

Health, Safety and Wellbeing Committee

AGENDA

Notice of Meeting:

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

Date: Friday 15 March 2019
Time: 1pm
Venue: Committee Room 2, 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

9 March 2019

Principal Advisor

Prue Norton
Acting Head of Human Resources

Mark Saunders
Committee and Hearings Advisor
941 6436
mark.saunders@ccc.govt.nz
www.ccc.govt.nz

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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<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>

Strategic Framework

The Council's Vision – Christchurch is a city of opportunity for all.

Open to new ideas, new people and new ways of doing things – a city where anything is possible.

Whiria ngā whenu o ngā papa Honoa ki te maurua tāukiuki

Bind together the strands of each mat
And join together with the seams of respect
and reciprocity.

The partnership with Papatipu Rūnanga
reflects mutual understanding and respect,
and a goal of improving the economic,
cultural, environmental and social
wellbeing for all.

Overarching Principle

Partnership – Our
people are our taonga
– to be treasured and
encouraged. By working
together we can create
a city that uses their
skill and talent, where
we can all participate,
and be valued.

Supporting Principles

Accountability	Collaboration
Affordability	Prudent Financial Management
Agility	Stewardship
Equity	Wellbeing and resilience
Innovation	Trust

Community Outcomes

What we want to achieve together as our city evolves

Strong communities

Strong sense of
community
Active participation in
civic life
Safe and healthy
communities
Celebration of our
identity through arts,
culture, heritage and
sport
Valuing the voices of
children and young
people

Liveable city

Vibrant and thriving
central city, suburban
and rural centres
A well connected and
accessible city
Sufficient supply of, and
access to, a range of
housing
21st century garden city
we are proud to live in

Healthy environment

Healthy waterways
High quality drinking
water
Unique landscapes and
indigenous biodiversity
are valued
Sustainable use of
resources

Prosperous economy

Great place for people,
business and investment
An inclusive, equitable
economy with broad-
based prosperity for all
A productive, adaptive
and resilient economic
base
Modern and robust
city infrastructure and
community facilities

Strategic Priorities

Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected
communities

Maximising opportunities to develop a vibrant,
prosperous and sustainable 21st century city

Climate change
leadership

Informed and proactive
approaches to natural
hazard risks

Increasing active, public
and shared transport
opportunities and use

Safe and sustainable
water supply and
improved waterways

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 apprised 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 apprised 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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STAFF REPORTS

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1. Apologies

At the close of the agenda no apologies had been received.

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, 7 December 2018](#) be confirmed (refer page 8).

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, Safety and Wellbeing Committee OPEN MINUTES

Date: Friday 7 December 2018
Time: 9am
Venue: Committee Room 2, 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

7 December 2018

Principal Advisor
Emma Davis
Head of Human Resources

Mark Saunders
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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/2018/00015

Committee Decision

That the apology from Mr Paul Coleman be accepted.

Councillor Gough/Mr Harrington

Carried

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved HSCM/2018/00016

Committee Decision

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 14 September 2018 be confirmed.

Councillor East/Councillor Keown

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. Health, Safety and Wellbeing

Committee Comment

The Committee considered the information in the Health, Safety and Wellbeing report and accepted the staff recommendations.

Committee Resolved HSCM/2018/00017

Part C

That the Health, Safety and Wellbeing Committee:

1. Receives the information in this report.

Councillor Gough/Mr Harrington

Carried

8 Resolution to Exclude the Public

Committee Resolved HSCM/2018/00018

Part C

That at 9:20am the resolution to exclude the public set out on pages 14 to 15 of the agenda be adopted.

Councillor Gough/Councillor East

Carried

The public were re-admitted to the meeting at 9:38am.

Meeting concluded at 9:39am.

CONFIRMED THIS 15th DAY OF MARCH 2019

**COUNCILLOR JAMIE GOUGH
CHAIRPERSON**

7. Health, Safety and Wellbeing

Reference: 19/178837

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

1. Purpose of Report

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

2. Staff Recommendations

That the Health, Safety and Wellbeing Committee:

1. Receives the information in this report.
2. Receives the information in **Attachment A** to this report relating to refreshing the Committee members' awareness of Visible Leadership.
3. Notes the opportunity for the Committee members to attend Visible Leadership training to build skills for effective visible leadership.
4. Receives the presentation in **Attachment B** to this report on "What's new in Health, Safety and Wellbeing".
5. Receives the letter at **Attachment C** confirming that the Council has sustained Tertiary Status through the ACC Accredited Employer Programme Audit for Workplace Safety Management Practices and Injury Management.

