

Audit, Finance & Risk Committee

5 December 2024

Report for Agenda Item | Rīpoata moto e Rāraki take [5]

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 the Audit, Finance & Risk Committee:

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

Prepared by:



Name: Alan Thomas

Title: Health & Safety Manager

14 November 2024

Reviewed and Authorised by:



Name: Katie Church

Title: Director of People & Capability

14 November 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 Aug – 31 Oct 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 there have been two Employee Lost Time Injuries (LTI). As a result, the Total Recordable Incident Frequency Rate (TRIFR) and Lost Time Injury Frequency Rate (LTIFR) have risen to 9.29.

There was one contractor Notifiable Event to WorkSafe, as well as four Serious Occurrences and one Volunteer Incident during the reporting period (these are summarised in Section 10).

WorkSafe chose not to investigate the Notifiable Event and closed out the report immediately. The Serious Occurrences and the Volunteer Incident have been investigated by the relevant contractors.

There continues to be a high level of engagement for the organisation's wellbeing initiatives. Of particular note, the Olympics Challenge had a large number of teams enthusiastically participate in a variety of creative and team-building activities, while extremely positive feedback was received for a series of workshops related to financial wellbeing.

5. Health & Safety Manager

A new subvariant of COVID-19, XEC, has been reported in New Zealand, raising concerns due to its potential for increased transmissibility. As with previous variants, maintaining good hygiene practices such as regular handwashing, using hand sanitizer, keeping personal workstations and common areas clean.

The Council's intranet has been updated and advises employees on actions should they contract COVID-19. Employees are encouraged to have booster shots, if they are eligible.

6. Performance Results 2024:2025

Health and Safety KPI's have been approved by the Executive Leadership Team, for the period 1 July through 30 June annually. This is aligned with Council's financial year and the Long-Term Plan, which was adopted on 19 September 2024.

7. Key Project: Contractor Management

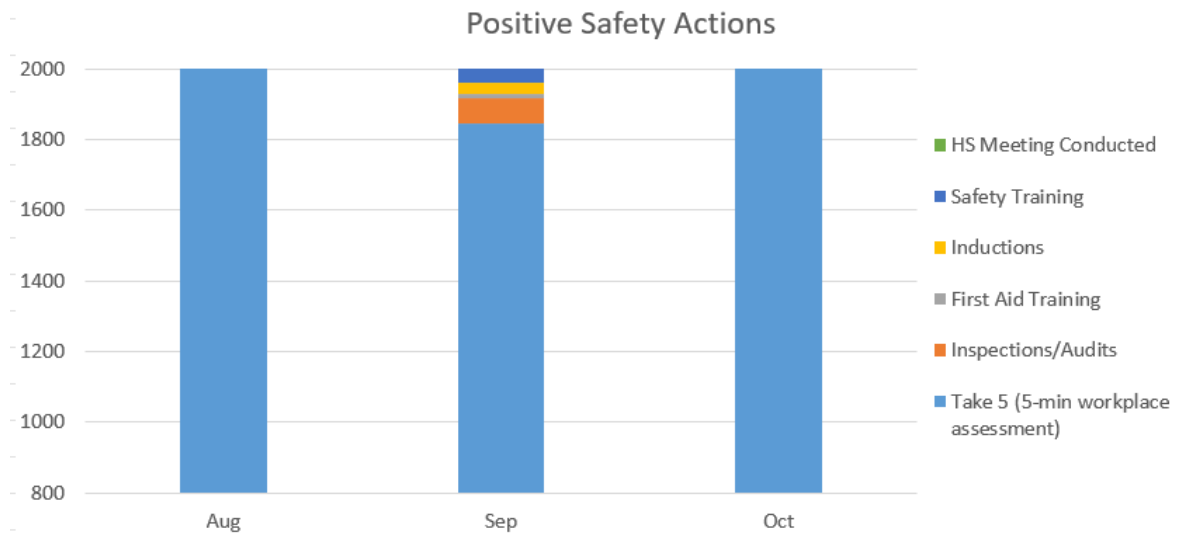
The Health and Safety focus for 2024-2025 is to transition contractor incident reporting from CiAnywhere to 'My Safety', Council's online reporting system. This will improve the oversight of contractor incidents across the organisation.

