

**Audit, Finance & Risk Committee**

7 March 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**

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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.

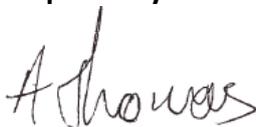
**Recommendation | Kā Tūtohuka**

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That the Audit, Finance & Risk Committee:

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

**Prepared by:**



**Name:** Alan Thomas

**Title:** Health & Safety Manager

14 February 2024

**Reviewed and Authorised by:**



**Name:** Katie Church

**Title:** Director of People & Capability

14 February 2024

**Context | Horopaki**

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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**

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**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 November 2023 through 31 January 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

During this reporting period we had three Lost Time Injuries (LTI). Due to these the Total Recordable Incident Frequency Rate (TRIFR) and Lost Time Injury Frequency Rate (LTIFR) have risen to 6.15, the TRIFR remains within KPI of eight, but the LTI is over the five. These incidents were all handled well by the departments, injured persons received prompt attention by Council's medical suppliers.

We continue to have a high level of engagement for the wellbeing initiatives across the organisation. These have included Movember, Men's Health Talk, Women's Health Café, surviving the silly season workshop and the QLDC Advent Calendar designed to support teams to connect, reflect, celebrate and stress less during December.

### 5. Health & Safety Manager

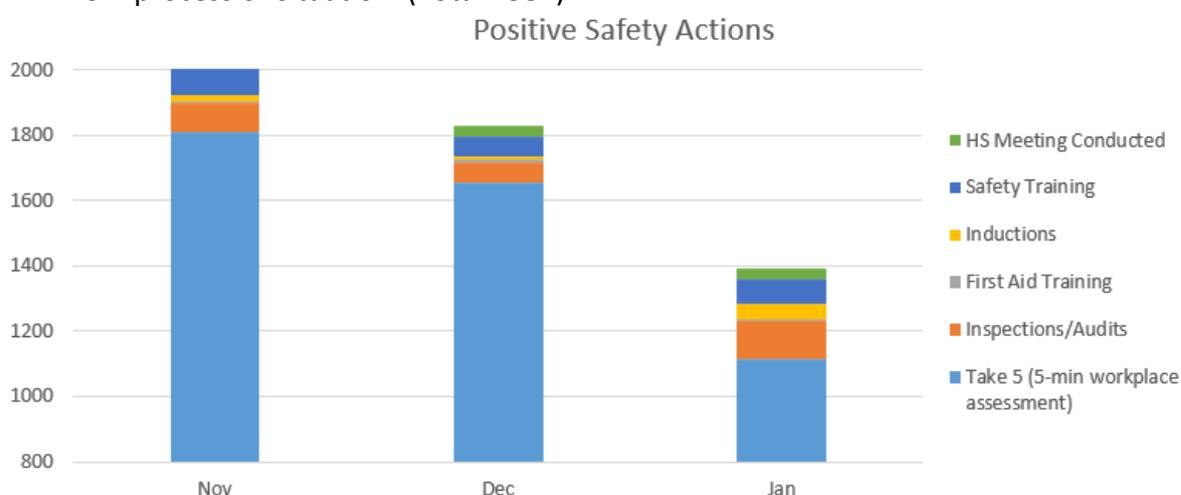
The Health and Safety Committee will be inviting nominations for a new HS Committee Chair, owing to tenure of the current Chair.

### 6. Lead Indicators

Positive Safety Actions

- a. Health and Safety meetings conducted within departments or with contractors. (Total 135)

- b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 216)
- c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 74)
- d. First Aid Training. (Total 22)
- e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor’s workplaces are compliant. (Total 264)
- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 4584)



- 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.

