

ARF003 Health Safety and Wellbeing Vulnerabilities

Risk Status Progress Report for October 2020

Prepared: 16/09/20

Description of risk and impact

Health, Safety and Wellbeing Vulnerabilities are those elements defined in the Health and Safety at Work Act (2015).

Far North District Council (FNDC) has a duty to ensure, so far as is reasonably practicable, that the workplace is without risks to the health, safety and wellbeing of any person and has controls in place to firstly eliminate or then minimize those risks.

Existing Treatments - What has been done so far?

Regular H&S report, with lag and lead indicators, is included in the CEO report within the P&C section for that period. Current H&S concerns are focused on distributed working and lone worker vulnerabilities. Current trends show a drop off in reporting of H&S incidents from an of 13 incidents per month on average to 7.5 incidents per month

FNDC's 5-year strategic plan is currently three months into year three of Horizon 2. Planned activities are well on track with 66% of the planned activities completed; and delivery of the remaining activities is to schedule.

FNDC Health and Safety Committee continue to meet monthly; and all staff have a Health Safety and Wellbeing focused KPI which is reviewed and monitored quarterly. Last KPI performance year data is being analyzed and insights shared with SLT. The calendar of core Health Safety and Wellbeing activities has been reviewed, due to COVID-19, with some activities being bought forward and other re-scheduled.

COVID-19 related support to customer facing and field staff has been an ongoing focus since the previous report. Controls are in place with staff working remotely; specialist PPE; office hygiene kits; and additional engineered solutions (e.g. *sneeze guards*) being procured to further protect our customer facing workers. This work will continue while the pandemic remains in New Zealand.

The Health and Safety risks, with the highest potential consequences, remain the risks with treatments identified in the table below.

High level treatment plan and progress up-date:

Vulnerabilities being addressed:	Progress update:
Lone Worker safety	Progress is to revised plan. Vehicle GPS and Lone Worker Safety Solutions Contracts have been awarded with delivery (installed and staff trained) mid-October.
Health Monitoring of high risk staff (staff who have high levels of health exposure due to their roles e.g. wastewater staff, animal management officers, building officers)	Project has been rescheduled due to COVID-19. Health Monitoring programme to be established for critical roles at Council is at the design and scoping stage with delivery by end quarter three of FY21.

Non-compliance against Health and Safety at Work Act regulations across our assets.	Progress not to plan – currently we remain non-compliant at five of FNDC’s water/wastewater Treatment Plants and one swimming pool. As the asset owner we should establish regular audits and monitoring with our contractors who are responsible for the management and operation of these assets.
Contractor Management.	Treatments in place. Pre-qualification processes in place via SiteWise. Tender documents now have the SiteWise requirement in place with ongoing regular contractor monitoring and site inspections/audits via Project Managers and Contract Managers. We have 107 SiteWise registered pre-qualified preferred contractors. Gap: there may be some legacy service providers who are not SiteWise pre-qualified.
Wellbeing programs to address our changing workforce.	Progress to plan Implementing quarterly initiatives (as appropriate in the COVID-19 environment) focusing on overall Wellbeing themes. The focus is on distributed working and COVID-19.
Threatening behavior from members of the public.	Progress to plan Technical solutions will be procured as part of the Lone Worker Safety solution including 24/7 monitoring services. Support plan is in place for any threatened staff. Manager - Environmental Services is considering a trial of body camera’s for use by high risk staff.
FNDC’s Generic Hazards and Controls/Treatments.	Progress not to plan Generic hazards have been identified and agreed by the Health and Safety Committee. Development of action plans and treatments, to mitigate, have been delayed due to remote working while in COVID-19 related alert level restrictions.

Where are the gaps? / what more could we be doing?

- Worker engagement is developing and ongoing
- Speed of Council to bring Assets up to meet legislative requirements as the Regulations change (e.g. HSNO)
- Working remotely from home safely as an organization as this becomes part of the new normal work routine. Monitoring the impacts of this way of working continue.

The impact and likelihood of this risk has increased due to the ongoing COVID-19 pandemic; non-compliance with Work Safe regulations across our assets; and contractor incidents since last reporting period.

Inherent Risk:	Trend	Residual Risk:	Accountable:	CEO	Date raised:	29/11/18	Report frequency:
	↑		Responsible:	Mgr. P&C	Date accepted:	16/06/19	2 monthly