8. Lead Indicators

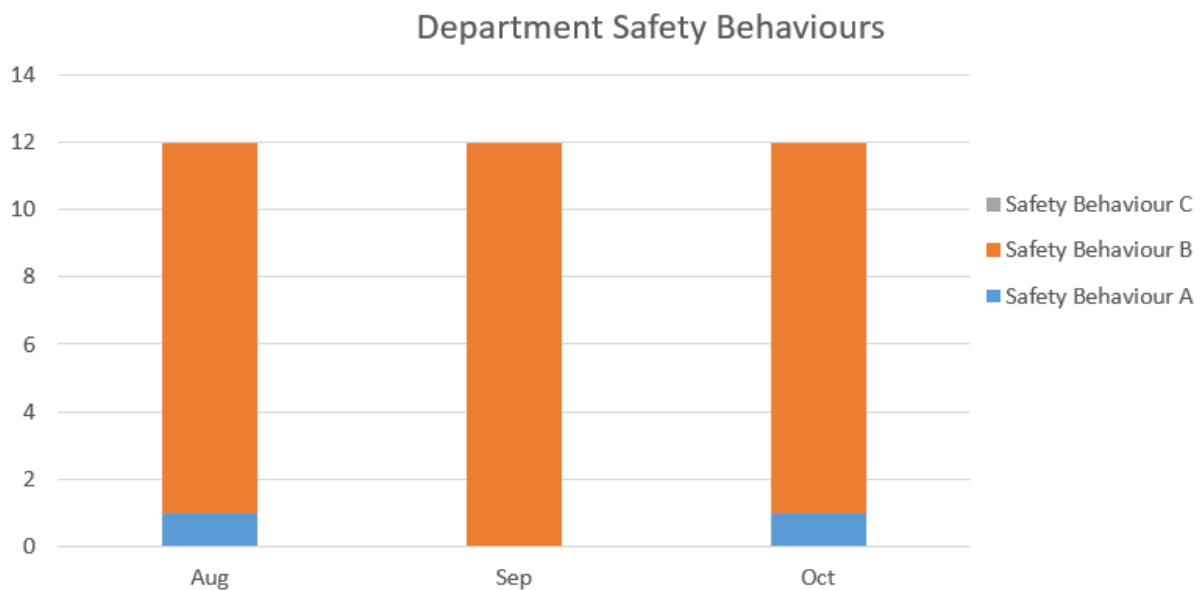
Positive Safety Actions

- a. Health and Safety Meetings conducted within departments or with contractors. (Total 198)
- b. Safety Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely. (Total 200)
- c. Inductions. The first step in engaging our employees in working safely at QLDC. (Total 92)
- d. First Aid Training. (Total 45)

- e. Inspections/Audits. Opportunities for improvement and to ensure that our workplace or our contractor’s workplaces are compliant. (Total 193)
- f. Take 5. Any assessments that identify the risks and control measures associated with a work process or situation. (Total 6,075)

