

Audit, Finance & Risk Committee

12 December 2023

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 & Safety performance of the organisation.

Recommendation | Kā Tūtohuka

That Audit, Finance & Risk Committee:

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

Prepared by:



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Title: Health & safety Manager

21 November 2023

Reviewed and Authorised by:



Name: Katie Church

Title: Director of People & Capability

21 November 2023

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 September 2023 through 31 October 2023.

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**

During this reporting period, September – October 2023, one Lost Time Injury (LTI) was recorded. Due to this the Total Recordable Incident Frequency Rate (TRIFR) and Lost Time Injury Frequency Rate (LTIFR) have risen to 3.78, this remains within Key Performance Indicator (KPI).

There have been three contractor incidents with one incident being reported to WorkSafe. WorkSafe decided not to investigate. All the incidents have been thoroughly investigated by the contractors involved.

The organisation has a Health and Safety KPI to measure its safety behaviour. An 'A' is for improving safety. In September the Health and Safety Committee awarded 12 A's across the organisation due to two significant events which occurred in the district (Extreme Weather Event causing State of Emergency and the Cryptosporidium Outbreak). QLDC wants to acknowledge everyone directly and indirectly involved for their professional, helpful, and responsive approach to support our district.

Abuse towards QLDC employees and contractors has not subsided. QLDC continue to provide training in dealing with these situations, and support both internally and, where requested, from the Employee Assistance Programme (EAP). Employees are also undertaking training in QLDC's Security Response Protocol. The protocol applies to the response management of physical security threats which have the potential to impact upon QLDC employees, contractors and visitors. This includes response protocols for security alert communication, incident de-escalation and lockdown.

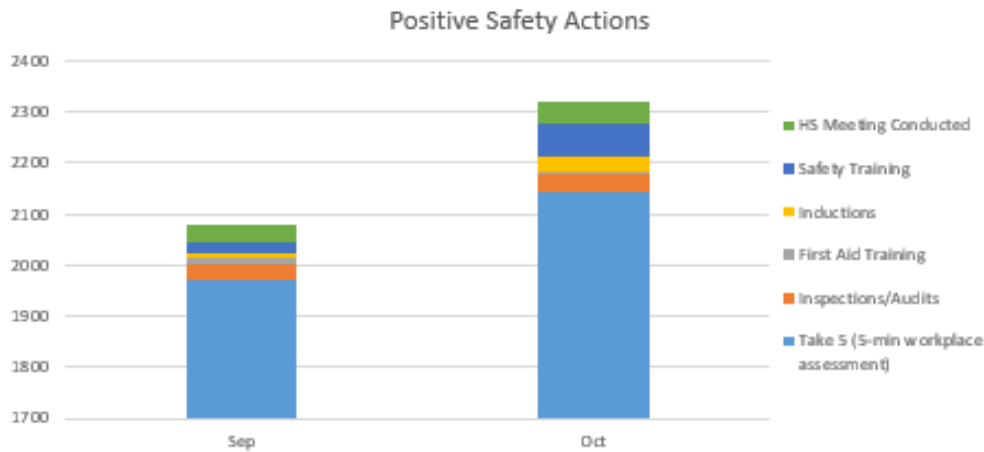
Council's Wellbeing Advisor continues to provide a wide range of initiatives which are well attended, these have included Mental Health Awareness, E. Bike days, World Shake Out Day and a focus on Men and Women's Health.

