

## Health and Safety Report

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### 1. Governance

#### 1.1. Board Working Group

A Board Working Group is being established to complete the implementation of the key elements of health and safety for the organisation. The purpose of the working group, which is made up of Directors and Senior Managers from the Executive Leadership Team (ELT), is to review the requirements for Health and Safety Policy, Governance Policy, Health and Safety Strategy, Manual (process document), and reporting. The first meeting of this group is scheduled for February 2016.

Training and education for the Board and ELT 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, effective from 4 April 2016.

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

No activity this month.

### 2. Strategy and Policy

As part of preparing the organisation for the introduction of the Health and Safety at Work Act, both the Executive Leadership Team (ELT) and the Health & Safety Committee (made up of representatives across the organisation) have commenced a programme of additional training, education and analysis of existing Health & Safety procedure.

The first phase of this work has involved a comprehensive briefing from Tim Clarke, partner at Bell Gully who specialises in legal and compliance aspects of Health & Safety reform. All of ELT participated in this briefing and following on from this, the Health & Safety Committee have met to discuss and put in place workstreams which will complete across the organisation a review of current preparedness and to look to determine where, if any, there are gaps leading up to the implementation of the new legislation in April next year. By late January we anticipate this next phase will be complete, which will enable an action plan to be clearly communicated to the Board for the period January to March and then a further work plan completed to cover the balance of the financial year to ensure full compliance with the new Act.

The work plan will address whether there is a requirement to amend any Board policy in respect of health and safety. The interim policy remains in place until any new policy is developed and agreed, as may be appropriate.

## 3. Monthly Reporting

### 3.1. Construction

Pakenham-Madden Street - regular site visits and audits are being completed. Following an incident where a high voltage power cable was damaged by an excavator, an audit of the permit to excavate system will be completed. In addition, some confined space work has commenced and this work will also be reviewed.

Wynyard Central Development Projects - the asbestos removal works have been completed and monitoring and clearance reports have been provided by the contractors indicating that the areas are now clear. Planning for traffic movements and general co-ordination in the area continue with the key contractors. A site visit to view the site establishment and demolition works has been completed - the site visits have a particular focus on health and safety and the interface between the projects.

Silo 7 remediation works - this work has been completed

Hobsonville Roads D&E - the contractor's health and safety plan has been reviewed and a site audit will be completed once works commence.

### 3.2. Events

Health and safety monitoring of the summer events has commenced with regular visits being completed to the Santa's Bach event and visits will be completed to the Silo Markets and Movies. A safety app is being trialled over the summer period - this provides real time reporting and updating of hazard management across the events in Wynyard Quarter.

### 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.

### 3.4. Marinas

A new management process for the induction and monitoring of contractors is being put in place for the summer period. The process follows the requirements of the new Act and current good practice for contractor management.

## 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, Vault, and Safety Rep training for the new Health and Safety Representatives.

The induction training for staff has been updated with some group training sessions to be completed 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.

Graphs and charts are being developed to improve readability.

### 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 and refresher information will be provided in the induction training.

## 5. Review and Monitoring

### 5.1. Injury management

No activity this month

### 5.2. Employee participation activity

The election of the health and safety representatives is in progress - the process for the election of staff representatives is in line with the new Act. An initial meeting of the Health and Safety Committee has been completed.

### 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).	0	2
No Treatment Incident where no treatment is required.	0	1
<b>Totals</b>	<b>0</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	7
Near miss An event that given certain additional circumstances may have resulted in personal injury or property damage	1	7
<b>Total</b>	<b>3</b>	<b>14</b>

## **5.6. Madden Street project**

### Incidents

- Water main developed leak with heavy excavator working nearby. Delineation barrier had been moved so excavator driver assumed he was further away from main than he was. To be reviewed in toolbox sessions on site.
- Excavator struck high voltage mains cable damaging cover and tripping power supply. This incident is still being investigated.

### Near misses

- A lifting eye (for crane to attach to) bent and distorted during unloading of manhole riser from truck. Load had been lifted off deck and was being checked when dogman noticed lifting eye distorting. This is being investigated by the manufacturer.

## **5.7. Hobsonville Roads D&E**

No Incidents reported

## **5.8. Public areas**

- Intoxicated member of the public fell into water at marina and were rescued by security and treated at hospital. The incident has been referred to the police alcohol harm reduction unit (note that this has not been recorded in data above)

## **5.9. Staff**

No incidents reported