3. Key Points

3.1 ACC Payroll Weekly Compensation Monitoring – Claims Management

- 3.1.1 On the 6th of December 2018 ACC carried out a monitoring exercise on the Council's payroll calculations for Weekly Compensation. The purpose of the monitoring is to determine if weekly compensation calculations are accurate and consistent. Also to determine if the overall approach to the assessment, provision and evaluation of the payment of weekly compensation was effective and repeatable.
- 3.1.2 Five staff payroll files were selected for review. Various formulas are used to calculate payments during different periods of incapacity after an injury. If an employee returns to work on light/alternatives duties there is an abatement formula used to calculate earnings at this stage.
- 3.1.3 A meeting is scheduled for 1 March with the ACC Auditor to discuss the outcome of the ACC Payroll Weekly Compensation monitoring results.

3.2 ACC Accredited Employer Programme Audit

- 3.2.1 On the 23-25 January 2019 the Council participated in the biennial ACC Accredited Employer Programme Audit for Workplace Safety Management Practices and Injury Management with the intent of sustaining Tertiary status. The Council are pleased to report that we met the annual audit requirements at Tertiary level again. Attached is the letter of confirmation for ACC (Attachment C).
- 3.2.2 The standard of the Audit this year had changed with a focus on the lifecycle of Hazard Identification, risk assessment and management. The auditor was seeking evidence of

effective management of workplace hazards and risks that is central to creating a safer and healthier working environment through:

- A systematic approach
- Informed advice
- Understanding of the workplace and its hazards and risks
- Joint accountability between Council and staff
- Consultation, cooperation, coordination and communication with other PCBU's
- Ongoing review and evaluation of risk
- Measured Outcomes

3.2.3 The Council needed to evidence that they look beyond the obvious hazards and risks and have identified and managed hazards or risks in job design, work organisation and issues facing staff who work alone or off-site, inclusive of consulting and collaborating with other PCBU's – Industry and Community Partners.

3.2.4 The two sites chosen this year for participation in the audit were:

- Taiora; and
- Beckenham South Library.

3.2.5 A full audit of all 17 key elements was carried out at Taiora as the primary site. The secondary site was Beckenham South Library where the auditor checked if systems and processes could be demonstrated - in place and effective.

3.2.6 The audit also consisted of:

- Case study interviews of three employees who had sustained an injury at work;
- A management focus group; and
- Two employee focus groups.

3.2.7 Taiora, Beckenham South Library Management and Staff and the Health, Safety and Wellbeing Team worked extremely hard to prepare for the audit. The staff at the sites demonstrated total commitment to the organisation's Health, Safety and Wellbeing and presented their facilities with great pride. We appreciate their hard work leading up to the audit and their commitment to hosting the auditor and our team.

3.2.8 A significant amount of evidence was collated for this particular audit due to the transitional phase the Council is currently experiencing with the development of new process and the software implementation. We presented current and future planning and process development to show we had considered current standards and had improvement planning underway to meet the 2015 legislation and the new audit standards.

3.2.9 The auditor was pleased to see that the Council is reviewing and improving its Health Safety and Wellbeing (HSW) practices and commended us on this work. He was impressed that critical HSW risk was documented in the organisation strategic risk register with plans and projects underway to manage the risk and documented milestone progress reporting. Site registers reflected operational risk showing control methods and individual responsibly for the ongoing management of the risk.

3.2.10 We have received the auditor's report, the auditor has indicated he will recommend to ACC that Council stay in the ACC Accredited Employer Programme at tertiary level. We

now need to wait for the final decision from ACC once they have considered the following additional organisational information:

- The outcome of any monitoring results
- Event and investigation records
- Interest from Worksafe
- Injury trends
- Review outcomes
- Formal and informal complaints

3.2.11 The Auditor identified four Safety Management improvement recommendations. These are minor and have been actioned:

- Check the organisations risk matrix to determine if the risk score for minor injuries and fatal injuries are appropriate. This has been reviewed and deemed appropriate based on the analysis of the likelihood and severity of each event. Action Completed.
- Beckenham South Library needs to ensure that Health Safety and Wellbeing meeting minutes are readily available for staff. Action Completed.
- Taiora – Shelving in the office areas needs to be secured to the wall or floor. A Works order has been raised for this.
- Taiora – Some electrical appliances and leads in the pool storage room possibly owned by cleaning contractors need tested and tagged. Works order has been raised for this.

