

Audit, Finance & Risk Committee

11 June 2024

Report for Agenda Item | Rīpoata moto e Rāraki take [4]

Department: Corporate Services

Title | Taitara: Health, Safety and Wellbeing Report

Purpose of the Report | Te Take mō te Pūroko

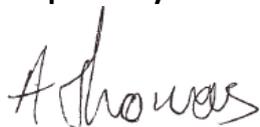
The purpose of this report is to provide the Audit, Finance & Risk Committee with a regular update on the health and safety performance of the organisation.

Recommendation | Kā Tūtohu

That the Audit, Finance & Risk Committee:

1. **Note** the contents of this report;

Prepared by:



Name: Alan Thomas

Title: Health & Safety Manager

20 May 2024

Reviewed and Authorised by:



Name: Katie Church

Title: Director of People & Capability

20 May 2024

Context | Horopaki

1. Queenstown Lakes District Council (QLDC) has duties under the Health and Safety at Work Act 2015 and subsequent regulations to ensure the safety of employees, and all other persons, at, or in, the vicinity of work or subsequently affected by the work. This duty is upheld through QLDC's safety management system, which is guided by good practice and designed to address operational risks and workforce behaviour.

Analysis and Advice | Tatāritaka me kā Tohutohu

2. Reporting period

As health, safety and wellbeing information is captured at the end of each calendar month, the statistics in this report cover the period 1 February – 30 April 2024

3. Key Risks

Key organisational health and safety risk themes that require continuous or improved management, are outlined below:

a. Contractor Activities

Refers to contract workers and work, engaged by or on behalf of QLDC

b. Fleet Operations

Refers to all QLDC work related vehicle and mobile plant use

c. Public Interaction

Refers to all direct engagement with the public for work purposes

d. Fitness for Work

Refers to workers physical & mental capacity to perform work safely

e. Isolated Workers

Refers to workers operating alone or from remote locations

f. Volunteer Activities

Refers to volunteer workers and work, engaged by or on behalf of QLDC.

4. Health & Safety Committee Chair: Quarterly Summary

In April, the tenure ended for the former Health & Safety (HS) Committee Chair Nichola McKernan. The Health & Safety Committee are very grateful for the exceptional and charismatic leadership Nichola brought to this position, which she has held since June 2021. I, Jon Winterbottom, have been elected as the successor and commenced the role in May. I have been a Health & Safety Representative (HSR) for Corporate Services since joining QLDC in early 2023 and this has been a highlight of my time at Council. My experience as an HSR has reinforced how crucial the work in this space is for ensuring a safe, healthy, and productive work environment. I am particularly passionate about collaboratively developing and implementing strategies that would optimise effective communication of health and safety matters between HSRs and the wider organisation.

During this reporting period there has been one Employee Lost Time Injury (LTI). As a result, the Total Recordable Incident Frequency Rate (TRIFR) and Lost Time Injury Frequency Rate (LTIFR) have risen to 7.27, the TRIFR remains within the KPI of 8, but the LTI still exceeds the KPI of 5. There were two contractor Notifiable Events to WorkSafe, as well as three Serious Occurrences during the reporting period (see summary in Section 8 of this report). WorkSafe did not require that an investigation be undertaken for either of the Notifiable Events, while all the Serious Occurrences have been investigated by the relevant contractor.

There continues to be a high level of engagement for the organisation's wellbeing initiatives. Of particular note, is the launch of QLDC's new EAP provider, TELUS Health. HSRs are continuing to encourage employees to sign up for the TELUS Health App, so they can take advantage of the wide range of services on offer.

