

## Health and Safety Report

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### 1. Governance

#### 1.1. Board Working Group

As discussed and agreed in the October Board meeting, a working group is being established to complete the implementation of the key elements of health and safety for the organisation. The working group, which will be made up of Directors and senior managers from the Executive Leadership Team, is as proposed in the Direction Setting Paper: Health and Safety;

“Establish a Working Group with Directors, Senior Leadership Team members, and a Health and Safety advisor to review the requirements for Health and Safety Policy, Governance Policy, Health and Safety Strategy, Manual (process document), and reporting.”

The next step is to complete training and education for the Board and Executive Leadership Team and this will be one of the key lead activities Panuku will carry out to enhance its health and safety culture in accordance with good practice. This is critical given the introduction of the Health and Safety at Work Act.

#### 1.2. Board health and safety activity completed in the period

No activity this month

### 2. Strategy Direction

An Executive Leadership Team and Health and Safety Committee training session will be carried out before Christmas and the Board and health and safety working group (made up of Board and management) training will be carried out in the New Year.

The interim policy remains in place until a new policy is developed and agreed.

The Health and Safety at Work Act 2015 will come into effect on 4 April 2016.

### 3. Monthly Reporting

#### 3.1. Construction

Pakenham-Madden Street - regular site visits and audits are being completed. The focus of the most recent site audit was on the deep excavation and pipe installation works. The contractor is maintaining a high level of safety activity on site and the site is well managed. Three incidents were recorded in October and these are outlined below.

Wynyard Central Development Projects - the construction coordination meetings for the Quarter continue and the Health and Safety Charter is currently been signed by the construction stakeholders. Panuku is progressively reviewing the construction safety plans for alignment with expectations. General site visits are being completed with a focus on reviewing processes in place for asbestos removal activity.

Silo 7 remediation works - this work is nearing completion with the external scaffold to be removed in November. The work has been completed without incident.

Other construction works - health and safety activity for the other current development projects (Hobsonville, Papatoetoe, and Ormiston) is being established and will commence in November.

### **3.2. Events**

Planning for the summer events is in progress - Silo Cinema and markets, and Santa's Bach.

### **3.3. Property and Managed Portfolio**

Safety inspections are being completed on all commercial properties; this is a process that commenced early in 2015 and is expected to complete by the end of the year. A similar process is planned for the residential properties.

A re-audit of a quarry operation was completed in October; a previous audit had identified health and safety issues that required improvement. The quarry operator has made improvements and has addressed the issues raised.

### **3.4. Marinas**

A review of health and safety processes in the marina is planned for contractor management and staff health and safety systems with consideration of the new Act.

## **4. Systems and Process**

### **4.1. Training**

Training planned for the next quarter includes Site Safe training for employees involved in construction projects, first aid refresher, and Safety Rep training for the new health and safety representatives.

The induction training for new staff is being updated and will be rolled out before Christmas.

### **4.2. Incident Management and Reporting**

Reporting into the Council Vault system is now fully implemented and will be monitored to ensure robustness. A summary of recorded incidents is included in this report. Further enhancements to the reporting will include total recordable injury frequency rates, once some further enhancements of the reporting systems have been completed.

### **4.3. Participation in Auckland Council health and safety activities (Policy reviews etc).**

No activity this month

### **4.4. Update on hazard and risk management**

A risk register has been developed to combine the risks/hazards from ACPL and WA and is now being updated on a monthly basis.

#### 4.5. Emergency planning

An evacuation plan for 11 Westhaven Drive is in place with all new staff receiving information on the plan. A practice of the plan was completed in September.

An emergency planning workshop for the wider Wynyard Quarter (Project Susi) was completed in October. The workshop included stakeholders from the Quarter, Civil Defence and emergency services being involved in a desktop emergency evacuation to test the overarching evacuation plan and the individual business plans.

### 5. Review and Monitoring

#### 5.1. Injury management

No activity this month

#### 5.2. Employee participation activity

Monthly meetings of the health and safety committee are being completed. The election of employee representatives is in progress.

#### 5.3. Reports on any external audits and system reviews

No activity this month

#### 5.4. Contractor management

No activity this month

#### 5.5. Incident Data

Incident Type	Month	Total for year commencing September 2015
Fatalities	0	0
Lost Time Injury (LTI) Injury that prevents a worker returning to work for their next working day.	0	0
Restricted Work Injury incident where an employee can return to work but is only able to complete restricted/alternative duties.	0	0
Medical Treatment Injury that requires treatment by a physician or health care professional that is not considered first aid (broken bones etc).	0	0
First Aid Minor injury that is treated in the workplace; may also include an incident where a worker is taken to a doctor/clinic for minor procedure (minor cuts or tetanus shots etc).	1	2
No Treatment	0	1

Incident where no treatment is required.		
<b>Totals</b>	<b>1</b>	<b>3</b>

<b>Incident Type</b>	<b>Month</b>	<b>Total for year commencing September 2015</b>
Incident An event that results in property damage and no injury.	2	5
Near miss An event that given certain additional circumstances may have resulted in personal injury or property damage	1	6
<b>Total</b>	<b>3</b>	<b>11</b>

## 5.6. Madden Street project

### Near misses

- Gate to site left open (at smoko break) with excavator left running inside gate; contractor has reminded operators of requirements to turn machines off and remove keys. Checks to be completed by supervision.

### Incidents

- Existing asbestos water main cracked under weight of stabilising machine; Machine was being moved on to site and tracked too close to pipe location - weight loading from machine caused pipe to crack - exclusion zone around pipe has been re-emphasised to contractors and surface marking redone. Note that the pipe is shallow and very brittle, being replaced as works progress.
- Blockage in cement pipeline to stabilising machine was being cleared, pressure in pipe was released but some residual pressure was still in line when it was disconnected. Cement sprayed into air and blew on to some nearby parked cars; while the pressure was released from pipe there remained some residual pressure - contractor has added sequence to standard operating procedure to prevent reoccurrence.

## 5.7. Silo 7

No Incidents reported

## 5.8. Public areas

No incidents reported

## 5.9. Staff

First Aid - slip on floor outside lifts on Level 2 of Pier 21 building. No apparent reason for slip but there has been some comment that the floor can be slippery in some types of footwear. Will continue to monitor.