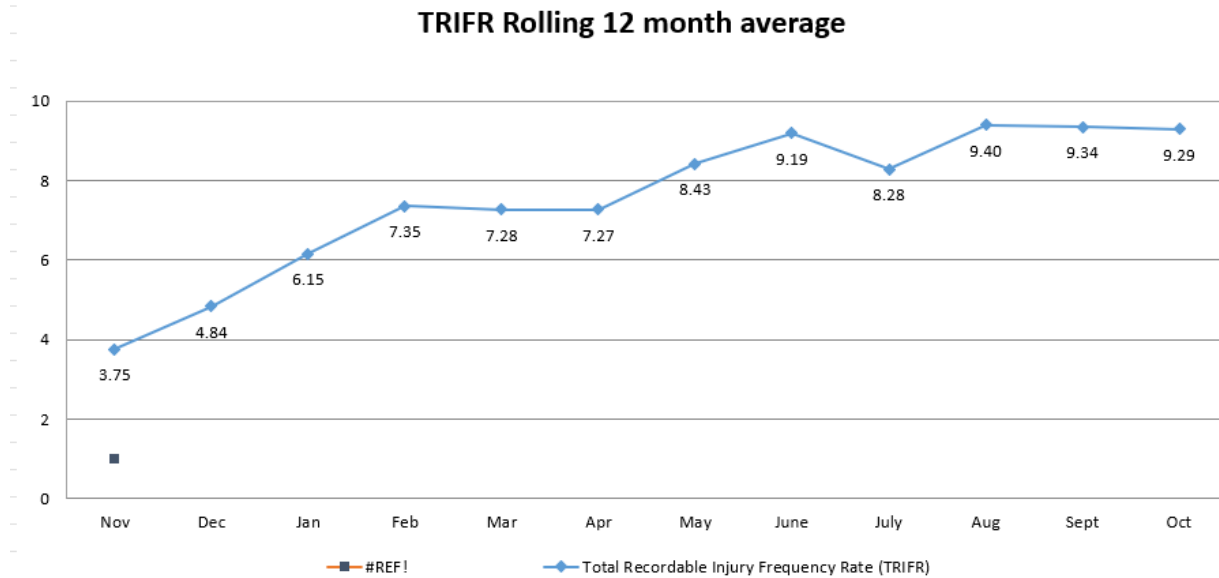


- g. **Department Safety Behaviours** Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score), or has it been business as usual (B score)? A department is expected to rate themselves a C in response to a significant incident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



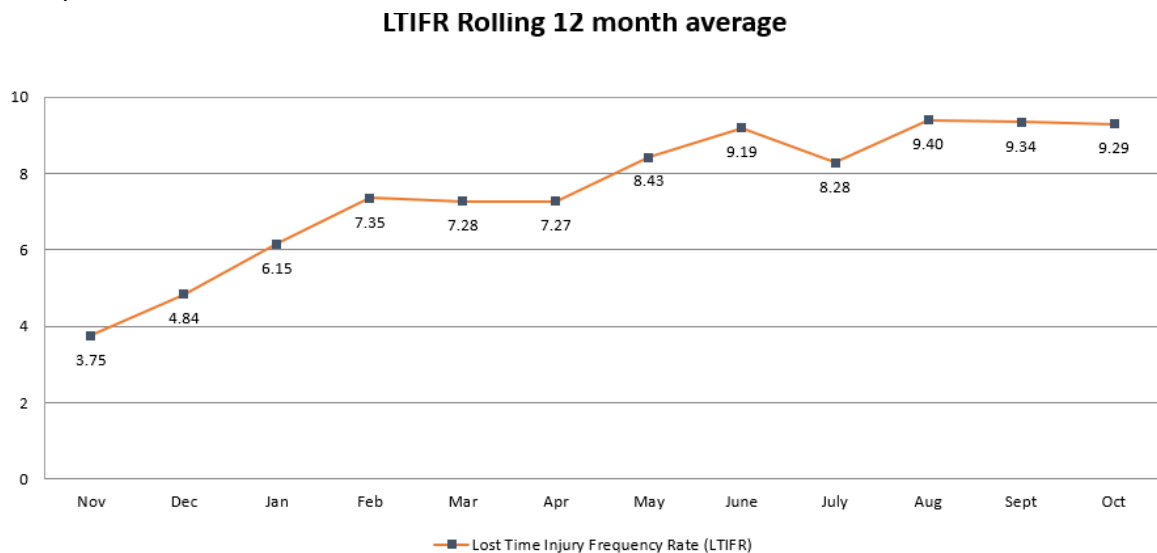
9. Safety Statistics

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



LTI.

- b. Lost Time Injury Frequency Rate (LTIFR)** (This only covers Lost Time Injury). The number of recordable cases, multiplied by 1,000,000, then divided by the total number of exposure hours worked.

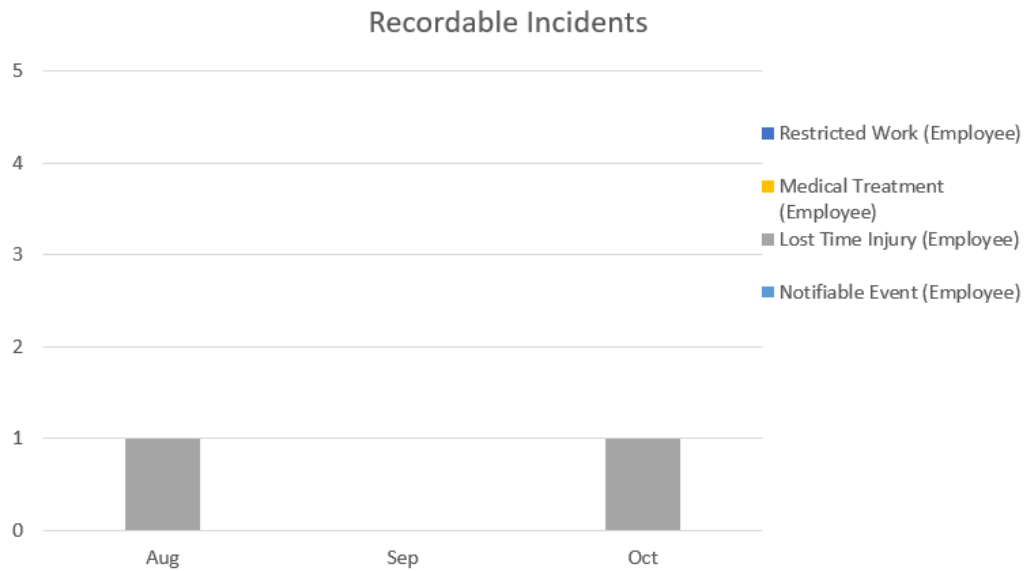


NB: There were two Lost Time Injuries (LTI's) during this reporting period, these are summarised at item 10.

