

ARF003 Health Safety and Wellbeing Vulnerabilities

Risk Status Progress Report for August 2022

Prepared 11/08/2022

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

The Health, Safety and Wellbeing Manager has now been in place for five months. During that time meetings have been held with all Council's general managers as well as with health and safety managers from neighbouring councils and key stakeholders, such as Ventia and Top Energy.

The 90-day review found that FNDC does not use a specific health and safety management system. There are records in Objective detailing the use of the Workplace Safety Management Practices Programme (WSMP), which was administered by the Accident Compensation Corporation (ACC). That system officially ended on 31 March 2017 following the introduction of the Health and Safety at Work Act 2015 (the Act).

Although the Act does not require the use of a specific management system, the Health, Safety and Wellbeing team (HSW) believe that it will be worthwhile, in the long term, for FNDC to align their processes and systems with a recognised system, that incorporates regular independent audits. The two options currently being reviewed are ISO45001, which is a specific health and safety standard, and SafePlus, which is a health and safety performance improvement toolkit for businesses designed by Worksafe.

The current health, safety and wellbeing policy and strategy will be reviewed with the CEO over the coming months.

Existing Treatments - What has been done so far?

- Regular health and safety reporting included in the People and Capability section of the CEO report.
- FNDC's Health and Safety Committee continue to meet monthly.
- See table 1 for examples of existing health and safety treatments.

FNDC has a policy and a process for workplace harassment, discrimination and bullying prevention, titled 'PC 006 Workplace, Harassment, Discrimination & Bullying Prevention'. In addition, the HSW team have information around bullying on their TK3 page. Any bullying allegations would be reported in the P&C bi-monthly report to the SLT. There have been no allegations in the last six-months.

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)	HSW staff training profiles	SiteWise Pre-qualification
Wellness Advocates	HSW training catalogue available	Job Safety Analysis (JSA)
Flu/COVID-19 Vaccinations	All available training in CiAnywhere	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 workplace inspection schedules
Injury Rehabilitation & Management	Health & Safety Representatives	Emergency management procedures/policies

Reviewing evidence

- A new HSW strategy has been produced, agreed on by the Chief People Officer, and is being presented at upcoming leaders' meetings across Council. The strategy is one page and can be read via the [HSW TK3 page](#). The strategy incorporates both health and safety and wellbeing and outlines the major work programs for the next two years.
- The lone worker safety project has been reviewed. There are good devices and procedures available, but the HSW team will be rolling out further training across Council to highlight what is available.
- Generic job safety analysis documents (JSA's) have been produced for some activities, such as driving on council business. More are being collaborated on with various operations teams for accuracy and suitability (e.g. Animal Management are working on lone working).
- An HSW training programme, for the new fiscal year, is being put together to ensure staff are suitability trained and equipped to do their roles safely. This training will, in the most part, be paid for by HSW and will be booked through CiAnywhere. A recent example is the roll out of Fleetcoach driver training to teams using allocated vehicles. This training may be rolled out across the organisation during the year.
- Wellbeing across Council is currently being supported through:
 - Free access to Employee Assistance Programme (EAP) to all staff.
 - Advice and assistance on the HSW TK3 page.

- o A new wellness platform called [My Everyday Wellbeing](#), that offers a wide range of wellbeing advice and challenges was introduced in July. So far approximately 48% staff have used the site.

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

- FNDC has roughly 300 *Asbestos Management Plans* that are due for review by 2023.
- Development has started on a *Standard Operating Procedure* to improve and coordinate staff and Elected Member safety should they be compromised from external threats.
- Non-compliance against HSW Act regulations at five water treatment plants is progressing with the expectation that all work will be completed within the statutory five-year timeline.

The overall assessed risk trend as stable because we have a strategy which identifies a course of action to reduce this risk.

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