3.3 Health, Safety & Wellbeing Project

3.3.1 What's new?

- A logo has been created for the new HSW System - **able**
- A presentation will be provided (Attachment B) on what is new in Health Safety and Wellbeing (HSW), including the scope for the launch of the new HSW HUB, processes and the new HSW Software.

3.4 Setting Expectations – getting involved

3.4.1 In March 2019 the Visible Leadership function of the software will be available to Council Senior Leaders/Team Leaders, including Elected Members. This function will allow leaders to record and report positive observations, improvement opportunities and their attendance at HSW meetings and seminars. Improvement opportunities will provide the ability to create actions.

3.4.2 Over a period of time we will work with the HSW Committee of Council members to develop a new Dashboard inclusive of the visible leadership analytics.

3.4.3 Questions have been developed to support you when engaging with staff and contractors, these are prompts only, and you can choose which questions reflect the situation/environment that you are visiting. Prompt cards are now available for you.

Your pocket guide to
Leading Health Safety & Wellbeing (HSW)

Show your passion and commitment to those you see and meet

- Know your risks
- Plan your visible HSW leadership journey
- Share stories and encourage people to speak up
- Are the right tools/equipment available?
- Recognise contributions
- Grow the capacity of your staff
- Increase your personal HSW knowledge
- Monitor doing the "right things" and doing "things right."

Christchurch
City Council 

Be a visible leader

Ask

- What risks do you face in your work today?
- How have you considered HSW today?
- Is your environment different from yesterday?
- If you have a HSW concern, what do you do?
- Do you feel you have to take shortcuts to get work done on time?
- What one thing would you do to improve HSW today?
- How do you encourage safety among your peers?
- Why is housekeeping and site organisation important?

3.5 Building Skills for effective Visible Leadership

3.5.1 We would like to offer you the opportunity to attend a workshop that will enable you to be a visible and effective leader in HSW. The workshop will show you how to complete meaningful walk-arounds. It will take you through the circle of influence and control, how to coach for improvement, how to demonstrate behaviours that lead change through "walking the talk". You will be provided with tools, conversation starters and an understanding of your responsibilities as a good leader in HSW.

Attachments

No.	Title	Page
A ↓	Visible Leadership Refresh your awareness	15
B ↓	Health Safety Wellbeing Committee of Council Presentation What's New 2019	16
C ↓	AEP2018-2019 Chch CC Annual Audit Acceptance Letter	34

Signatories

Author	Sharon Butt - Manager Health and Safety
Approved By	Prue Norton - Acting Head of Human Resources Brendan Anstiss - General Manager Strategy and Transformation



Visible Leadership

1. Being a Visible Leader

Refresher of the previous content for your information

- 1.1 In March 2018 we shared with the Health, Safety and Wellbeing (HSW) Committee of Council members that the Council Executive Leadership Team had committed to implementing a Visible Leadership function with the HSW Software. At this meeting we took the opportunity to refresh our knowledge on being a visible leader in HSW. The HSW Committee of Council Elected Members showed interest in participating in this function and process.
- 1.2 As Leaders we are committed to the Charter, Policy, Roles and Responsibilities and the 5 Year HSW Plan. We need to continue to grow our credibility by demonstrating a passion for HSW at Council in our working environment through support and guidance. This means a lot to those who will see and meet you. It includes taking the opportunity to talk about HSW with staff and contractors and empowering staff to “speak up”, report and manage HSW risks as they arise.
- 1.3 As a Leader there are many ways to show commitment to become a great leader in HSW¹. You can achieve this by:
 - Knowing Council’s HSW risk
 - Planning your HSW visible leadership journey
 - Being visible, share your HSW stories and encourage people to “speak up”
 - Asking if the right tools/equipment are available
 - Recognising contributions
 - Checking the HSW capacity of Council staff
 - Increasing your personal HSW knowledge
 - Monitoring if we are doing the “right things” and doing “things right”
- 1.4 Things you can do to be a visible leader:
 - Visit work sites and have conversations with staff and contractors
 - Demonstrating exemplary HSW behaviours such as wearing correct PPE
 - Discuss unsafe practices whenever you come across them
 - Look for, learn from and celebrate HSW contributions
 - Share personal stories with staff so they see your commitment to HSW is genuine
 - Seek out opportunities to be involved in HSW activities like frontline safety meetings, briefings and site walk-arounds to get a first-hand feel for any issues
- 1.5 Think about;
 - What can you feedback to the Council Executive Leadership Team to enable success in managing their HSW risk?