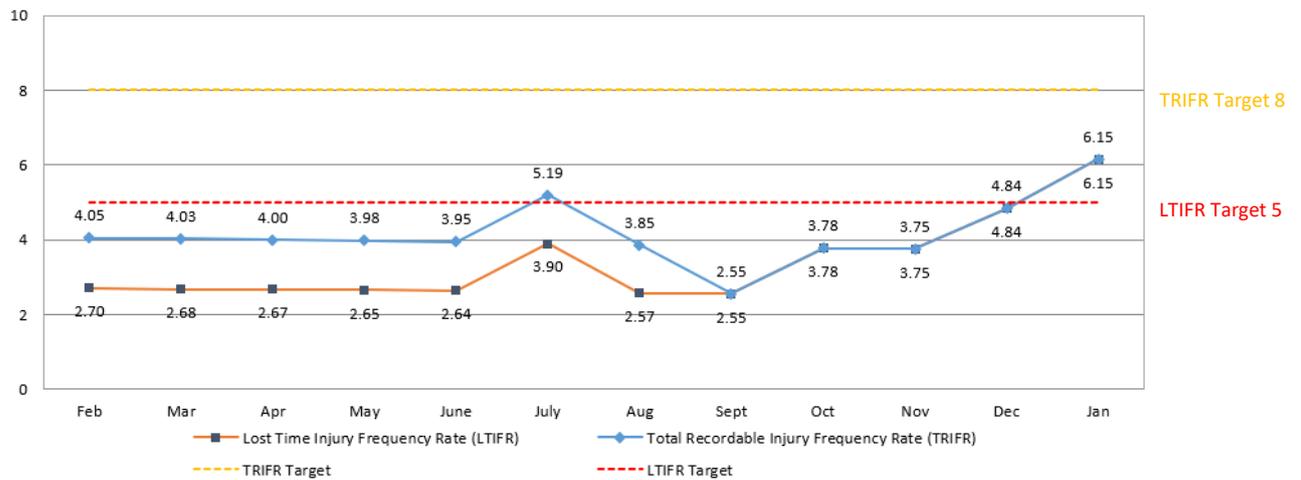


**7. Safety Statistics**

- a. **Total Recordable Incident Frequency Rate** (These include all Recordable incidents: Medical Treatment Case, MTC. Restricted Work Case, RWC. Lost Time Injury, LTI). Target is 8 or below.

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

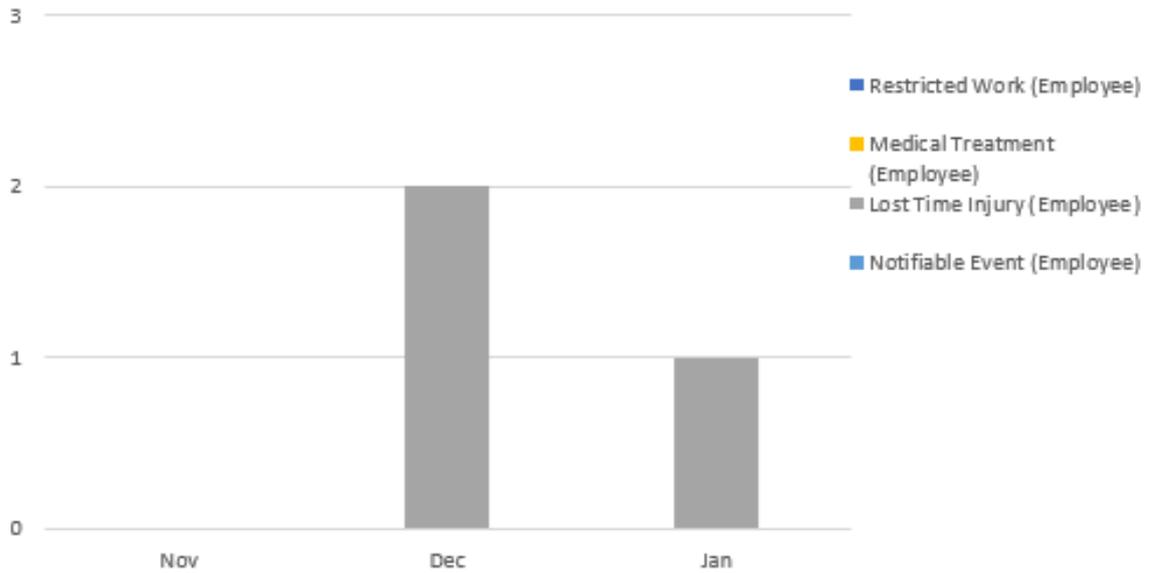
**Rolling 12 month average**



NB: There has been three Lost Time Injuries (LTI) within the reporting period which saw the Lost Time Injury Frequency Rate (LTIFR) and Total Recordable Incident Frequency Rate (TRIFR) increase. The LTIFR is now above the KPI, TRIFR remains within KPI.

