

Workplace Safety and Wellbeing Report

General Risk and Workplace Management November 2018 to January 2019




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| How we are keeping the organisation prepared to respond to an emergency that affects our workplace. | |
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| Monitoring and reviewing the processes we use to work safely, | |
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| A snapshot of incidents, where they happened and how incident reporting and management is tracking. | |

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 |
| 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 |
| 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

1

Audits completed to schedule

100%

Standard Operating Policy is current

Yes

Incidents;

There was one reported driving incident for the period of November to January
The summary for this incident is at the end of the report.

Driving Behaviours;

Departmental managers monitoring staff via Smart trak.

Vehicle Audits;

Vehicle audits are included in vehicle service checks. and also by Spotless workers as they valet vehicles.

2.2 RISK - Contractor Management

Incidents reported

67

Audits of contractor worksites

22

Incidents investigated (by contractor)

67

Pre-Qualified contractors used

75%

Primary Contractor Incidents reported;

SMART - Parks and Reserves; 16 X reported and investigated

SMART - Solid Waste; 11 X reported and investigated

Veolia - 3 Waters; 22 X near misses reported, investigated at low level risk.

OPUS - Board Spectrum - Roading- coast Civil - North Power - Higgins - 18 X incident /near miss reports all investigated

Reporting has again improved on previous quarters with better OHS information coming as part of contract reporting. the new Contractor reporting format was started with pinnacles last month and the resultant report information was far superior to previous reports.

It is hoped to engage the other primary contractors in a similar format within the next two months.

While the TCDC primary contractors continue to produce good health and safety results subcontractor monitoring is poor with little information provided to confirm robust monitoring of subcontractors. The new monthly report format currently being rolled out goes a

2.3 RISK - Working in Isolation

Number of related incidents (reported)

2

Controls current and in place

1*

Standard Operating Procedure is current

No

Controls tested/effective

NO

- Incident numbers 2449 and 2450 discussed at the end of this report.

- Smartrak is now connected to after hours Customer Services for 24 hour/7 days coverage for vehicle alerts.

- The portable ARC distress units identified as a lone worker control is not current used.

- It was my understanding on starting with TCDC that there was in place a Lone Worker Policy and Procedure. This is not the case. I have developed a Lone Worker Policy and Procedure which is currently with the leadership Team and H&S Committee for review.

- Jon Muston, Community facilities manager and I are currently reviewing devices which can support the policy and procedures if approved. The devices reviewed would support verbal and text communication with Lone Workers as required under section 21 of the "Health and Safety at Work General Risk and Workplace Management Regulations 2016".

*

- Emergency button
- Vehicle tracking
- Portable Satellite Distress units

2.4 RISK - Working with public and animals

Number of related incidents (reported) **0**

Related policies/SOP are current **no**

Controls current and in place **3***

Controls tested/effective **No**

- The controls for " Working with public and Animals" will be reviewed along with the Lone Worker Policy and Procedure .
- The reasoning that vehicle monitoring controls are in-effective is that some vehicles are cellular tracked not Satellite and there are no communication devices for distressed workers .
- Libraries currently do not have duress alerts devices in place.

- *
- Duress Alert
 - Training
 - SOP

2.5 RISK - Manual Handling

Number of related incidents (reported) **0**

Relevant SOPs are current **60%**

Controls current and in place **1***

PPE is appropriate **Yes**

- There have been a number of office equipment upgrades due to failing chairs and general wear and tear.
- Basic workplace ergonomic assessments are undertaken with new staff.
- Workstation ergonomic assessments for new employees by a register practitioner are planned for March.
- Previous reports have indicated that there is a Health Monitoring and Wellbeing programme in place. This is incorrect as I become aware that there are no current Wellbeing or Health Monitoring

- *
- Health monitoring
 - Wellbeing promotion
 - PPE

3. Worker Engagement

| | ACHIEVED | TARGET | |
|-------------------------------------|-------------|-----------------|---|
| Committee meetings held to schedule | 100% | 4 per | - Next committee meeting planned for Feb / March 2019 |
| New Worker inductions | 13 | Within 1st 2 | |
| Information, awareness and training | 6 | Avg 1 per month | - Emergency warden training sessions - Incident reporting requirements |
| Staff survey/questionnaire | 0 | 1 per year | |

4. Emergency Management

| | ACHIEVED | TARGET | |
|--------------------------------------|-------------|---------------------|--|
| Emergency Response Plans are current | 100% | all yearly | - Current ERP's are up to date . |
| NZFS Evacuation Schemes are current | 8 | 8 | |
| Planned trial evacuations held | 3 | 100 % completion | -There have been three trial evacuations conducted since November. |
| Wardens and staff are trained | Yes | Induction and trial | - Administration building short three warden s due to staff movements. |
| First Aid providers are trained | NO | Minimum 2 per area | 1st Aid refresher training needed for Wardens and H&S Committee. |