Please note; New Zealand does not have a 'central' benchmarking comparison tool such as those available from the [US Bureau of Labour Statistics](#), or [Safe Work Australia](#).

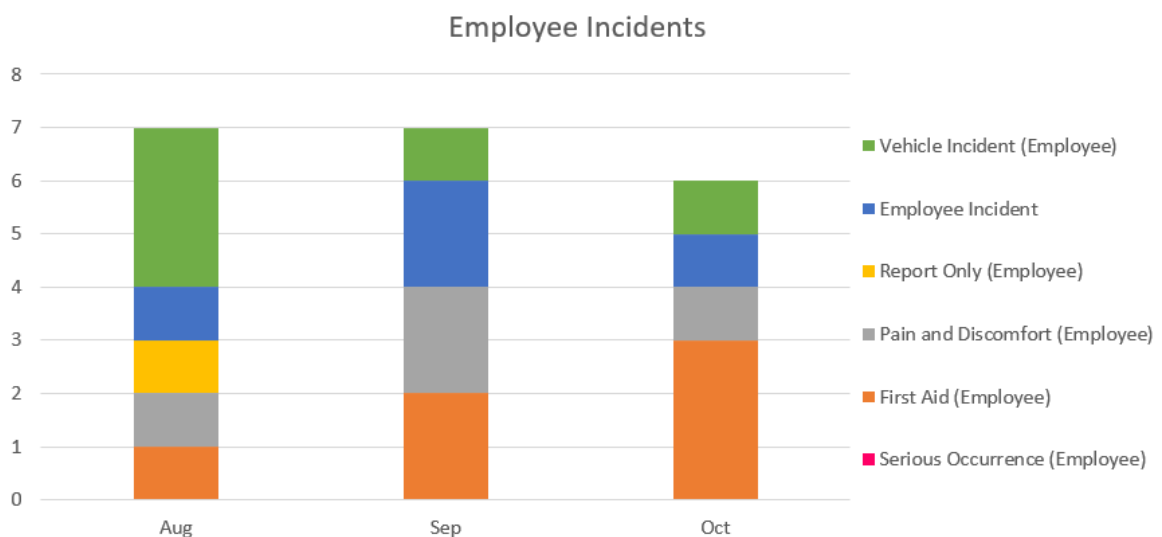
Safe Work Australia provide a LTIFR comparison tool that uses the million hours formula. Industry specific information is provided. The industry benchmark for local government is 13.2, QLDC current LTIFR is 9.29.

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



NB: There have been two Recordable Incidents in this reporting period, the LTI's at item 9b of this report are summarised at item 10.