5. **Lead Indicators**

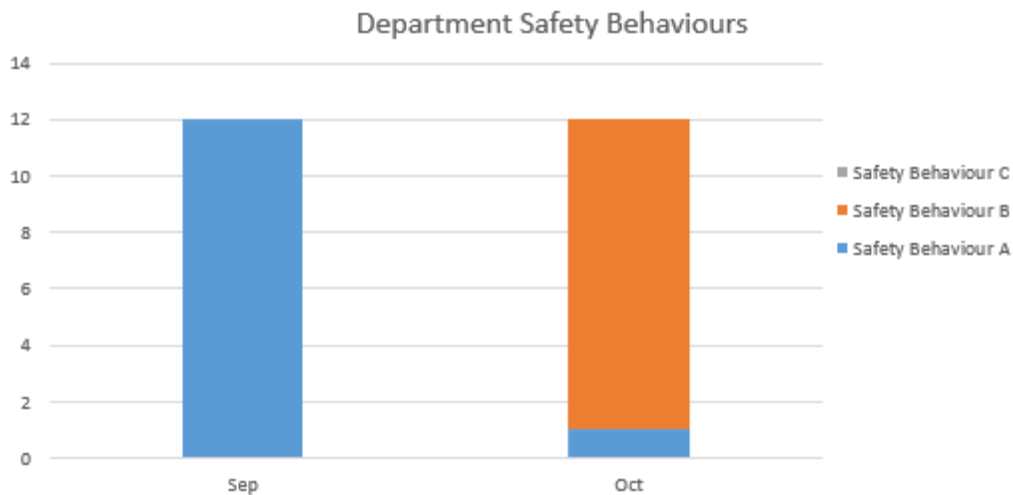
Positive Safety Actions

- a. Health and Safety Meetings conducted within departments or with contractors. (Total 79)
- b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 87)
- c. Inductions. The first step in engaging employees in working safely at QLDC. (Total 36)
- d. First Aid Training. (Total 17)
- e. Inspections/Audits. Opportunities for improvement and to ensure that Council's workplace or contractors' workplaces are compliant. (Total 65)

- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 4,117)



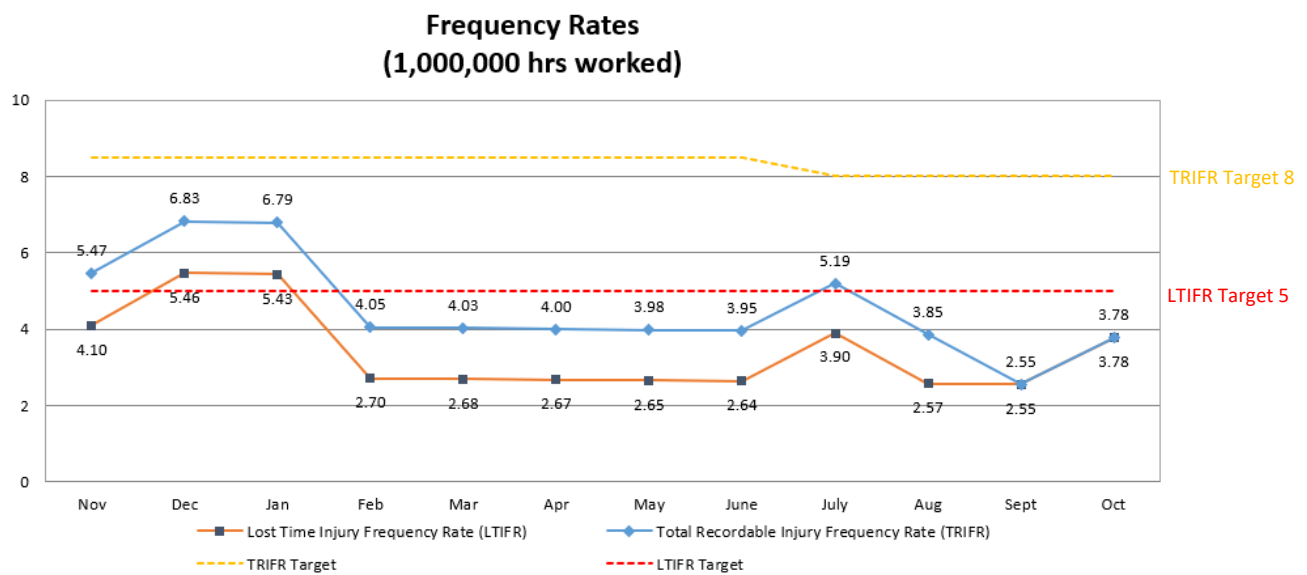
- g. **Department Safety Behaviours** Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score), or has it been business as usual (B score)? A department is expected to rate themselves a C in response to a significant incident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



