

# ARF003 Health Safety and Wellbeing Vulnerabilities

Risk Status Progress Report for February 2021

Prepared: 6/01/21

## Description of risk and impact

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

The Council has a duty to ensure, so far as is reasonably practicable, that our workplace is without risks to the health, safety and wellbeing of any person and has controls in place to firstly eliminate or minimize those risks.

## Existing Treatments - What has been done so far?

Regular health and safety reporting, with lag and lead indicators, is included People and Capability section of the CEO report. Current trends show a drop off in reported health and safety incidents from an average of 13 incidents per month to 8 incidents per month.

The Council's 5-year strategic plan is currently six months into year three of Horizon 2. Planned activities are on track with 68% of the planned activities completed; and delivery of the remaining planned activities to the revised schedule. It should be noted that two initiatives are not included within the 5-year strategic plan. These are lone worker safety and health monitoring for high risk staff vulnerabilities.

The 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 analysed 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 others re-scheduled.

Your Voice results for 2020 have been released with a continued overall increase in the Health & Safety index score (when compared year on year). Wellbeing has been identified as a focus area for further improvement with an initiative to review and implement further support mechanisms as part of the survey's engagement action plan.

Current health and safety concerns are focused on COVID-19, distributed working and lone worker vulnerabilities. COVID-19 related support to customer facing and field staff include PPE, office hygiene kits and additional engineered solutions (e.g. sneeze guards). The number of staff remote working further reduces COVID-19 related risks.

Treatment progress is not to plan for six health and safety vulnerabilities. Progress is captured in the table below:

## High level treatment plan and progress up-date:

Vulnerabilities being addressed:	Progress update:
1. Lone Worker Safety	Progress not to original plan.

	<p>COVID19 delays has meant a two-phase installation and roll-out, with Phase 1 installs and training for Animal Management and NTA teams completed this reporting period.</p> <p>Phase 2 installs and training commence at end of January/early February 2021.</p> <p>An additional project is being developed for District Services monitoring/compliance staff – refer threatening behavior vulnerability below.</p>
<p>2. Health Monitoring for high risk staff (staff who have high levels of health exposure due to their roles e.g. wastewater staff, animal management officers, building officers)</p>	<p>Project has been rescheduled due to COVID-19.</p> <p>A Health Monitoring programme is being established for high risk roles. The programme provider has been identified and a project plan in place, with delivery end of Q3 FY21.</p>
<p>3. Non-compliance against Health and Safety at Work Act regulations across our assets.</p>	<p>Progress not to plan</p> <p>We remain non-compliant at two of FNDC's water/wastewater Treatment Plants. Contractor partners closed out the actions for five water/wastewater plants and one swimming pool.</p> <p>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. This work is ongoing with Three Waters Alliance partners.</p>
<p>4. Contractor Management</p>	<p>Progress to plan with treatments in place.</p> <p>We have 109 SiteWise registered pre-qualified preferred contractors, with an average assessment score of 84%.</p> <p>Current tender documents include the SiteWise requirement with ongoing regular contractor monitoring and site inspections/audits via Project Managers and Contract Managers.</p> <p>District wide workshops are planned to help fast track Tier 3 contractors involved in the externally funded projects. Four workshops were held in 2020.</p> <p>Gap: there may be some legacy service providers who are not SiteWise pre-qualified. This work will form part of scope for the health and safety consultants work in 2021.</p>
<p>5. Wellbeing programs to address our changing workforce</p>	<p>Progress not to plan</p> <p>Program to be reviewed with implementation of remote working and hybrid operating modules, including feedback via Your Voice survey that more support is required in the Wellbeing space.</p>

<p>6. Threatening behavior from members of the public</p>	<p>Progress not to plan.</p> <p>The December period has seen a continued increase in threatening behavior related incidents (four in December), involving both staff and contractors. Work is being progressed with contract partners to review controls in place to protect workers.</p> <p>Technical solutions have been procured for 23 front line staff as part of the Lone Worker Project, including 24/7 monitoring services.</p> <p>Support plan is in place for any threatened staff.</p> <p>District Services project to implement body cameras and stab-proof vests have been fast tracked to high risk roles, project to commence Q3 FY21.</p>
<p>7. FNDC's Generic Hazards and Controls/Treatments</p>	<p>Progress not to plan</p> <p>Generic hazards have been identified and agreed by the Health and Safety Committee. Development of action plans and treatments have been delayed due to remote working. Q3 roll of controls to commence via HSW Committee representatives.</p> <p>Remote working to be considered and suitable minimum controls to be reflected in the treatment plans.</p>

**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 regulations change.
- Working remotely from home safely as an organisation. Monitoring the impacts of this way of working continue. WorkSafe's guidelines are still to be published to help determine what "best practice" looks like.
- WorkSafe's Whakaari (White Island) decision on those 13 organisations not meeting their obligations as a PCBU under the Health and Safety at Work Act (2015) has created further uncertainty. A Council Health & Safety deep dive session, as part of critical risk review will help provide further clarity and focus. This has been identified as an emergent risk in the February 2021 risk management report.

The impact and likelihood of this risk has increased due to treatment plan progress; increase in threatening behavior from the public; and the ongoing non-compliance with Health and Safety at Work Act regulations across our assets.

<b>Inherent Risk:</b>	<b>Trend of risk rating</b>	<b>Residual Risk:</b>	<b>Accountable:</b>	CEO	<b>Date raised:</b>	29/11/18	<b>Report frequency:</b>
	Increase		<b>Responsible:</b>	Mgr. P&C	<b>Date accepted:</b>	16/06/19	2 monthly