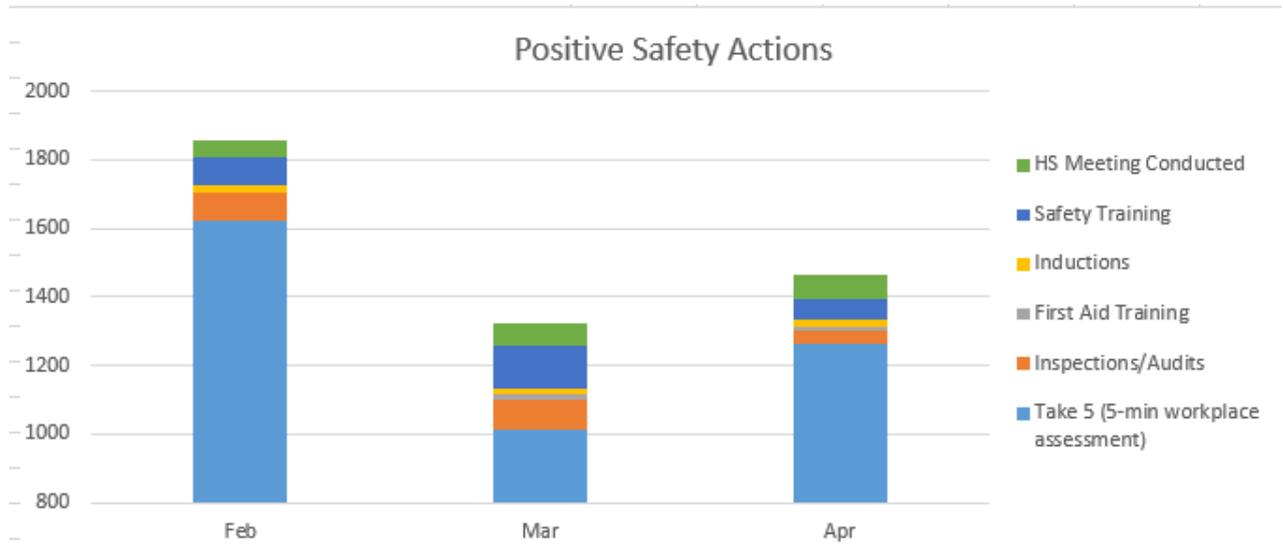
5. Health & Safety Manager

Jon Winterbottom was voted as the new Chair of the Health & Safety Committee, in April 2024. Jon has been a health and safety representative for Corporate Services for 15 months, and an active contributor to the HS Committee, we look forward to the enthusiastic leadership in this role.

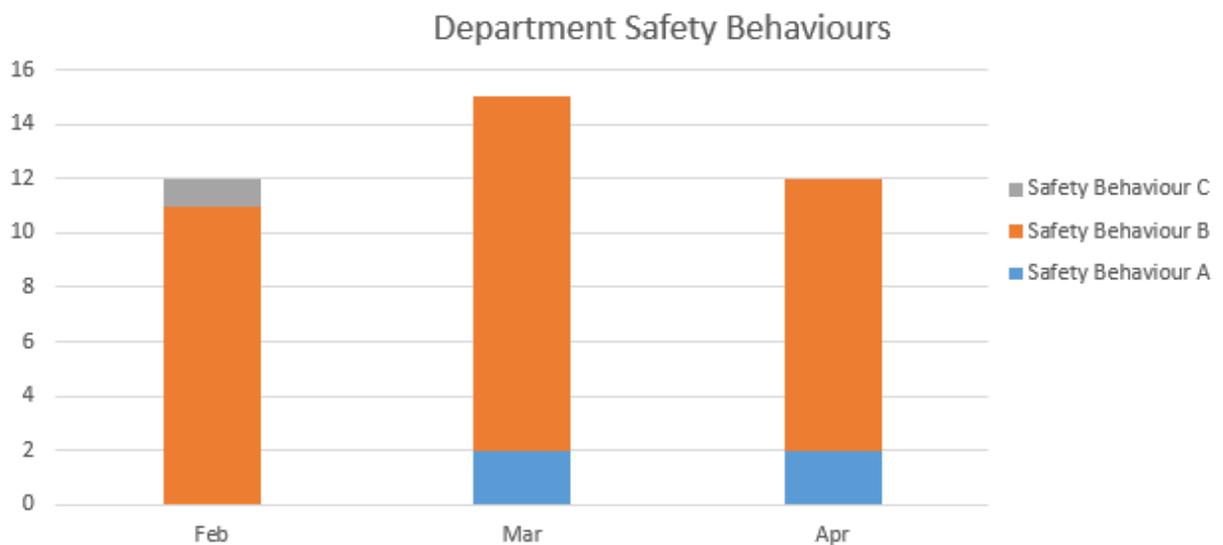
6. Lead Indicators

Positive Safety Actions

- a. Health and Safety Meetings conducted within departments or with contractors. (Total 185)
- b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 269)
- c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 55)
- d. First Aid Training. (Total 34)
- e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor's workplaces are compliant. (Total 206)
- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 3,895)



- g. **Department Safety Behaviours** Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score), or has it been business as usual (B score)? A department is expected to rate themselves a C in response to a significant incident occurring where insufficient (or no) action has been taken to remedy.



