

ARF003 Health Safety and Wellbeing Vulnerabilities

Risk Status Progress Report for April 2022

Prepared 29/03/2022

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.

90-day Health Safety and Wellbeing Review

A new Health, Safety and Wellbeing Manager started March 14, 2022. They are currently working through a Health Safety and Wellbeing review. A large part of this plan involves meeting managers and staff, reviewing the existing projects listed in the handover document, and commencing a health and safety audit of existing processes and records. Included in this review is:

- Progress to complete Council's 5-year Health, Safety and Wellbeing strategic plan
- Calendar of core Health Safety and Wellbeing activities
- Progress of treatments

At the conclusion of the review the Assurance Risk and Finance Committee will receive a report outlining findings and next steps.

Health Safety and Wellbeing Audit

The Health Safety and Wellbeing team believe that thorough record keeping provides the foundation for a safe working force. An audit to investigate the quality of current Health Safety and Wellbeing record keeping will help to strengthen the current foundation.

The audit will consist of reviewing the tasks carried out by staff and contractors and viewing any standard operating procedures and risk assessments currently in place. Department and team audits will be prioritised by risk and all findings recorded. Areas of concern will be listed and addressed by a top-down approach.

Concurrently there is also a programme of work mapping legal obligations across Council to inform the implementation of ComplyWith (our legal compliance system). This will be useful to ensure clarity of who is responsible for each legal obligation.

The vision is:

- Everybody gets home to the whānau safely every day.
- All staff trained and supplied with the PPE and tools they need to work safely and efficiently
- The Health, Safety and Wellbeing team will arrange and provide all Health, Safety and Wellbeing training, PPE and tools needed by the staff e.g.
 - Site Safe
 - Driver training

- First Aid
- Conflict resolution
- Traffic management
- The Health, Safety and Wellbeing team will be responsible for the management all Health, Safety and Wellbeing records e.g.
 - Training records
 - PPE records
 - Standard operating procedures
 - Risk assessments
 - Audit reports
- Ultimately FNDC will become ISO 45001 certified.

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; FNDC’s 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.

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

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

- Speed of Council to bring assets up to meet legislative requirements as regulations change. FNDC has roughly 300 *Asbestos Management Plans* that 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 they be compromised from external threats.
- Rescore Health, Safety and Wellbeing Vulnerability risk

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.

Inherent Risk:	Trend of risk rating	Residual Risk:	Accountable:	CEO	Date raised:	29/11/18	Report frequency:
	Increase		Responsible:	Chief People Officer	Date accepted:	16/06/19	3 monthly