¹ A guide for Chief Executives (October 2014) – Business Leaders Health and Safety Forum, What is safety leadership?

Health, Safety & Wellbeing What's new?

—
March 2019

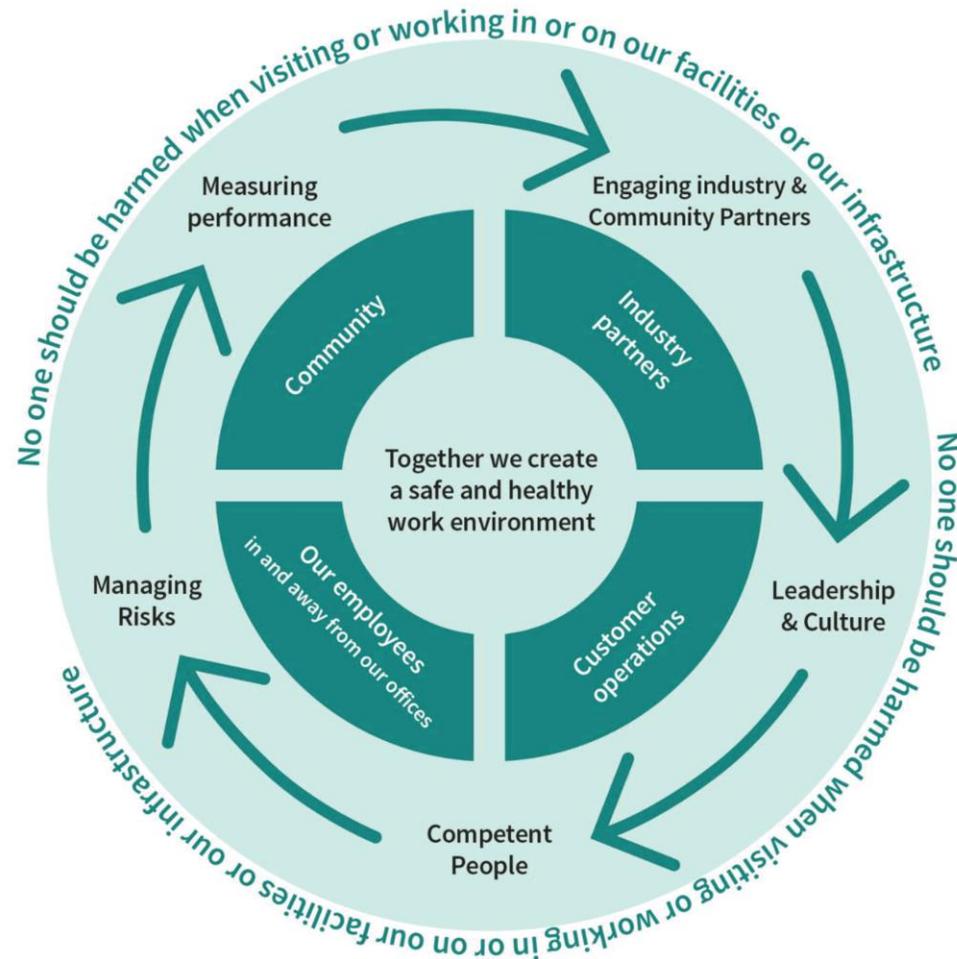
Attachment B Item 7

Health, Safety and Wellbeing - What's New

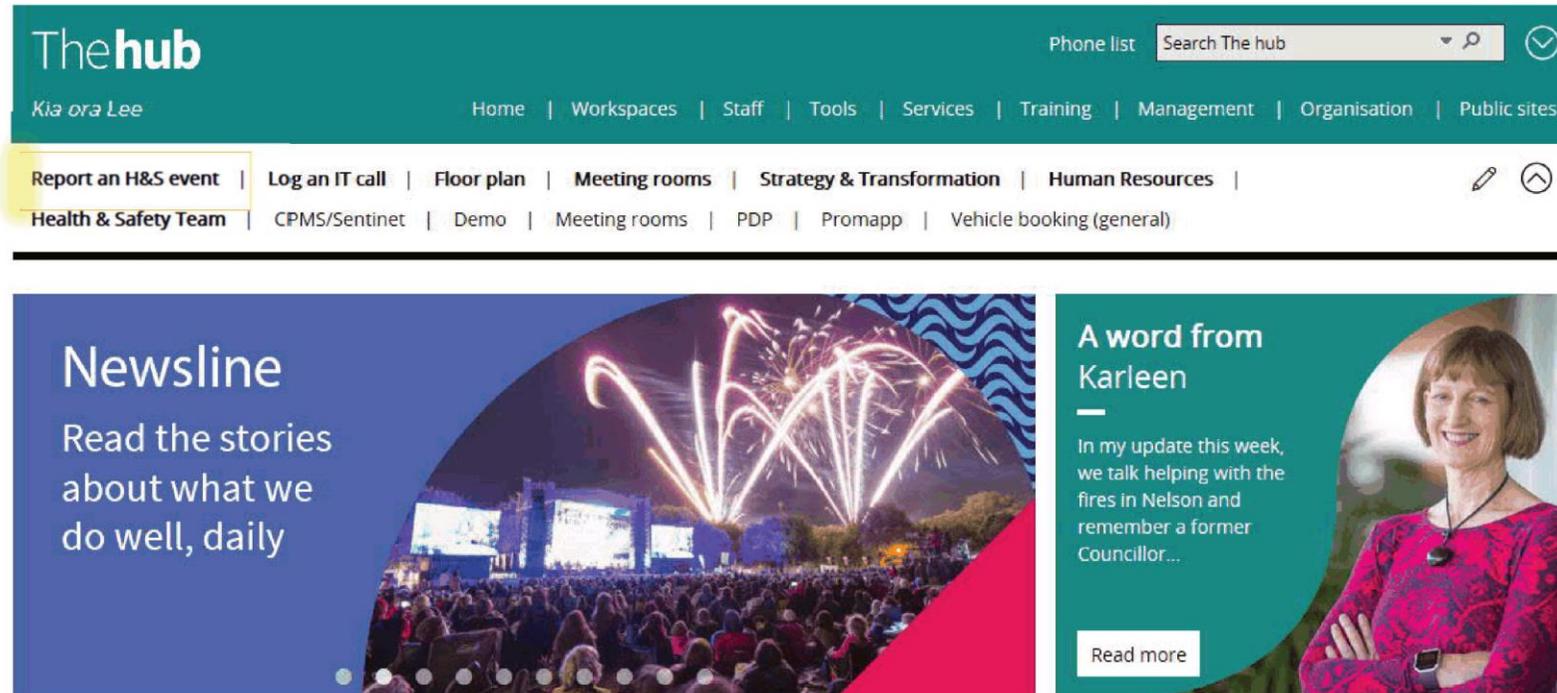
- HSW Hub
 - New Landing page
 - New Guidelines
 - New Process Maps
 - New HSW Alert System
- HSW System - able

Background

- Why are we doing this:
To align with the Council 5-year HSW Plan - in creating a safe environment for all employees, contractors, industry and community partners, and the public
- What is this project about:
Delivering an enterprise solution that will allow us to demonstrate leadership and personal commitment by promoting the health, safety and wellbeing (HSW) of our people



We are on the front page!



The screenshot shows the 'The Hub' website interface. At the top left is the 'Thehub' logo. To its right is a 'Phone list' and a search bar labeled 'Search The hub'. Below the logo is the text 'Kia ora Lee'. A horizontal navigation menu includes: Home | Workspaces | Staff | Tools | Services | Training | Management | Organisation | Public sites. Below this is a secondary menu with items: Report an H&S event | Log an IT call | Floor plan | Meeting rooms | Strategy & Transformation | Human Resources | Health & Safety Team | CPMS/Sentinet | Demo | Meeting rooms | PDP | Promapp | Vehicle booking (general). The main content area features two cards. The left card is titled 'Newsline' and says 'Read the stories about what we do well, daily', with a background image of fireworks. The right card is titled 'A word from Karleen' and says 'In my update this week, we talk helping with the fires in Nelson and remember a former Councillor...', with a portrait of Karleen and a 'Read more' button.