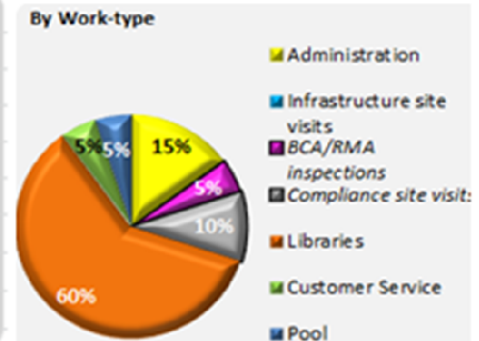
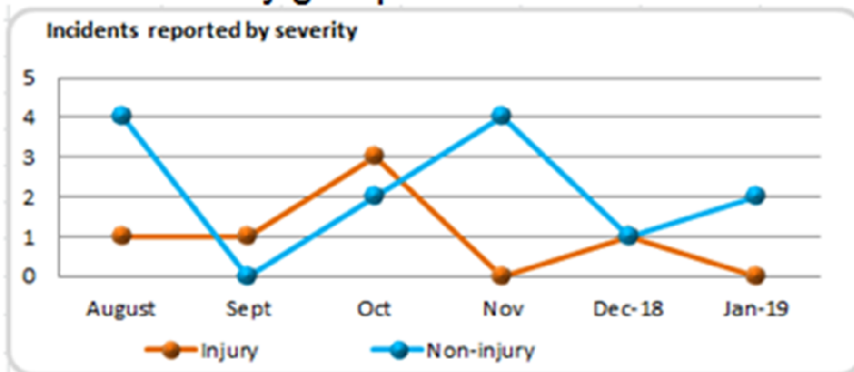
5. Policy/Procedure/ Plan

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

- There are a number of SOP's in need of review.

- Lone Worker Policy and Procedure draft sent to Leadership team and H&S committee for review .
- There is no list of current SOP's in circulation. Operations SOP register to be developed.
- Awaiting amendment or approval of 2019 Objectives from Leadership team.

Incident data by group - 6 months to date



| | August | Sept | Oct | Nov | Dec-18 | Jan-19 | Total |
|----------------------------|--------|------|-----|-----|--------|--------|-------|
| Work type | | | | | | | |
| Administration | 1 | 1 | 0 | 0 | 1 | 0 | 3 |
| Infrastructure site visits | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BCA/RMA inspections | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Compliance site visits | 0 | 1 | 0 | 0 | 1 | 0 | 2 |
| Libraries | 3 | 0 | 5 | 2 | 0 | 2 | 12 |
| Customer Service | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Pool | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Reported | | | | | | | |
| Injury | 1 | 1 | 3 | 0 | 1 | 0 | 6 |
| Non-injury | 4 | 0 | 2 | 4 | 1 | 2 | 13 |

Incident report Brief November 2018 to January 2019

| Incident ID | Brief Summary | Type | Date occurred | Location |
|-------------|--|-----------|---------------|-----------------------|
| 2446 | Simon Richards from Hamilton logged a RFS with Council for an Incident when a 4 year old stepped back into a Wharf pile opening and fell to the seabed. Pontoon pile gap not identified as a hazard during build. Cages put in place to prevent reoccurrence. | Near Miss | 12/11/18 | Tairua Wharf |
| 2447 | Tourist had items stolen from his bag. Security footage used at evidence for Police to deal with the matter | Loss | 21/11/18 | Thames Library |
| 2448 | Adults drinking alcohol at the south end entrance to library. Police called to deal with matter. | Other | 21/11/18 | Thames Library |
| 2449 | Verbal abuse and aggression from receptionist at Matarangi Golf Club towards Compliance officer. Officer removed herself from scene and reported to manager. Golf Club Manager called to deal with issue. | Other | 27/11/18 | Matarangi Golf Club |
| 2450 | Building Inspector had vehicle crash into rear end of his vehicle. Inspector sent to doctor for precautionary check after which he returned to work with clearance. | Accident | 04/12/18 | Waihi |
| 2451 | When opening the door between Customer Services and the stairwell in the main building, a staff member's big toe was caught under the door and the toenail ripped. It was found the floor was uneven causing the gap. This was repaired. | Injury | 11/12/18 | Thames Admin Building |
| 2452 | A group of teenagers were loitering around in courtyard off south entry of library acting aggressive and intimidating to customers. Police were called to deal with the matter. | Other | 10/01/19 | Thames Library |
| 2453 | Young man exited south door by kicking it open and smashed the glass. Glass replaced with stronger type of glass. | Damage | 15/01/19 | Thames Library |