

Health, Safety and Wellbeing Committee AGENDA

Notice of Meeting:

An ordinary meeting of the Health, Safety and Wellbeing Committee will be held on:

Date: Thursday 31 May 2018
Time: 2pm
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor Jamie Gough
Deputy Chairperson	Councillor David East
Members	Councillor Aaron Keown
	Mr Murray Harrington
	Mr Paul Coleman

31 May 2018

Principal Advisor

Emma Davis
Head of Human Resources

Mark Saunders
Committee and Hearings Advisor
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.
If you require further information relating to any reports, please contact the person named on the report.

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Health, Safety and Wellbeing Committee - Terms of Reference

Chair	Councillor Gough
Membership	Councillor East (Deputy Chair), Councillor Keown, 2 External Members
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Meetings will be held at least quarterly
Reports To	Council

Purpose:

Maintain and continually improve Health, Safety & Wellbeing by promoting consultation, co-operation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

Objective:

The role of the Health, Safety and Wellbeing Committee of Council (Committee) is to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.

Secretarial and Meetings:

1. The committee may have in attendance such members of management, including the Chief Executive and such other persons as it considers necessary to provide appropriate information and explanations.
2. Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
3. The Chair of the Committee will report all recommendations, key issues and findings to the Council.

Responsibilities:

To assist the Council in discharging its due diligence responsibilities as a Person Conducting a Business or Undertaking (PCBU), by taking reasonably practicable steps to understand the health and safety risks, and ensure that they are managed so that the organisation meets its legal obligations.

1. Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
2. Seek assurance that the organisation is effectively structured to manage health and safety risks.
3. Review progress with completion of organisational Health and Safety Plan objectives.
4. Monitor compliance with policies and relevant legislation.
5. Seek assurance that systems used to identify and manage health and safety hazards and risk are fit for purpose, effectively implemented, regularly reviewed and continuously improved.

6. Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
7. Enquire as to the steps management have taken to embed a proactive culture through engagement with workers and provide reasonable opportunities for workers to participate in health, safety & wellbeing.
8. Seek assurance that Council are working in partnership so far as reasonably practical with other PCBU's as a primary duty of care to ensure the health and safety of workers.
9. Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
10. Ensure management are keeping the Committee fully appraised of all independent sources of assurance, via the health and safety framework including any internal or external audits undertaken.
11. Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
12. Ensure that management is kept appraised of the Council's governance body's views on health and safety issues.
13. Any other duties and responsibilities which have been assigned to it from time to time by the Council.

Appointment Process for External Members:

Principles:

The following principles guide the appointment process for External Members of the Committee:

1. The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
2. The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
3. Candidates will be contacted at the appropriate time to confirm their willingness to serve for the term for which External Members are appointed as set out below. If they are willing to serve, independence and confidentiality requirements and a background check will be conducted. They will also be informed of Council policies.
4. The Chair of the Committee and the Health and Safety Manager or Head of Human Resources will review the candidates to develop a shortlist by assessing the following:
 - Professional credentials and relevant experience
 - Their understanding of current Health and Safety legislative requirements
 - Experience with prevention, and response to compliance risks; education, auditing and monitoring concepts
 - Experience overseeing or assessing the performance of organisations with respect to their health and safety compliance or risk function
 - Understanding implications for compliance and culture in a changing regulatory environment
 - Potential conflicts for the candidate
 - Affiliations or connections with the Council and its related entities
 - Reference and background check reports

5. The results of the review of the candidates will be reported to the Committee's External Members Appointments Panel, who will select from the shortlist which External Members are appointed to the Committee.

Term:

- External Members of the Committee will be appointed for a term of three years (subject to the terms their contract and the Council failing to resolve anything that would by implication necessarily shorten that term). The term for External Members shall, unless the Chief Executive specifies otherwise, begin on 1 April following the Triennial elections and end on 31 March three years later to provide continuity for the Committee over the initial months of a new Council.
- External Members are eligible for re-appointment by the Committee's External Members Appointments Panel for one further term. However, the Council may approve the re-appointment of External Members for any number of subsequent terms to ensure continuity of knowledge.

Delegations

External Members Appointments Panel:

- The Committee delegates to its External Members Appointments Panel (Panel) the authority to consider shortlisted candidates for appointment as the External Members of the Committee and to appoint 2 External Members.
- The Chair of the Panel shall be the Chair of the Committee, and the further members of the Panel shall be the elected members of the Committee.
- The quorum of the Panel shall be half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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1. Apologies

An apology was received from Councillor Gough.

2. Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes

That the minutes of the Health, Safety and Wellbeing Committee meeting held on [Friday, 9 March 2018](#) be confirmed (refer page 7).

4. Public Forum

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

5. Deputations by Appointment

There were no deputations by appointment at the time the agenda was prepared.

6. Petitions

There were no petitions received at the time the agenda was prepared.

Health and Safety Committee OPEN MINUTES

Date: Friday 9 March 2018
Time: 9:01am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Councillor Jamie Gough
Deputy Chairperson	Councillor David East
Members	Councillor Aaron Keown
	Mr Murray Harrington
	Mr Paul Coleman

9 March 2018

Principal Advisor

Emma Davis
Head of Human Resources

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- Part A** **Matters Requiring a Council Decision**
Part B **Reports for Information**
Part C **Decisions Under Delegation**
-

The agenda was dealt with in the following order.

1. Apologies

Part C

Committee Resolved HSCM/2018/00001

It was resolved on the motion of Councillor Gough, seconded by Mr Coleman that the apology for lateness from Councillor Keown be accepted.

Councillor Gough/Mr Coleman

Carried

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved HSCM/2018/00002

Committee Decision

That the minutes of the Health and Safety Committee meeting held on Friday, 15 December 2017 be confirmed.

Councillor East/Mr Harrington

Carried

4. Public Forum

Part B

There were no public forum presentations.

5. Deputations by Appointment

Part B

There were no deputations by appointment.

6. Presentation of Petitions

Part B

There was no presentation of petitions.

7. Quarterly Health, Safety and Wellbeing Update

Committee Comment

1. The Committee accepted the Staff Recommendations, though additionally, noting the references in the report to “Health, Safety & Wellbeing (HSW)”, and regarding “Wellbeing” as an important third pillar added to “Health and Safety”, considered that it should seek to be re-named the “Health, Safety and Wellbeing Committee” to reflect the Committee’s regard for the three pillars of Health, Safety and Wellbeing.
2. With the Council’s approval of the name change, the Committee’s Terms of Reference would be amended as necessary to update the references to the Committee’s name therein, though it is already stated therein that the Committee’s purpose is to:

Maintain and continually improve Health, Safety & Wellbeing by promoting consultation, cooperation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

Committee Resolved HSCM/2018/00003

Part C

That the Health and Safety Committee:

1. Receive and consider the information in this report.

Councillor Gough/Mr Coleman

Carried

Committee Decided HSCM/2018/00004

Part A

That the Health and Safety Committee recommends that the Council:

1. Receive the information in this report.
2. Approve the Committee’s name changing to become the Health, Safety and Wellbeing Committee.

Councillor Gough/Mr Harrington

Carried

8 Resolution to Exclude the Public

Committee Resolved HSCM/2018/00005

Part C

That at 9:19am the resolution to exclude the public set out on pages 14 to 15 of the agenda be adopted.

Councillor East/Councillor Gough

Carried

The public were re-admitted to the meeting at 10:00am.

Meeting concluded at 10:01am.

CONFIRMED THIS 31st DAY OF MAY 2018

COUNCILLOR JAMIE GOUGH
CHAIRPERSON

Item 3 - Minutes of Previous Meeting 9/03/2018

7. Quarterly Health, Safety and Wellbeing Update

Reference: 18/476321

Presenter(s): Sharon Butt – Health & Safety Manager

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Health Safety and Wellbeing Committee of Council of Health, Safety and Wellbeing (HSW) matters at Christchurch City Council.

2. Staff Recommendations

That the Health, Safety and Wellbeing Committee:

1. Receive and consider the information in this report.

3. Key Points

3.1 ACC Accredited Employers Programme Audit – (ACCAEP)

- 3.1.1 On the 19 March the Council received confirmation (**Attachment A**) from ACC that it had achieved Tertiary Level against the Audit Standards for Claims and Injury Management. The next annual audit is due in January 2019.
- 3.1.2 The Council passed all of the key elements of the audit and received four administrative recommendations to consider. The four improvement opportunities had no impact on the service or support provided to our staff.

3.2 Claims & Injury Management Review

- 3.2.1 A review of Claims and Injury Management processes has been carried out to determine the effectiveness of the mixed model agreement that the Council has with the Third Party Administrator (TPA) Wellnz. The review related to Work related Injury/Illness Claims Management & Administration. It did not include Pre-claims management of discomfort and pain treatments, Non-work related ACC Injury Claims or Non-work illness.
- 3.2.2 Following a thorough analysis it was proposed that full Claims and Injury Management processes be outsourced to our current TPA partner. The analysis confirmed savings in time and cost with the additional benefit of dedicated external claims management specialists. We expect to see additional improvements in support for safe and early return to work through good administrative practices and prompt provision of entitlements.
- 3.2.3 The Executive Leadership Team (ELT) approved the outsourcing of Claims and Injury Management to Wellnz in April 2018, and planning is underway for the transition by the end of June 2018.