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

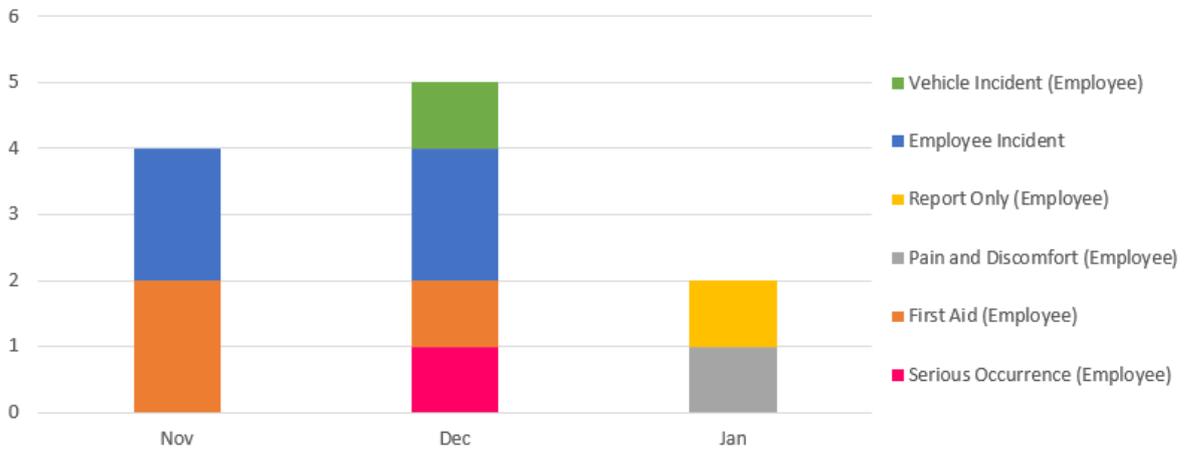
**Recordable Incidents**



NB: There has been three Recordable Incidents in this reporting period, the LTI's at item 7a of this report are summarised at item 8.

**c. Employee Incidents**

**Employee Incidents**



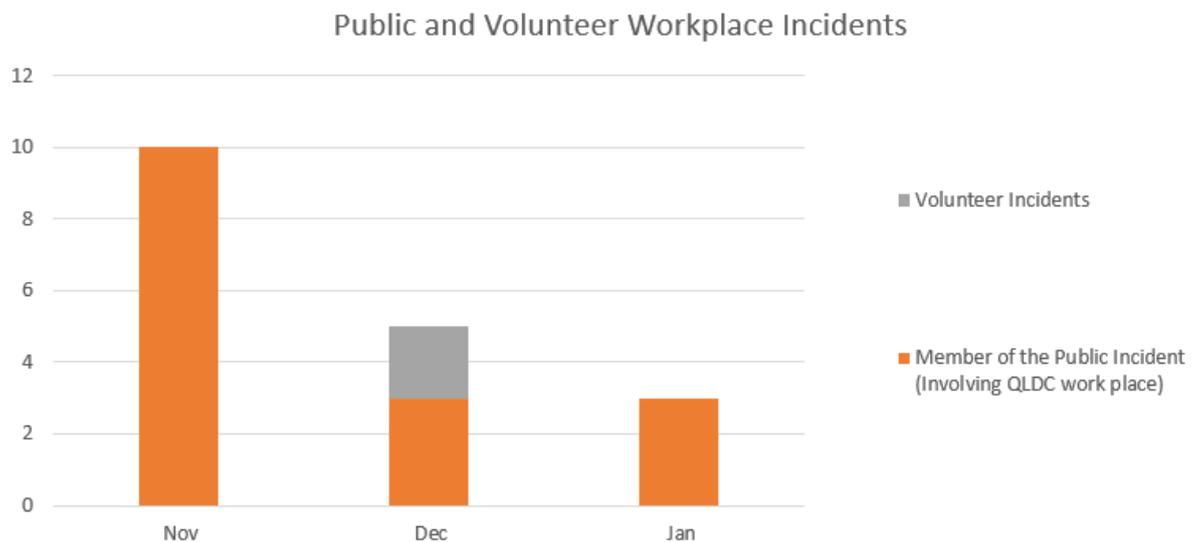
NB: Significant employee events are recorded at item 7b of this report and summarised at item 8.