7. Safety Statistics

a. Total Recordable Incident Frequency Rate (These include all Recordable incidents: Medical Treatment Case, MTC. Restricted Work Case, RWC. Lost Time Injury, LTI.

Lost Time Injury Frequency Rate (This only covers Lost Time Injury, LTI). Target for LTIFR is below 5. The number of recordable cases, multiplied by 1,000,000, then divided by the total number of exposure hours worked.

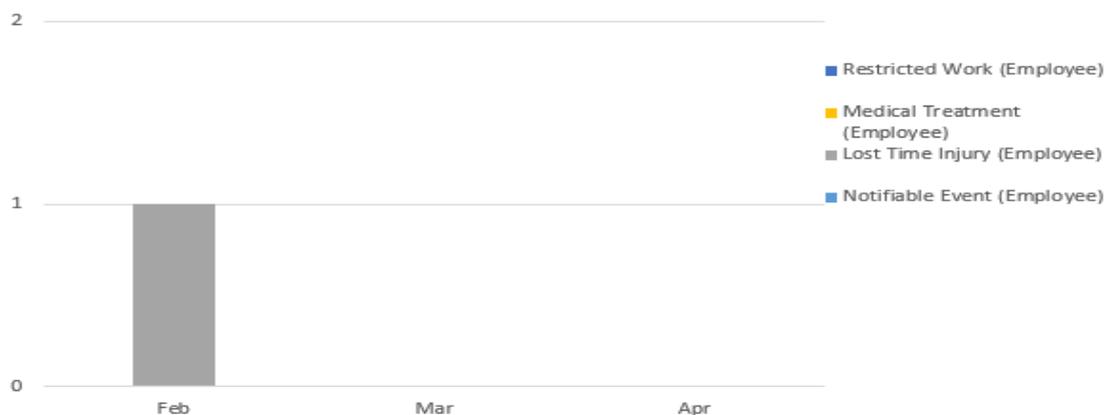
Rolling 12 month average



NB: There has been one Lost Time Injury (LTI) within the reporting period which saw the Lost Time Injury Frequency Rate (LTIFR) and Total Recordable Incident Frequency Rate (TRIFR) increase in February but has trended downward since. The Total Recordable Incident Frequency Rate (TRIFR) remains within the KPI, the Lost Time Injury Frequency Rate (LTIFR) is above the KPI.

b. Employee Significant Incidents These are Recordable Incidents plus any Notifiable Events. Notifiable Events are notifiable to WorkSafe New Zealand.

Recordable Incidents



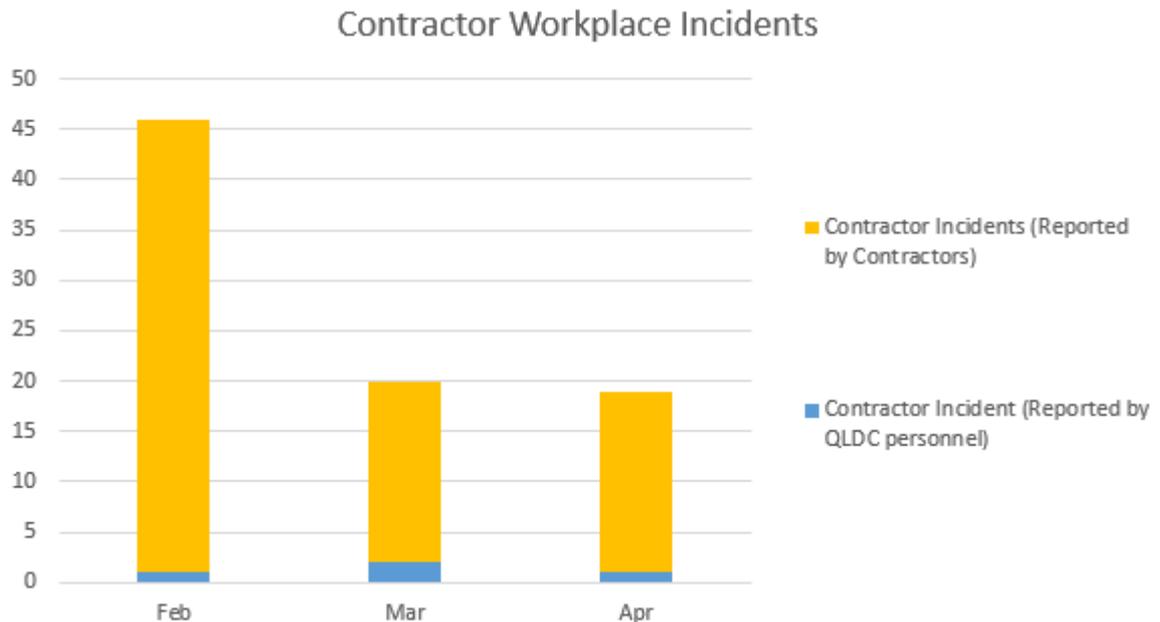
NB: There has been one Recordable Incident in this reporting period, the LTI at item 7b of this report and summarised at item 8.