6. Safety Statistics

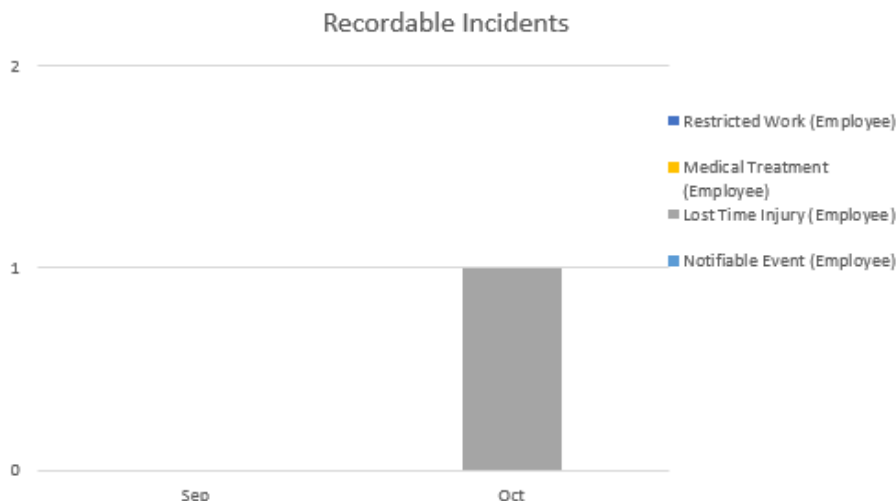
- a. Total Recordable Incident Frequency Rate** (These include all Recordable incidents: Medical Treatment Case, MTC. Restricted Work Case, RWC. Lost Time Injury, LTI).

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.



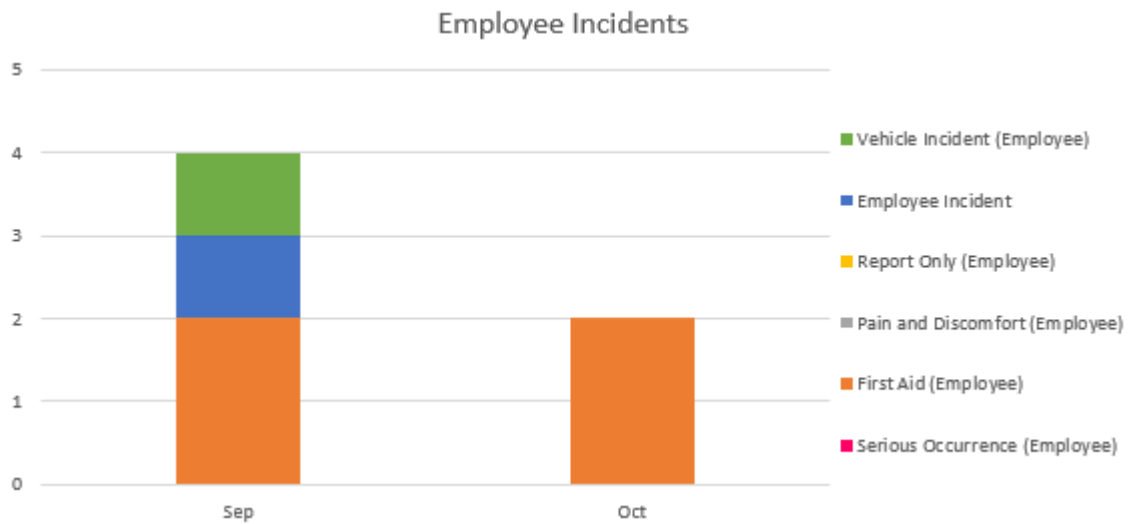
NB: There has been one Lost Time Injury (LTI) within the reporting period which saw the Lost Time Injury Frequency Rate (LTIFR) and Total Recordable Incident Frequency Rate (TRIFR) increase in October. Both rates remain within the KPI.