Item 7

Attachment B

New HSW Landing Page on The Hub

Health, Safety and Wellbeing

Report

- A HSW Event
- Discomfort & Pain

Where are we going, how will we get there?	Be a Visible Leader	Our Wellbeing	How to Engage and Participate
Reporting Hazards and Managing Risks	Report or Investigate an Event	Managing your Recovery	Engaging and Working with Contractors & Citizens
Emergency Preparedness	Measuring our Success	Health, Safety & Wellbeing Support	

Our Noticeboard

Latest Newsletter

The February 2019 issue of the Health, Safety & Wellbeing newsletter is now available for downloading

The Hub – What Lies beneath...

Report or investigate an event

Event management

Event reporting, recording and investigation is a key component of the Council Health, Safety and Wellbeing Safety Management System. The [Event Management Guideline](#) aims to provide managers and employees with the tools and systems to report and investigate all events.

Notifiable events

If a notifiable event occurs then you must contact the Health & Safety Manager immediately on 027 505 3473.

Note: The definition of a notifiable event can be found on the [WorkSafe NZ](#) website.

Process maps



Managing hazards and risks

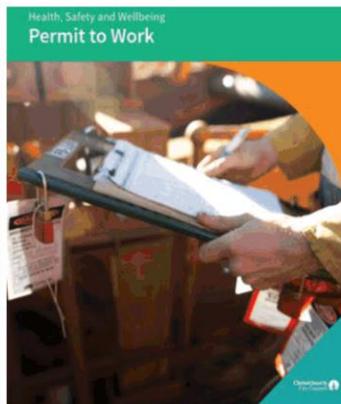
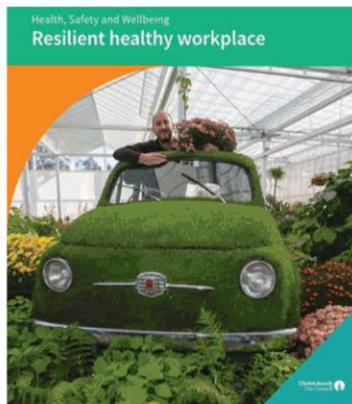
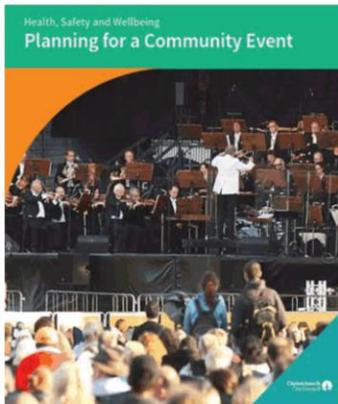
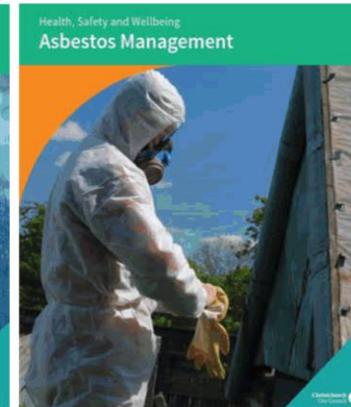
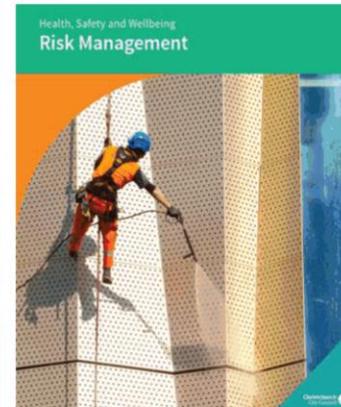
The Council [Risk Management Guideline](#) aims to prevent harm or damage to people, plant or property by effectively identifying hazards and applying appropriate controls to eliminate or minimise the risk. The guideline is considered the minimum requirements at Council.