c. Employee Incidents



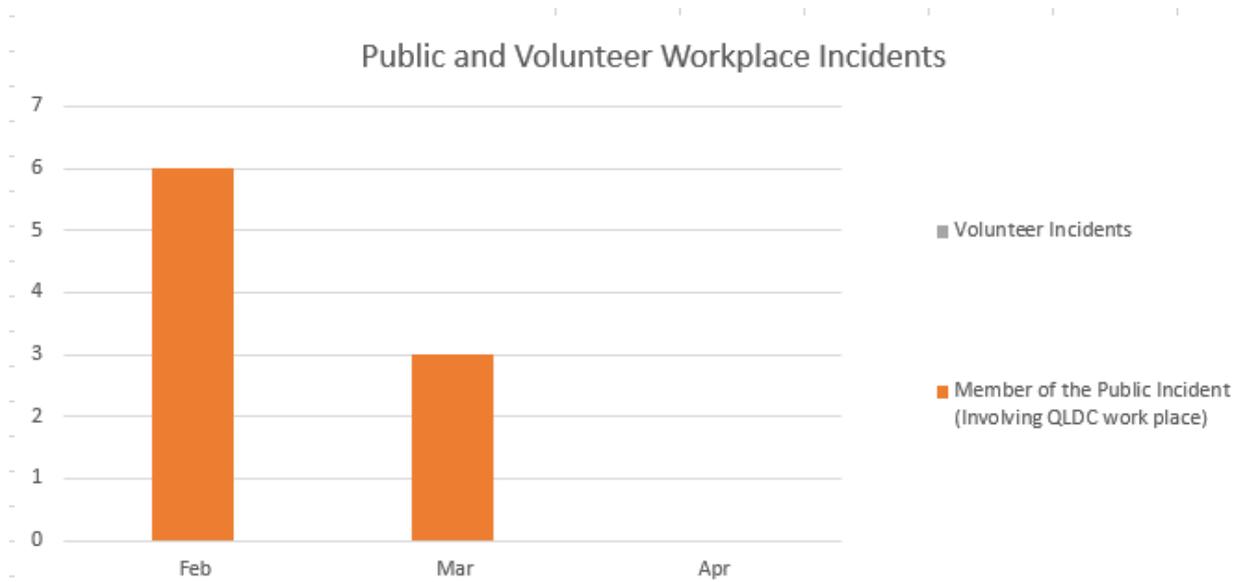
NB: Significant employee events are recorded at item 7b of this report and summarised at item 8.