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



NB: There has been one Recordable Incident in this reporting period, the LTI at item 6a of this report and summarised at item 7.

a. Employee Incidents



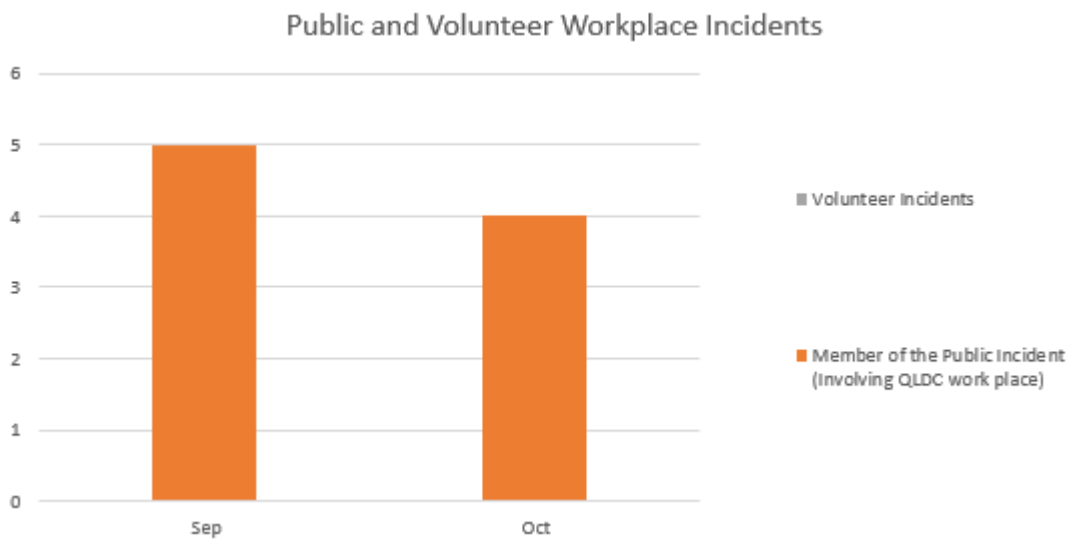
NB: Significant employee events are recorded at item 6b of this report and summarised at item 7.

b. Contractor Incidents



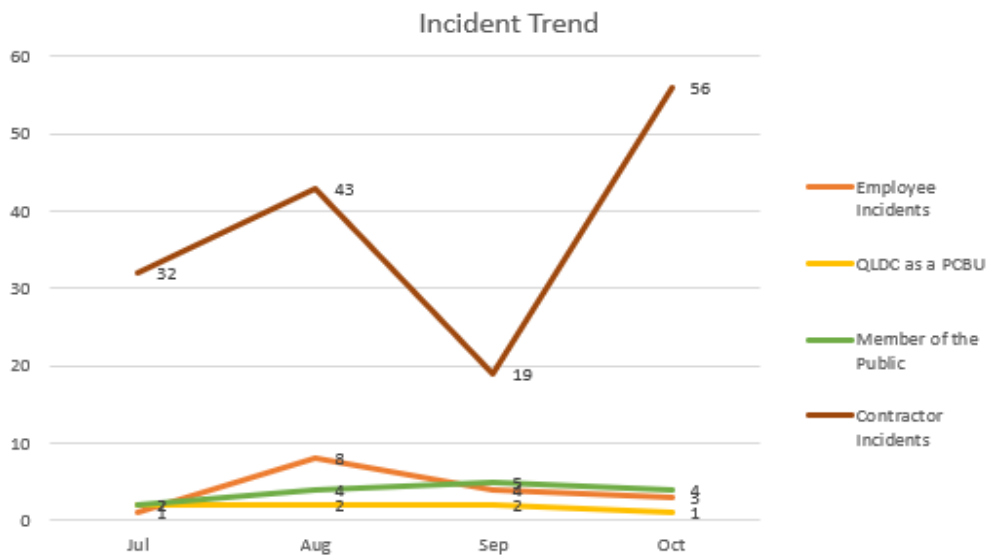
NB: One contractor Notifiable Event was recorded during this reporting period. This is summarised at item 7 of this report.

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



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

- d. 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.