Associated risks

- Asbestos management
- Hazardous substances
- Health hazards and health monitoring
- Pandemic plan
- Permit to work
- Personal Protective Equipment (PPE)
- Testing of electrical equipment
- Health, safety and wellbeing alerts
- Safeguard updates

Empowering Council – new processes and guidelines



Process Maps



- Manage, Notify and Record an Event
- Investigate an Event
- Manage an Employee Injury
- Support an Employee with a Health Issue



- Create a Healthy Work Environment
- Undertake a Workstation Self Assessment
- Report Discomfort and Pain



- Record a H&S Conversation or Meeting Attendance

New HSW System -

Phase 1

- Visible Leadership
- Event Reporting
- Event Investigating
- Discomfort & Pain
- Contractor Management
 - Event Reporting
 - KPI Reporting
 - Site Inspections
 - Post Contract Evaluation
- Equipment Register
- Health Monitoring
- HSW Meetings

Phase 2

- Contractor Management
 - Worker Competency/Inductions
- Hazard & Risk Management
 - Hazardous Substances Register
- Community Event
- Permit To Work
- ACCAEP Self Assessment
- Ergonomic Assessments
- Job Safety Analysis (JSA)
- Office Checklist

Employee Screenshots

New Event

This is a draft

Details Documents Related Map Resources Options

EVENT DETAILS

ID: EVE-041 | Event owner: []

Event title: [] | Group: []

Date reported: Now | Unit: []

Date/time event occurred: [] | Team: []

CCC work site: (none) | Your relationship to CCC: (none)

EVENT INFORMATION

Event category: (none) | Mechanism: (none)

Event type: (none) | Agency: (none)

Event description: []

Contributing factors: []

Details of immediate actions taken: []

My Branch Active Incidents

Incident Occurred	Name	Incident Category	Incident Type	Branch/Site	Commenced	Actual Severity	Potential Severity
10/1/2017 15:47:14	Employee tripped on loose tile fractured leg	Health & Safety	Injury		02/06/2017 15:40:00	High	High
06/4/2017 09:19:46	Hurt back during lifting	Health & Safety	Injury		02/09/2017 11:33:42	Medium	High
27/07/2017 17:03:49	Contractor struck by car	Health & Safety	Injury		27/07/2017 17:03:05	Medium	High
28/02/2018 08:30:38	M/V accident, 2 staff injured	Health & Safety	Injury		28/02/2018 11:38:41	Medium	High
03/08/2017	employee tripped and injured back	Health & Safety	Injury		03/08/2017 09:55:37	Medium	High
22/08/2017 10:43:14	Contractor slip and fall of a ladder	Health & Safety	Injury		22/08/2017 11:43:14	Medium	High
07/08/2017	Severely loose Roof tile fell from roof onto pathway	Health & Safety	Near Miss		08/08/2017 13:57:50	Medium	High
08/08/2017	Tip over Aerosoltype	Health & Safety	Injury		22/08/2017 09:56:23	Medium	Medium
02/08/2017 18:04:52	staff slipped on wet surface	Health & Safety	Injury		02/08/2017 18:05:56	Low	Medium
01/03/2017 16:22:00	Incident with Contractor	Health & Safety	Injury		01/03/2017 16:21:38	Low	Medium
04/04/2017 16:30:58	Employee Slip	Health & Safety	Injury		04/04/2017 16:30:37	Low	Medium
30/09/2017 14:50:57	Incident with Contractor	Health & Safety	Injury		31/09/2017 12:51:28	Low	Medium
21/08/2017 02:53:16	incident with visitor	Health & Safety	Injury		20/08/2017 14:54:59	Low	Medium
21/08/2017 06:58:36	Burned Hand on Tap	Health & Safety	Injury		21/08/2017 08:32:58	Low	High
13/07/2017 10:02:18	Vehicle hit pedestrian	Health & Safety	Injury		13/07/2017 10:05:10	Low	Medium
01/08/2017 16:30:40	*Truck collision	Environment	Fuel Spill		05/08/2017 16:36:58	Low	Medium
21/07/2017	Chemical Spill	Health & Safety	Near Miss		21/07/2017 16:09:25	Low	Medium
21/08/2017 16:00:13	Slip and Fall	Health & Safety	Injury		21/08/2017 16:01:26	Low	Medium
02/08/2017 11:20:06	*Contractor fell off ladder	Health & Safety	Injury		02/08/2017 11:20:36	Low	Medium
20/09/2017 11:09:24	Contractor Slip and Fall off Ladder	Health & Safety	Injury		03/09/2017 11:21:11	Low	High

Active Incidents by Type
Total: 22

- Health & Safety (20)
- Environment (2)

Attachment B Item 7

Including our External Partners

New/Edit KPI Report

Contract name/Contract number*

Reporting period*
(Valid reporting period within last 12 months must be selected.)