3.3 Participation & Engagement

- 3.3.1 The HSW Team have completed 6 presentations to management and 3 presentations to over 100 staff to explain the new Participation and Engagement process, the new committee structure and the importance of the programme. Attached is a pamphlet (**Attachment B**) explaining the role of the Health, Safety & Wellbeing Representative (HSWR). The presentations included the alignment with the 5 year HSW plan and the

importance of engaging and consulting with staff, industry and community partners whilst providing them opportunity to be actively involved.

3.3.2 The nominations of HSWR roles is underway and training for HSWR's is being planned.

3.4 **Selwyn's Story – A Northland Tragedy**

3.4.1 Tim Talbot, General Manager Zero Harm, Fulton Hogan Ltd presented 'Selwyn's Story' a Northland tragedy experienced in 2017 during a work activity on a road maintenance contract in the North Island. Fulton Hogan offered to share the story and learnings from this tragic event, touching on traffic management, positive traffic control, and things that we can do as an industry to improve the safety of people on road work sites. This event provided a great opportunity to create learning opportunities alongside our Industry Partners. 130 plus attendees consisted of Council managers and staff, and Health and Safety Managers/Advisors from CCHL (Christchurch City Holdings Limited) and other councils in Canterbury.

3.5 **Lancaster Park Tour – Health Safety & Wellbeing/Procurement**

3.5.1 The Council HSW Team and Project Manager for Lancaster Park will host the CCHL Health and Safety Advisory and HSW Groups from other councils in Canterbury on a tour of Lancaster Park. The theme of the visit is to share procurement strategies related to HSW Risks and evaluation of contractors for the project. Discussion will also include the recovery and recycling of assets.

3.5.2 This project has had a unique approach to HSW, progressing procurement in phases to make sure contractors had the right set of skills for the appropriate part of the project.

3.5.3 The group will also observe the current work being carried out for recovery of the Dean Stand and the completed Kelly Stand and discuss health and safety initiatives and implications of this work.

Attachments

No.	Title	Page
A ↓	ACCAEP Certificate	13
B ↓	A guide to being a HSW Representative	14

Signatories

Author	Sharon Butt - Manager Health and Safety
Approved By	Emma Davis - Head of Human Resources Brendan Anstiss - General Manager Strategy and Transformation



Workplace Assessments

As an HSWR, you will be required to carry out periodic assessments of your designated area using a Workplace Checklist as a prompt. You will be supported to ensure you are able to confidently carry out these assessments. If you identify a problem at any time, you will need to report this issue appropriately.

As an HSWR, you will also have the power to assess a workplace at any reasonable time if you feel it is necessary. You will need to give notice of an assessment unless you are carrying it out in the event of an incident or in a situation involving serious risk to a worker.

Communicating with Others

As the HSWR for the employees in your unit, your role will involve communicating with them regarding all things health, safety and wellbeing; you will be relaying health, safety and wellbeing information to them, and they can come to you with their concerns and issues.

Work with your leaders and committee to come up with the best way to communicate effectively with your colleagues.

Nominations

HSWRs represent the Unit that they work in; they are the person who will listen, communicate and act for colleagues regarding any health safety and wellbeing incidents, improvement opportunities or good news stories. It is therefore important that they have the support of their colleagues to act on their behalf and to effectively resolve any issues concerning them. For this reason, HSWRs will be nominated by their colleagues and/or committees.

On an occasion where there is only one person who is interested in being an HSWR for their Unit, that person shall be endorsed by those committee members for the particular Business Unit committee.

Staff will be represented at the HSW Network Committee by their Group HSWR.

