

# ARF003 Health Safety and Wellbeing Vulnerabilities

Risk Status Progress Report for October 2021

Prepared 22/09/2021

## Description of risk and impact

Health, Safety and Wellbeing Vulnerabilities are those elements defined in the Health & 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 in the People and Capability section of the CEO report. Current reporting trend is for an average of 8 health and safety incidents being reported per month.

The Council's 5-year HSW strategic plan is currently at the end of year three (Horizon 2). Planned activities are on track with 82% of the planned activities completed; and delivery of the remaining planned activities is to the revised schedule. It should be noted that since the strategy was implemented in 2018 two vulnerabilities were added to address the lone worker safety and health monitoring for high risk staff. Post the May 2021 ARF meeting, two further vulnerabilities were added focusing on the Beach Safety Review and Opuia Cycleway Risk Mitigations. Remote Working was also then added prior to the July ARF meeting taking the total to ten.

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. See table 1 for examples of existing health and safety treatments.

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.

Key activities completed since the last reporting period:

- Workplace COVID-19 vaccinations administered to 55 staff (dose 1).
- Council has successfully worked through Alert Levels 4 and 3 COVID restrictions. Including support to essential field and office staff. COVID-19 Control documentation is in place, specialist PPE and Hygiene kits have been supplied to staff and stock levels are regularly monitored by the Crisis Response Team that has been stood up by Council internally.

Table 1: Examples of existing treatments

Examples of existing treatments in place to support the Health, Safety & Wellbeing of FNDC Staff		
Health & Wellbeing Focus	Training & Competence Development Focus	Risk Management/Contractor Management

Employee Assistance Programme (EAP)	Workplace First Aid	SiteWise Pre-qualification
Wellness Advocates	Resilience Training	Job Safety Analysis (JSA)
Flu/COVID-19 Vaccinations	Customer Conflict Awareness	Tender & Contractual references to H&S
Hybrid Working	Lone Worker/Vehicle GPS	Project Safety Inspection Audits
Wellbeing Leave & Policy	Staff HSW inductions (new starters)	Quarterly Inspection schedule
Injury Rehabilitation & Management	Health & Safety Representatives	Emergency management procedures/policies

Your Voice results for 2020 were 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 being led by Tier-3 people leaders and the development of a Wellbeing Strategy for FY22.

Current health and safety concerns are focused on COVID-19 controls, contractor management, wellbeing and remote working.

Treatment progress is not to plan for one of the ten health and safety vulnerabilities listed in the table below:

[High level treatment plan and progress up-date for critical HS&W Vulnerabilities:](#)

Vulnerabilities being addressed:	Progress update:
1. Lone Worker Safety	Lone worker and vehicle GPS project has been completed and is now business as usual.  Additional project: Policy required before District Services can roll out body camera's and stab proof vests.  eRoad: This is now business as usual rollout to the remaining fleet.
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)	Progress to revised plan.  A Health Monitoring programme is to be established for high-risk roles. The programme provider has been identified and a project plan in place, with delivery to commence from Quarter 2, FY22  Role specific inoculations are being offered on case by case basis for high-risk roles.
3. Non-compliance against Health and Safety at Work Act regulations across our assets.	Progress to revised plan with treatments in place.  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>This work is ongoing with Three Waters Alliance partners and Infrastructure Programme Delivery team to complete construction that will bring the two remaining assets up to compliant status.</p>
<p>4. Contractor Management</p>	<p>Progress to plan with treatments in place.</p> <p>We have 125 SiteWise registered pre-qualified preferred contractors (an increase of one from the last report), 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>Consultation on the new suite of documentation and policy is scheduled with the Infrastructure Programme Delivery Team in Q2, including use of technology to streamline the project audit function. Finalisation of this programme of work is expected to be completed before calendar year end.</p>
<p>5. Wellbeing programmes to address our changing workforce</p>	<p>Progress to plan with treatments in place</p> <p>Programme to be reviewed with implementation of remote working and hybrid operating modules, including feedback via Your Voice survey (where more support is required in the Wellbeing space was highlighted), as well as the recent survey findings from the Great Workplaces survey. A full FY22 Wellbeing strategy is due for release later this month.</p> <p>The Great Workplaces survey results were released to people leaders and the ARF Committee Deep Dive was undertaken in August. This work will be ongoing as more staff embrace hybrid working. Forced lock downs, as a result of COVID-19, make support services to staff vitally important.</p>
<p>6. Threatening behavior from members of the public</p>	<p>Progress to plan with treatments in place.</p> <p>Threatening behavior related incidents involving both staff and contractors continue to occur, with this incident type being second highest of all told at council (20% of all incidents in last 12 months relate to threatening behavior). There has been no significant increase since the last report, however this incident type is of concern and has involved notifying police of the threat.</p> <p>Technical solutions have been procured for front line staff, with 47 devices/solutions being used by individual staff and team in the lone worker space.</p> <p>Support is in place for front line staff, including competence training in conflict resolution and de-escalation techniques. Incident Management Plans have been developed for Customer Services, Libraries &amp; Museum staff.</p> <p>District Services project to implement body cameras and stab-proof vests have been fast tracked for high risk roles. Trial of vests has provided good feedback and negotiations with preferred suppliers underway.</p>

7. FNDC's Generic Hazards and Controls/Treatments	<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. The roll out of generic controls has commenced since the last report and will now include the addition of COVID-19 and Remote Working (refer vulnerability #10 below) as risks.</p>
8. Opu Cycle Trail Risk Mitigations	<p>Progress to plan with treatments in place</p> <p>Full risk mitigation plan in place, with 23 of the 24 actions completed. Final deliverable to eliminate this risk is the upgrade to Te Raupo Road which is scheduled to be constructed by end February 2022 and is progressing to plan.</p>
9. Beach Safety Review (post coroners findings)	<p>Progress to plan with treatments in place</p> <p>Project team involving IAM District Facilities, Communications and H&amp;S members has been established.</p> <p>Engagement with Surf Lifesaving NZ was undertaken during September, with a draft paper being prepared to seek funding approval for a full beach hazard assessment by the volunteer body. This will be used to identify and prioritise the remaining beaches and identify the applicable signage or devices to be deployed.</p> <p>4 beaches in the immediate area of Cable Bay have had signs re-installed in both English and Te Reo.</p>
10. Remote Working	<p>Progress to plan with treatments in place</p> <p>Remote working is identified as a priority area of focus with a review of 261 staff risk assessments. 100% of all risk assessment have been received from those staff whose employment conditions changed.</p> <p>WorkSafe have released their quick guides on working from home at the end of August. A review of these will be undertaken in Q2 to compare the support offered against the current Remote Working Policy.</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. Councils roughly 300 *Asbestos Management Plans* are due for review by 2023 for example.
- WorkSafe's Whakaari (White Island) decision to prosecute 13 organisations for not meeting their obligations as a PCBU under the Health and Safety at Work Act (2015) has created further uncertainty. This has been identified as an emergent risk in the February 2021 risk management report.
- Development of a *Standard Operating Procedure* to improve and coordinate staff and Elected Member safety should that be compromised from external threats. Three incidents have occurred this year, with the last being impacted by COVID Alert Level 3 lockdown. Work has commenced with consultation from Democracy Services and is expected to be completed before year end.
- HSW Vulnerability risk needs rescoring to reflect treatments completed and current climate of work under COVID-19

The impact and likelihood of this risk has increased due to delays in progressing treatments; 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	3 monthly

