

# Health, Safety & Wellbeing Report

## April to June 2024

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To: **Finance & Performance Committee**

Date: **Thursday, 19 August 2024**

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Reference: **A2733650**

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### 1 Reason for the report - *Te Take mō tēnei rīpoata*

The purpose of this report is to provide an update on the health, safety and wellbeing activity for the period April to June 2024.

### 2 Recommendation - *Tohutohu akiaki*

**THAT** the Health, Safety & Wellbeing Report: April to June 2024 be received.

### 3 Executive Summary

Health and Safety activities for this quarter have largely been focused on the audit which has been conducted by FINDEX (the “Health & Safety reset”). The team provided a significant amount of information and evidence to enable a thorough review of our health and safety management systems. The audit is still in draft and will be reported to Council at an upcoming Committee.

The audit will lead to a strategy and a comprehensive programme of work to undertake.

The remainder of the report discusses the routine health, safety and wellbeing work which is continuing within the organisation.

### 4 Health & Safety Reset

During May and June 2024, Council engaged FINDEX, a specialist health and safety organisation to complete an audit of our health and safety management systems. A draft audit report has been received. Once finalised, the audit will be reported to an upcoming Committee.

The Executive team are currently finalising a Health and Safety Strategy, which includes objectives and KPI’s derived from the draft audit’s identified corrective actions. Again, this will be reported to an upcoming Committee

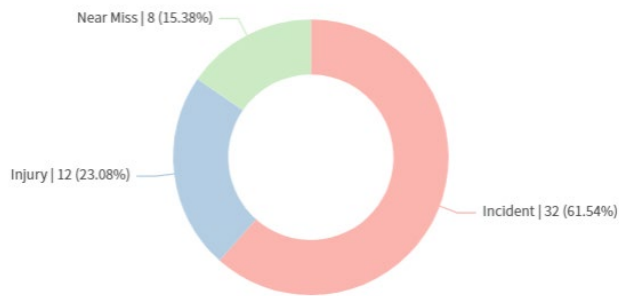
A formal project team is currently being established with a detailed project plan and work programme being developed. This will provide us with a comprehensive programme of work to

undertake and will put us in a position do report to Council on the scope of the project and the timeline to complete.

## 5 Events

### 5.1 Events & Trends

There were 52 events (injury, illness, incident or near miss) for the report period.



At the time of writing, the status of the investigations for these events shows 73% are complete with the remainder underway (5) or not started (9). Regular reminders are sent to those allocated to investigate or complete corrective actions. Escalations are also provided for Executive to ensure timely follow-up and oversight.

Incidents included:

- A painting contractor received a minor electrical shock when painting at the Water Treatment Plant. The socket was not screwed completely to the roof and one of the paint brush bristles touched an exposed wire. An electrician was called and attended immediately to remedy.
- Members of the public using an electrical socket outside the Margaret Mahy courtyard. This is covered further in clause 8 below.

### 5.2 Events under investigation

#### 5.2.1 Suspicious package at Civic Centre

As reported in the last report, a staff debrief was held to identify corrective actions following this incident. A debrief was also held with NZ Police. A working group has been established to progress the agreed key outcomes. Identified actions include:

- Consideration of possible scenarios which could occur in future and review of current documentation to validate whether it supports identified scenarios. Development of new documentation where required. This includes identifying specific roles and responsibilities outside of the requirements of the current Fire Evacuation scheme which already has Building & Fire Wardens roles as required by our Evacuation Scheme with Fire and Emergency NZ.
- Consideration of how training and drills will be conducted to ensure familiarity with identified scenarios.

## **5.3 Investigations concluded**

### **5.3.1 Wharf incident - May 2024**

Following an altercation between a contractor, two staff members and a boat owner, at the Whakatāne Boat Ramp Hardstand, Whakatāne Police investigated the matter and had no significant findings regarding the staff or contractors' conduct. Police issued a formal warning to the member of the public in relation to this incident. It was determined that communication and approach from both parties could have been better. The Council staff and contractor involved in the matter have been through a lessons learned exercise and have also attended situational awareness training. Both the Police case and the internal investigation has been closed.

## **6 Staff Work-Related Injuries/Illness**

There was one event that resulted in injuries to staff for the period. This was a minor back strain that required no treatment and resulted in no lost time.

## **7 Health & Wellbeing**

### **7.1 Covid-19**

Covid-19 continues to affect our communities and staff. We are no longer keeping specific statistics on staff affected by Covid, but we do continue to promote the need to stay home if you are unwell and to ensure good hygiene habits, including sanitising workstations after use.

## **8 Risk management**

### **8.1 New risks relating to Council facilities**

The following new risks were identified during the period:

- Power socket outside the Civic Centre in Margaret Mahy court was being used by members of the public for charging phones and cooking. This socket has since been isolated and will only be re-activated when required for outdoor work.
- Te Koputu staff area floor – there is a noticeable slope in the floor, and this continues to create issues for staff with their desks and appropriate seating. Work continues on the best way to resolve this issue.

### **8.2 Staff training**

Training conducted during the period included: H&S induction (9), Workplace First Aid (15), Situational Safety (32), Situational Safety Refresher (9), Situational safety – Elected Members, First Aid Levels 2 Aquatics (9), Workplace H&S (30), Vault Incident & Corrective action training (10), Wheels/Tracks & Rollers (2), GrowSafe (4), Driver training (7), Overlapping duties (12), Confined Space Refresher (1), H&S Governance training (8).

### **8.3 Vault risk reviews**

There are still a significant number of risks overdue for review (253), and this has been reported to Executive members for oversight and assistance with getting these progressed. There are currently 137 risk reviews completed and not due again until 2025/26. One of the recommended actions from

the recent audit is to provide increased clarity around the roles and responsibilities of different staff within Council. Through this action, we will also address an improvement to risk review competency.

Of the risks overdue, there are a number that are similar, and a review has commenced to determine whether they can be combined and recorded as “common” risks across several departments.

#### **8.4 Trial evacuation – Civic Centre**

A trial evacuation was conducted at the Civic Centre on 18 June 2024. A few issues were identified, and these are currently being worked through. The document for our evacuation scheme with Fire and Emergency NZ is also being updated.

#### **8.5 Health & Safety Governance: A Good Practice Guide**

The Institute of Directors, Business Leaders H&S Forum and the General Manager Safety Forum have recently released new guidance on what good governance looks like in practice. WorkSafe New Zealand have endorsed the document.

“Effective governance has a key role to play in helping organisations deliver better performance and outcomes – this includes good health and safety outcomes”. Elected members are encouraged to read the document which can be found at [Health and Safety: A good practice guide | IoD NZ](#)

The guide

- Lays out the fundamentals of health and safety governance.
- Provides a vision for good health and safety governance and a behavioural framework for officers and other leaders to support the vision.
- Outlines a set of health and safety governance principles.
- Offers questions for officers to ask and examples of good answers to look for.

A recording of a recent webinar on the Guide, run by the Business Leaders H&S Forum, is available to any elected member on request.

## **9 Significance and Engagement Assessment - Aromatawai Pāhekoheko**

### **9.1 Assessment of Significance**

The decisions and matters of this report are assessed to be of low significance, in accordance with Council’s Significance and Engagement Policy.

### **9.2 Engagement and community views**

There is no requirement to consult on the Health, Safety & Wellbeing activity within Council.

Engagement on this matter is not being undertaken in accordance with Section 6.1 of the Council’s Significance and Engagement Policy. This states that the Council will not consult when the matter is not of a nature or significance that requires public engagement.