d. Employee Incidents



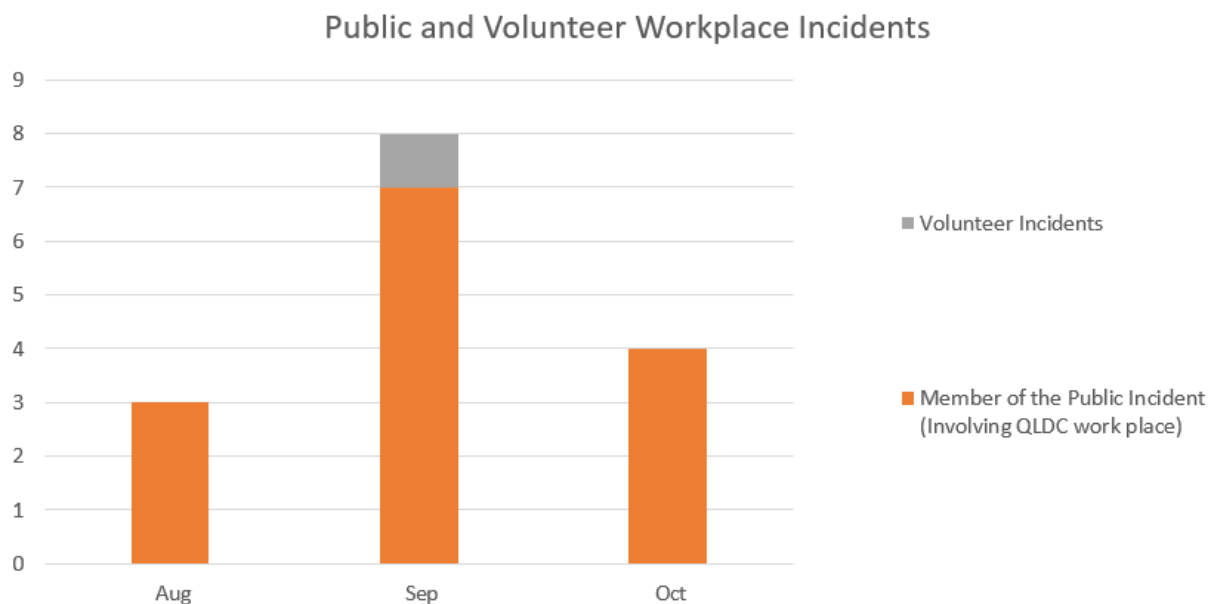
NB: Significant employee events are recorded at item 9b of this report and summarised at item 10.

e. Contractor Incidents



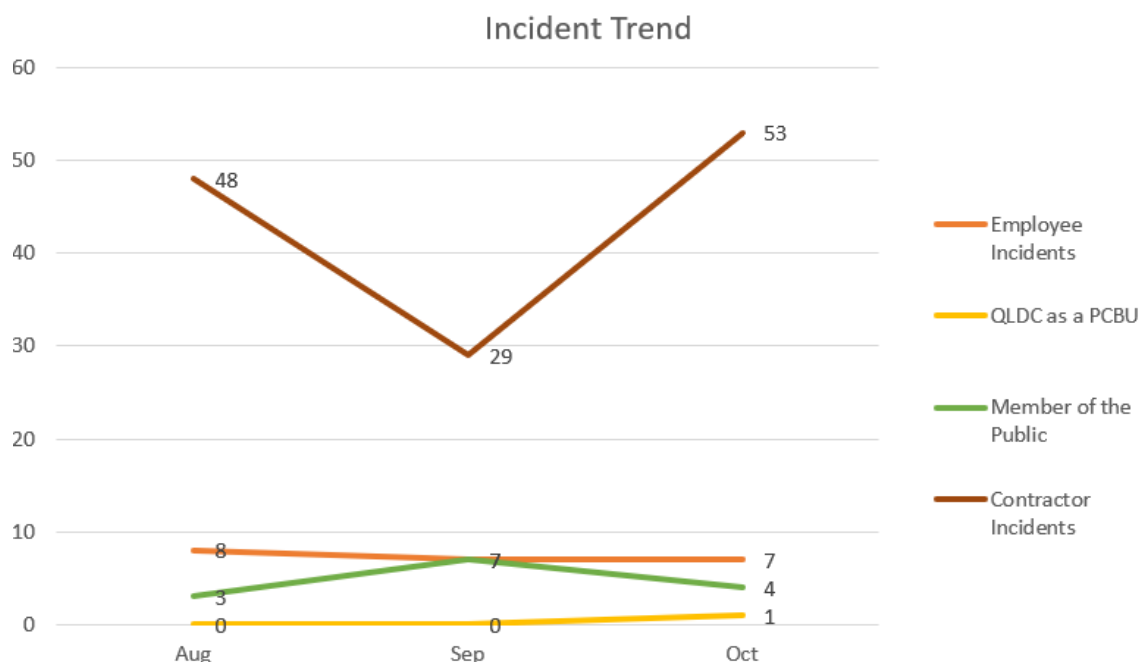
NB: One contractor Notifiable Event and three Serious Occurrences were recorded during this reporting period. These are summarised at item 10.

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



NB: One volunteer incident required Medical Treatment; this is summarised at item 10. All other incidents were not of a significant nature.

g. 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: The contractor incident trend is not concerning. As contractor workfaces and projects are completed and new work started, a decrease and increase can be expected. QLDC foster a positive reporting culture, and contractors and sub-contractors in QLDC workplaces are encouraged to report any safety incidents. An increase in this trend does not necessarily indicate an unsafe workplace, rather a workplace where incidents can be reported, investigated, and discussed to provide better safety outcomes for Workers, Contractors and QLDC.