NB: Note: The drop and increase in incidents recorded for contractors during the reporting period is not concerning, i.e. contracts finishing/starting, new workfronts are a factor. Reporting on all contracts remains at a good level.

7. Significant Incidents (September 2023 - October 2023)

Incident	Findings and Action taken
<p><u>Lost Time Injury</u></p> <p>Employee placed a bucket of climbing wall holds on the ground and upon straightening up experienced a ‘seize’ to their back.</p>	<ul style="list-style-type: none"> Employee had followed Standard Operating Procedure, bucket was not overloaded, they had completed the regular manual handling workshops and were following guidelines.

Contractor Notifiable Event

Arborist was cutting a branch while balanced with one foot on that branch and the other on a separate branch. They were harnessed and had one anchor point in the branches above. When the branch was cut it released an unexpected amount of energy, worker lost balance and fell, pushing the chainsaw away from them during the fall. The chainsaw's emergency brake system activated, causing it to stop.

The worker swung out to the left, while the chainsaw swung out to the right. When they converged, the worker was partially upside down, and the chainsaw hit them resulting in a laceration injury above their left eye below the helmet line requiring 3 x stitches to close the wound.

Contractor, reported incident to WorkSafe who chose not to investigate

- Worker did have safety glasses on but did not have face visor down, hand saw should have been used rather than a chainsaw, two anchor points should have been deployed.
- Contractor has taken the opportunity to discuss the incident with all their staff to underline the importance of proper use of PPE and following operating procedures.

Contractor Incident

Centre pivot loader on steep incline. Larger trucks bringing in gravel tipping in layby then being loaded on to smaller trucks. As the stockpile was being tidied, loader lifted with the bucket in the air turned sharply whilst reversing, which resulted in the loader tipping over with bucket landing on stockpile preventing further movement. No one nearby and driver was wearing seat belt with cab door shut, no injuries


- Although the contractor had deemed the operator competent to operate a loader, information gathered as part of the investigation identified that they were not experienced operating in that kind of environment, being a congested, tight site with uneven surfaces and a gradient.
- Further planning discussions may have prevented that site from being used, however, at the time the decisions was made to use that area, a competent operator in that environment was an adequate control.

Contractor Incident


Truck and trailer tipping crusher dust in same stockpile area as the loader incident. Truck and trailer entered the layby site, driving in to face downhill. The driver reported that getting positioned to the stockpile was difficult, requiring 3 or 4 attempts to get into position. While lifting the deck and tipping off the load of crusher dust, the trailer tipped over falling on to stockpile. The trailer was half full of crusher dust and was hoisted up 2/3 extension height. No one nearby and no injuries

- Whilst lifting the deck, a good proportion of the load has hung at the top creating a high centre of gravity. As the driver pulled forward (downhill) to allow the load to come out, the combination of the movement, the high load weight and the uneven ground resulted in the incident.
- The ground conditions were soft from wet weather over the previous days plus snow falling overnight and into the morning on the day. The layby is not on level ground and the trailer back wheels moved into a low spot on a downhill gradient.
- Good practice for unloading requires trucks to be facing uphill.
- An area of privately owned land has been negotiated by the contractor to use as a stockpile lay down

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

		
Notifiable Event Type	#	Description
Tears to flesh or tissue – this may include stitching or other treatment to prevent loss of blood	1	Arborist incident

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

 Safety Alerts	
	None

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

Month	Type
September	<ul style="list-style-type: none"> • Managing Difficult Customers • Coping Skills for Resilience • Influencing Skills • Security Response Protocol
October	<ul style="list-style-type: none"> • De-escalation training • Security Response Protocol

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

11. 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.
12. 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.
13. The Council has not consulted directly on this matter in the past.

Māori Consultation | Iwi Rūnaka

14. Iwi consultation is not required for this matter.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

15. 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.
16. This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
17. 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.

Financial Implications | Kā Riteka ā-Pūtea

18. None.

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

19. 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 best practice and legislative health, safety and wellbeing practices contributes to the wellbeing of staff and the community Council serves.