**d. Contractor Incidents**



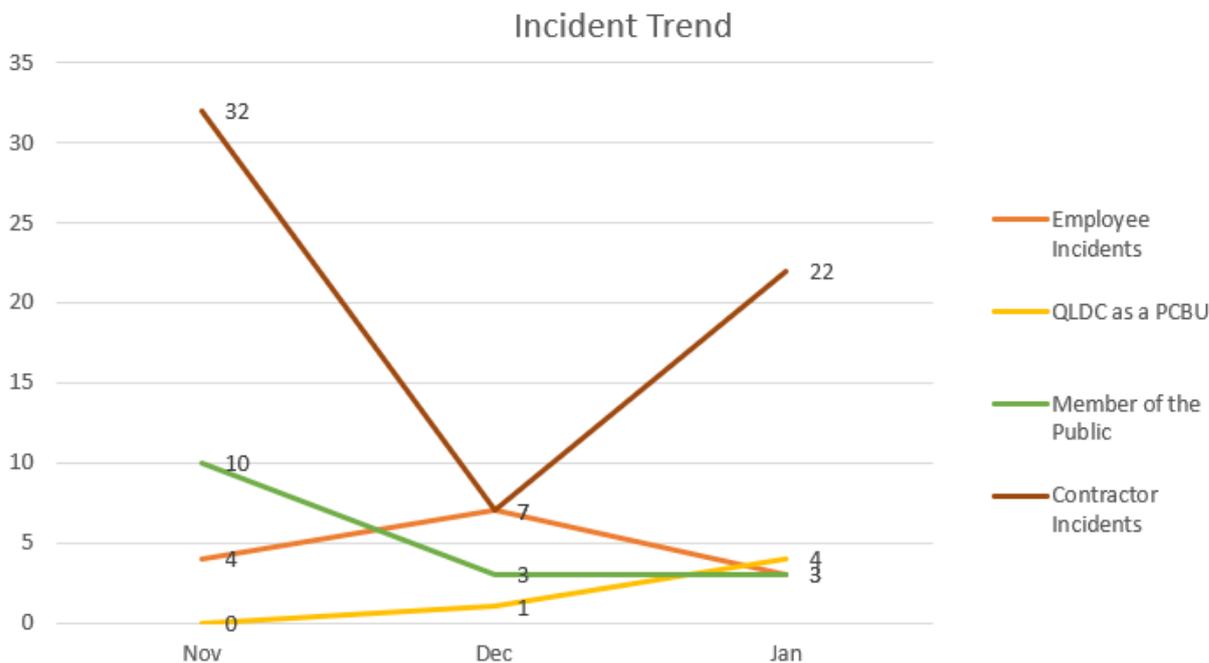
NB: One Serious Occurrence and two significant contractor events reported during this period. These are summarised at item 8 of this report.

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



NB: There was one Serious Occurrence volunteer event and one significant member of the public event in this reporting period. These are summarised at item 8 of this report.

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.



Please note, reduction of incidents owing to most contractor worksites being closed over the festive period. This is a usual trend and expected across New Zealand.

**8. Significant Incidents (November 2023 - January 2024)**

Incident	Findings and Action taken
<p><b><u>Lost Time Injury</u></b></p> <p>Employee misstep when leaving the lifeguard chair, reported as pain and discomfort further investigation found it to be a broken ankle.</p>	<ul style="list-style-type: none"> <li>• Procedures followed by the team in reporting and getting the injury attended to.</li> <li>• The chairs have grip tape on the step, and all found to be in good condition.</li> <li>• Employee went on leave and has since returned to Auckland, therefore unable to determine if their footwear had lack of grip.</li> <li>• Council Physio has entered them into the ACC support programme to ensure good recovery.</li> </ul>

<p><b><u>Lost Time Injury</u></b></p> <p>Employee using hedge cutters which resulted in a back strain.</p>	<ul style="list-style-type: none"> <li>• This task is rotated but hedging had to be undertaken in a relatively short period of time over two days.</li> <li>• Employee sent to Council preferred Doctor and Physio and returned to work on their next roster on a stay at work plan.</li> </ul>
<p><b><u>Lost Time Injury</u></b></p> <p>Employee stepped backwards off a gymnastics mat which resulted in a sprained ankle.</p>	<ul style="list-style-type: none"> <li>• Employee was taken to A&amp;E to receive treatment for their ankle and was signed off as they were not able to bear weight.</li> </ul>
<p><b><u>Serious Occurrence</u></b></p> <p>A trolley was left in the foyer at QEC which had a food cabinet placed on top. On the next day a member of the public pushed the trolley in a quick movement resulting in the equipment on top coming off very close to another member of the public.</p>	<ul style="list-style-type: none"> <li>• Equipment was left in the foyer in the evening as part of a regular pick up which did not occur. Supplier did not inform anyone that they could not pick up the trolley.</li> <li>• Going forward storage of equipment for pick up is to be placed in a secure area away from public. Reminder signs have been placed on all trolleys.</li> </ul>
<p><b><u>Serious Occurrence</u></b></p> <p>Volunteer group reinstating gate post struck a water pipe.</p>	<ul style="list-style-type: none"> <li>• Group had not followed good practice in identifying services in area.</li> <li>• QLDC liaison has discussed incident with group and gained commitment from them to follow service identification procedures. Which includes 'beforeUdig' services and New Zealand Utilities Advisory Group (NZUAG) guidelines.</li> </ul>
<p><b><u>Trespass Notice</u></b></p> <p>A member of the public attempted to force entry into QEC which resulted in damage to cameras and locks.</p>	<ul style="list-style-type: none"> <li>• CCTV footage reviewed by Council security provider.</li> <li>• The next day the person recorded in the footage was identified at the QEC foyer. Police were called and arrested the person.</li> </ul>