10. Significant Incidents (Aug 2024 – Oct 2024)

Incident	Findings and Action taken
<p><u>Lost Time Injury</u></p> <p>Employee was inspecting equipment in plant room, as they leaned over to look, they moved their head to the side knocking it on a metal support brace</p>	<ul style="list-style-type: none"> • Support brace had not been identified as a hazard • Plant room checked for potential similar risks and items covered • Bump caps has been purchased for use when carrying out work in plant room


<p><u>Lost Time Injury</u></p> <p>Employee hurt their back due to lifting two cones at the same time. These were being used to cordon off an area where a child had vomited</p>	<ul style="list-style-type: none"> • Incorrect manual handling procedure • Manual handling training is provided, and worker had attended
<p><u>Contractor Notifiable Event</u></p> <p>Worker was walking on a track carrying a chainsaw in one hand and a fuel container in the other. They slipped and landed with their right wrist under the chainsaw</p> <p>The chainsaw sprocket teeth passed through the safety gloves causing minor injury and tenderness</p> <p>Due to potential for infection from the chainsaw, worker was taken to hospital to have the affected area cleaned. They were required to stay overnight for observation</p>	<ul style="list-style-type: none"> • Ground conditions at the time were slippery, worker had the option to defer the task but chose not too • Incident reported to WorkSafe who chose not to investigate
<p><u>Contractor Incident: Serious Occurrence</u></p> <p>Service strike to a mains sewer pipe when drilling to install a piezometer which resulted in sewage being released</p> <p>Sewage was contained in immediate area and did not enter any water courses</p>	<ul style="list-style-type: none"> • Failed to follow procedures to fully expose sewer pipe • Hydro vac was available onsite, but this was not utilised • If the hydro vac was used the incident would have been avoided • Contractor was reminded of Council’s requirements when working around services
<p><u>Contractor Incident: Serious Occurrence</u></p> <p>A worker was cleaning an inlet channel of an auger.</p> <p>A waste truck arrived too off load; the driver started the auger not checking that anyone was in the inlet.</p>	<ul style="list-style-type: none"> • No lockout tagout on auger • A nationwide audit was conducted by the contractor to identify all equipment requiring a lockout tagout

No injuries occurred to the worker	
<p><u>Contractor Incident: Serious Occurrence</u></p> <p>A worker was not clipped into their harness whilst assembling scaffold at height</p>	<ul style="list-style-type: none"> Clipping on at height is one of the Contractors cardinal safety rules. Worker removed from site
<p><u>Contractor Incident: Serious Occurrence</u></p> <p>Workers at Queenstown Waste Transfer Station successfully contained a bale fire caused by a member of public placing lithium battery into recycling load</p> <p>There were no injuries or damage to the building or equipment</p>	<ul style="list-style-type: none"> Prompt action by workers isolated the bale until FENZ arrived The team are continuing to educate the public about how to dispose of batteries
<p><u>Volunteer Incident: Medical Treatment</u></p> <p>Hawthorn penetrated webbing of safety glove. This became infected overnight requiring treatment at a hospital</p>	<ul style="list-style-type: none"> Gloves were suitable for the task unfortunately the thorn penetrated through the webbing between the harder leather surfaces Health and Safety briefings for volunteers to provide more detailed information on the risks of hawthorn and other prickly weeds, including clear identification and proper handling procedures

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

		
Notifiable Event Type	#	Description
Notifiable Incident	1	Contractor Slipped when carrying a Chainsaw and Fuel

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

 Safety Alerts	
1	Employees informed of a new subvariant of COVID-19, XEC

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

Month	Type
August 2024	<ul style="list-style-type: none"> NZS 3910 Conditions of Contract Workshop Te Tiriti o Waitangi Workshops Speechcraft
September 2024	<ul style="list-style-type: none"> Leadership in context Speechcraft
October 2024	<ul style="list-style-type: none"> New and Emerging Leaders – People Essentials and Authentic Leadership Time Management Workshop Webinar: First time working in the local elections? Meet the panel, hear the intel. Workshops for the implementation of the new NZS 3910 (Engineering)

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

14. 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.

15. 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.

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

Māori Consultation | Iwi Rūnaka

17. Community consultation is not required for this matter.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

18. 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.
19. This matter relates to the management and governance framework for all Health and Safety risks that are documented within the My Safety Register.
20. 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

21. None.

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

22. 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

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

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

24. 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

25. 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

There are no attachments