*Working together to create a safe
and healthy work environment*

Health, Safety & Wellbeing

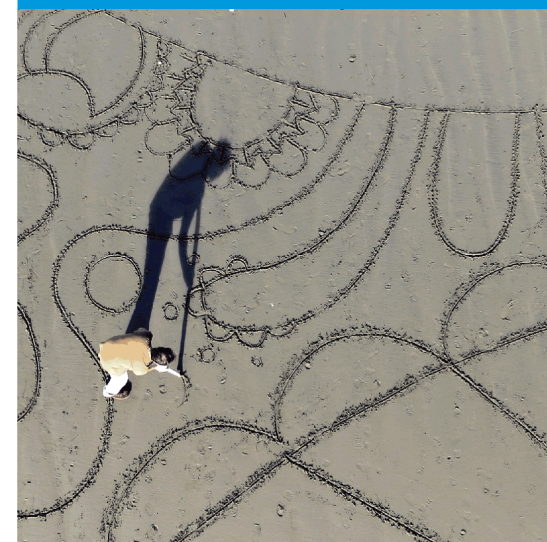
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Christchurch
City Council 

16 April 2018 - ST/16/18

Christchurch City Council

A guide to being a Health, Safety and Wellbeing Representative



Christchurch
City Council 



Thank you for becoming a Health Safety & Wellbeing Representative.

The role you have volunteered for is very important. You are representing your colleagues — you are their voice on health, safety and wellbeing matters.

To help you understand what your role is and to provide you with confidence in the role, we will provide you with training.

This guide explains your role and the types of activities that you might be involved in.

There is a network of Health, Safety & Wellbeing Representatives across Council that work in all Business Groups, supported by the whole of the organisation as Champions in Health, Safety & Wellbeing with the Executive Leadership Team and Elected Members leading the way.

At Council, we value what you have to say. We will work with you in good faith as we develop a true partnership with you, so that together we create a safe and healthy work environment.

Welcome to the Health, Safety & Wellbeing network.



Dr Karleen Edwards
Chief Executive

How we work together

To ensure that our people have the ability to engage and be represented in health, safety and wellbeing at Council, we have a committee structure in place so information flows; promoting and supporting a healthy and safe work environment.



Health, Safety and Wellbeing Representatives (HSWRs)

The role of an HSWR is to work with leaders and your colleagues in your unit, and other HSWRs to support the management of health, safety and wellbeing.

Health, Safety and Wellbeing Committees

If you have difficulty resolving issues or feel there is something that needs to be raised, you can take these matters to your Health, Safety and Wellbeing Committee for discussion. If necessary, these items may then be raised with committees higher up the structure.

Training

If you choose to become an HSWR, we will support you by providing the necessary training. It is expected that all HSWRs complete the initial training Unit Standard 29315 as this will ensure that you have the skills and knowledge to be successful in this role.

Once you've completed this initial training, you will need to attend refresher training to keep up to date with any Health, Safety and Wellbeing changes.

Your Role as a Health, Safety and Wellbeing Representative

You are not expected to be an expert in Health, Safety and Wellbeing, that's the role of the Health, Safety and Wellbeing Team here at Council. Your role is to be a representative; you will be working in partnership with the Health, Safety and Wellbeing Team and the Health, Safety and Wellbeing Committees.

You are not accountable for the health, safety and wellbeing performance of Christchurch City Council. **Your role as a Health, Safety and Wellbeing Representative (HSWR) is to:**

- > Be proactive in your approach to Health, Safety and Wellbeing matters
- > Personally promote, adopt and display healthy and safe work practices
- > Support the group or unit you represent to carry out Health, Safety and Wellbeing duties
- > Work with leaders in your area, unit or group to resolve Health, Safety and Wellbeing issues or concerns
- > Raise ideas and potential solutions with leaders in your unit/group and at the relevant committee meeting
- > Support the monitoring of any Health, Safety and Wellbeing measures taken
- > Assist with carrying out any necessary Health, Safety and Wellbeing activities

Managing Risks

Health, safety and wellbeing is about preventing harm and promoting safe, healthy behaviours. Risk management plays a key role in this; identifying hazards and minimising risk helps to ensure our people can carry out their roles safely.

Your role as an HSWR will encompass all aspects of risk management in the workplace. If a colleague expresses concern over issues or activities that they think are unsafe, you will need to support them, and their leaders to assess the risk, and ensure that the situation is handled appropriately.

If you come across risks or hazards in the workplace yourself, you will need to take steps to resolve the issue. If you cannot resolve this issue yourself, you will need to report it. The training you will have received will help you to understand all of these processes.

A hazard: is something that could cause harm.

A risk: incorporates the likelihood that the harm will be realised.

8. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
9	PUBLIC EXCLUDED HEALTH AND SAFETY COMMITTEE MINUTES - 9 MARCH 2018			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
10	HEALTH AND SAFETY DASHBOARD REPORT	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	TO PROTECT THE PRIVACY OF NATURAL PERSONS AFFECTED BY HEALTH AND SAFETY INCIDENTS	PRIVATE DETAILS OF NATURAL PERSONS AFFECTED BY HEALTH AND SAFETY INCIDENTS SHOULD NEVER BE RELEASED