d. Contractor Incidents



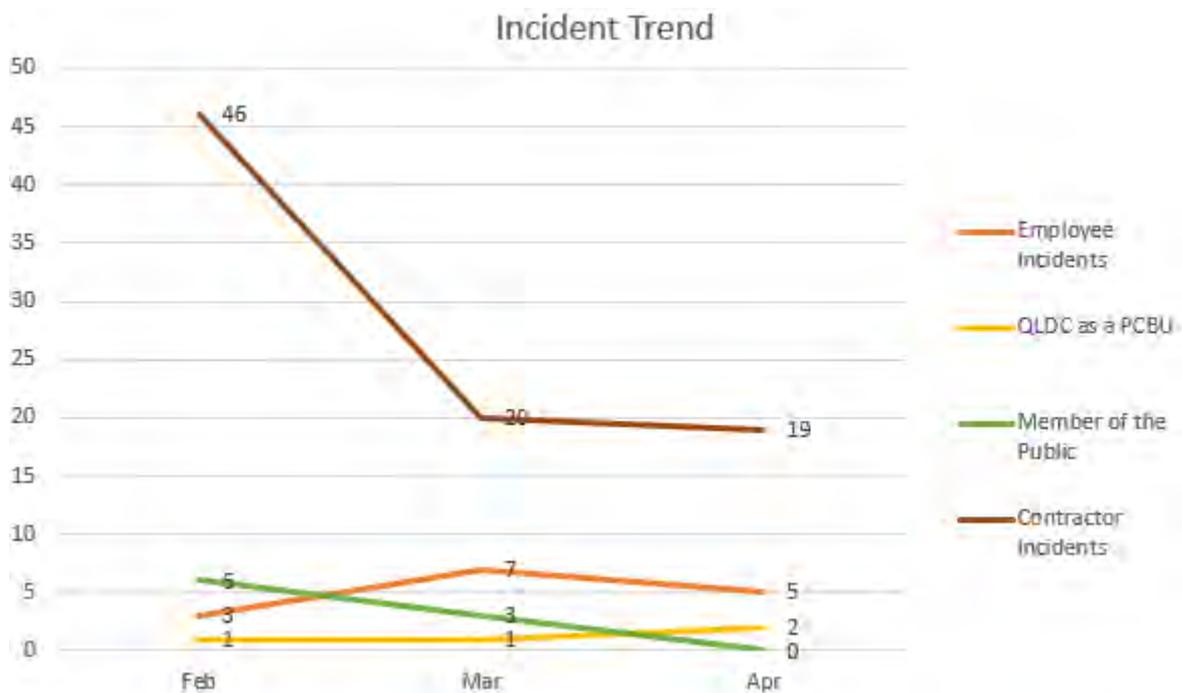
NB: Two contractor Notifiable Events and three Serious Occurrences were recorded during this reporting period. These are summarised at item 8 of this report.

e. Public and Volunteer Incidents These are incidents involving a QLDC workplace as defined in the Health and Safety at Work Act.



NB: All of these incidents were not of a significant nature.

f. Incident Trend These are workplace incidents as defined under the Health and Safety at Work Act involving a QLDC employee, QLDC as a PCBU, contractor incidents and incidents involving members of the public.



8. Significant Incidents (February 2024 – April 2024)

Incident	Findings and Action taken
<p><u>Lost Time Injury</u></p> <p>A staff member was tasked with hedging and the following morning they woke up with tightness and immobility in their neck.</p>	<ul style="list-style-type: none"> • This was an avoidable Lost Time Injury. QLDC procedure for Injuries Requiring Offsite Treatment were not followed. • The policy document has been updated to include a section to concisely outline the steps to be followed. This has been followed up with further workshops.
<p><u>Contractor Notifiable Event</u></p> <p>Contractor received a Cl₂ (chlorine) alarm from the detector in the dosing pump room at 2 Mile Plant. No injuries.</p>	<ul style="list-style-type: none"> • Good initial response to the alarm and the leak. • The system runs on two pumps one working and one on standby. One of the pumps required replacing, which was undertaken by two separate contractors, one installing the pump and one wiring the pump in. Neither of these contractors were supervised during installation as per contractors' policy. As the pump switched over and was not correctly connected the pump broke free of its mounting causing the leak and alarm. • Contractor investigated the incident and identified that their process had not been followed due to complacency over supervising the contractors who they employ regularly. This normalisation of deviance allowed the event to occur. • QLDC has since conducted a site inspection with the contractor and discussed the incident. The contractor has committed to following their procedures in

