusted however it was found the adjustment mechanism was failing hence reoccurrence. The door was locked and warning tape applied until a new adjustment mechanism is fitted and tested.

The Slipped on muddy slope was found to be due to poor PPE selection the IP's boots were not lace up above ankle type.

The thief of customers property was a person snatching another's property and running from the library. the workplace stress incident is being dealt with by HR.

Incident ID	Brief Summary	Type	Date Occurred	Date Reported		Location	Site
2443	Theft of customer's property	Property Loss/Damage	25-10-2018 03:15	25-10-2018		Thames Library	Thames Library
2442	Finger injured in door	Injury	19-10-2018 10:30	19-10-2018		Thames Library	Thames Library
2441	South door caught young boys wrist causing bruising	Injury	17-10-2018 15:30	17-10-2018		Thames Library	
2439	Two siblings fighting	Other	10-10-2018 10:15	10-10-2018		Thames Library	Thames Library
2440	scrape on hand from door	Injury	10-10-2018 01:15	10-10-2018		Thames Library	
2437	slipped on grassed but muddy slope and fell to floor with left ankle underneath me	Injury	26-09-2018 10:00	26-09-2018		Site Visit	driving creek railway coromandel
2438	Stress / Well Being	Other	25-09-2018 17:00	27-09-2018		Thames Administration Building	