	<ul style="list-style-type: none"> <li>• A trespass notice was issued by the Police.</li> </ul>
<p><b><u>Contractor Incident</u></b></p> <p>A contractor worker performing maintenance work was struck on the head by the lid of an open inspection chamber which was caught by the wind, resulting in a cut that required staples.</p>	<ul style="list-style-type: none"> <li>• Worker taken to medical centre and was fit for work the following day.</li> <li>• This particular lid had no propping facility, so it was opened to a semi rear inclined position.</li> <li>• Contractor is inspecting lids that do not have a propping mechanism to retrofit.</li> </ul>
<p><b><u>Contractor Incident</u></b></p> <p>Live ammunition was found to have been tipped into pit at transfer station.</p>	<ul style="list-style-type: none"> <li>• Customer was cleaning out their shed with two teenagers assisting. Although the customer did have the information sheet on what is and is what is not allowed to be taken to the transfer station this was not passed on to the teenagers and was not checked prior to going to the station.</li> <li>• The ammunition was in a closed plastic case which was not opened to check contents.</li> <li>• Processing was stopped at the transfer station and Police called to provide advice, the contractor operating the station followed the Police advice and carefully searched for any more ammunition.</li> <li>• Police followed up with the customer, who was very apologetic recognising that they should have been more 'hands on' when disposing of the contents of the shed.</li> <li>• Contractor has reviewed their information sheet which includes explosives but does not cover ammunition. Contractor is updating the information sheets to include this.</li> </ul>

	<ul style="list-style-type: none"> <li>• Their customer service team will also emphasize the importance of working through the information sheet when customers order skips.</li> </ul>
<p><b><u>Serious Occurrence</u></b></p> <p>A contractor struck a CCTV cable that had been identified and marked.</p>	<ul style="list-style-type: none"> <li>• Existing low voltage cable to security camera was at 150mm depth only.</li> <li>• A section of the cable had been exposed previously by Hydrovac and lowered to correct 600mm depth and marked.</li> <li>• When the excavator was clearing material, it caught the corner of cable where it raised back to the 150mm. The cable was not cut or damaged but dislodged from its connection point.</li> <li>• Work stopped, area made safe and electrical contractor notified to arrange re-connection.</li> <li>• Contractor noted this should have been requested an instruction by the Engineer to fully lower all the cable, not just the section exposed.</li> </ul>

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

		
Notifiable Event Type	#	Description
None	0	

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

 <b>Safety Alerts</b>	
One	WorkSafe issued an alert on the safe use of lithium-ion batteries which was notified to organisation. Please see attachment A.

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

Month	Type
November	<ul style="list-style-type: none"> <li>Contractor Management System Training</li> <li>Treaty of Waitangi workshops</li> <li>Artificial Intelligence workshop</li> <li>Webinar: Crowded Places – how councils can respond to hate motivated behaviours</li> </ul>
December	<ul style="list-style-type: none"> <li>No training planned for December due to the holidays.</li> </ul>
January	<ul style="list-style-type: none"> <li>Sediment and Erosion Training – Monitoring and Enforcement Team</li> </ul>

**Consultation Process | Hātepe Matapaki**

**Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka**

12. 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.

13. 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 Council’s work process.

14. The Council has not consulted directly on this matter in the past.

**Māori Consultation | Iwi Rūnaka**

15. Community consultation is not required for this matter.

### Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

16. 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.
17. This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
18. This Health and Safety framework helps to support the development of a more engaged and capable Health & Safety culture across the Council, leading to more effective hazard identification and mitigation outcomes.

### Financial Implications | Kā Riteka ā-Pūtea

19. None.

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

20. 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

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

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

22. 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

23. 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.

Attachments | Kā Tāpirihaka

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A	Safe use of lithium-ion batteries and battery products - Safety Alert
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