	<p>supervising contractors and inspecting and signing off on equipment when commissioning.</p>
<p><u>Contractor Notifiable Event</u></p> <p>Contractors were exposed to Ultraviolet light (UV) at Shotover Wastewater Treatment Plant. Out of an abundance of caution contractor notified WorkSafe.</p> <p>Note: Serious eye injuries do not include exposure that only causes discomfort to the eye.</p>	<ul style="list-style-type: none"> • Two workers opened a treatment unit and exposed themselves to intense UV light while washing down the UV lamps and checking the wipers. • Under normal operation reactors will shut down when the chamber lids are opened. On this occasion that did not happen. • Operators continued their activity exposing themselves to the UV light for a period of approximately 60 seconds. • There was no immediate pain or discomfort, this occurred later in the day. They were taken to the medical centre and checked out OK. • Awaiting final report from contractor.
<p><u>Contractor Incident: Serious Occurrence.</u></p> <p>Contractor tidying the berm at Cardrona, a small rock had rolled out of the side of an excavator bucket onto the power box in verge, causing the fuse to trip and power to one house to be disconnected for a short period. No injuries.</p>	<ul style="list-style-type: none"> • These types of tasks are performed on a regular basis by many contractors. • The bucket was not overloaded, the undulation of the berm that was being tidied has allowed the rock to come free.
<p><u>Contractor Incident: Serious Occurrence</u></p> <p>Car which was towing a caravan crossed the centreline of the road breaching a worksite for approximately 50m, colliding with a parked truck and an excavator. No injuries.</p>	<ul style="list-style-type: none"> • Police were called to attend • No issues with the work site. Driver did not appear to have had a medical event, it is unknown exactly why this

	<p>occurred, possibly inattention or driver fell asleep.</p>
<p><u>Contractor Incident: Serious Occurrence</u></p> <p>Shotover Wastewater Transfer Plant Stage 3 Upgrade. Scaffolder was seen free climbing the outside of a scaffold. They had on their harness and safety lines but did not employ them.</p>	<ul style="list-style-type: none"> • Work stopped immediately and worker permanently removed from site. • Contractor stood the scaffolding contractor down from all work on site until suitable corrective actions were put into place. • Contractor has discussed incident with scaffolding contractor and required them to include further supervision to ensure that this type of event does not recur.

9. WorkSafe Notification: Unsafe events/tasks that require reporting to the regulator.

		
Notifiable Event Type	#	Description
Notifiable Injury.		Exposure to UV light..
Notifiable Incident.	2	Unplanned release of a gas.

10. Communications: Critical safety warnings or information that is broadcast across the organisation.

 Safety Alerts	
	None

11. Training: Courses that have been prepared to ensure employees perform work safely.

Month	Type
February 2024	<ul style="list-style-type: none"> • Contractor Safety Management • Te Tiriti o Waitangi workshops

March 2024	<ul style="list-style-type: none"> • Contractor Management
April	<ul style="list-style-type: none"> • No training for this month • Te Tiriti o Waitangi workshops – revised date TBC.

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

- This matter is of low significance, as determined by reference to the Council’s Significance and Engagement Policy because it is purely operational in matter and does not directly affect Council’s level of service to the community.
- The persons who are affected by or interested in this matter are employees, contractors, volunteers, and public persons engaged with council for the purposes of work or directly influenced by the councils work process.
- The Council has not consulted directly on this matter in the past.

Māori Consultation | Iwi Rūnaka

- Community consultation is not required for this matter.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

- This matter relates to a risk category. It is associated with RISK10032 Health, safety or wellbeing incident affecting employee within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.
- This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
- This Health and Safety framework helps to support the development of a more engaged and capable Health and Safety culture across the Council, leading to more effective hazard identification and mitigation outcomes.

Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

- The following Council policies, strategies and bylaws were considered:
 - Workplace Health and Safety Policy Statement
 - Workplace Health and Safety Management System

- Safe Vehicle Use Policy.

20. This matter is included in the Long Term Plan/Annual Plan.

Legal Considerations and Statutory Responsibilities | Ka Ture Whaiwhakaaro me kā Takohaka Waeture

21. Queenstown Lakes District Council has legal duties owed under the Health and Safety at Work Act, and associated regulations, which must be considered in all Council health, safety, and wellbeing matters.

Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

22. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Council adhering to good practice and legislative health, safety and wellbeing practices contributes to the wellbeing of staff and the community Council serves.