Please provide a tally count for each item below.

Total man hours*	<input type="text"/>	Number of toolbox talks*	<input type="text"/>
Number of Lost Time Injuries*	<input type="text"/>	Number of site inductions*	<input type="text"/>
Number of days lost due to lost time injuries*	<input type="text"/>	Number of health and safety training hours*	<input type="text"/>
Number of events*	<input type="text"/>	Number of SSSP reviews	<input type="text"/>
Number of incidents	<input type="text"/>	Number of shared learnings	<input type="text"/>
Number of fatalities	<input type="text"/>	Number of safe observations	<input type="text"/>
Number of injuries	<input type="text"/>	Number of self-site assessments	<input type="text"/>
Number of illnesses	<input type="text"/>	Number of HSW reward and recognitions	<input type="text"/>
Number of unauthorised entries	<input type="text"/>	Number of WorkSafe visits to site*	<input type="text"/>
Number of near misses*	<input type="text"/>	Number of infringement notices*	<input type="text"/>
Number of notifiable events*	<input type="text"/>		
Number of investigations*	<input type="text"/>		

Supporting Documentation

Uploaded Files

	File name 1		<input type="text" value=""/>
	File name 2		
	File name 3		
	File name 4		
	File name 5		

Clicking the paperclip icon opens a file explorer to allow for file selection for upload.

Christchurch City Council Community Event

Applicant/Organisation Details

Event Information

Event Infrastructure

Entertainment / Food and Beverage

Power / Toilets / Vehicle Access

Traffic / Waste Management

Drones / Other Information

Decorations

Event Information

Event name*

Describe your event*

Type of event*

Will entry to your event be*

Requested event location (select all that apply)*

Select park*

Enter public open space details*

Enter street name(s)*

Enter other details*

Estimated number of attendees/participants*

Peak attendance at any given time*

Event Dates

When will you start packing in?*

When does your event start?*

When does your event finish?*

When will you finish packing out?*

Rain date (if applicable)

Multi-Day Event

If you event is a multi-day event, will you be leaving infrastructure on-site overnight?

Empowering Council – HSW Management System



able



Simple, intuitive, interactive



Mobile



Collaborative



Standard practice

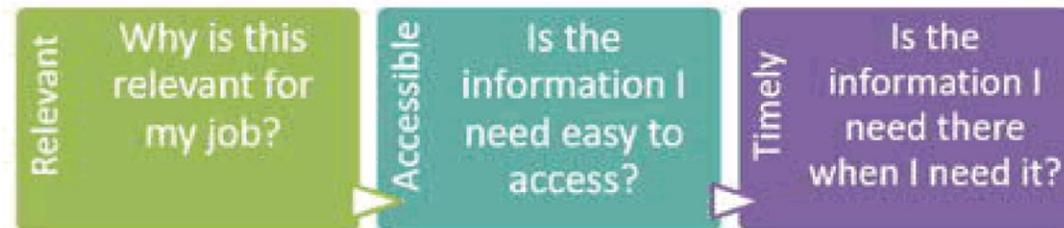
Bringing our people on the journey

- What's In It For Me (WIIFM) videos



- Training Focus

- Who is impacted?
- What is impacted?
- What do I stop doing?
- What do I start doing?
- What do I keep doing?



Supporting the Change



- HSW Roadshows
- Team Meeting Pack
- Video and “how to” guides
- Drop In Sessions
- Opt-In classroom training
- HSW team to provide support and coaching opportunities

Being a Visible Leader

Your pocket guide to
Leading Health Safety & Wellbeing (HSW)

Show your passion and commitment to those you see and meet

- Know your risk
- Plan your visible HSW leadership journey
- Share stories and encourage people to speak up
- Are the right tools/equipment available?
- Recognise contributions
- Grow the capacity of your staff
- Increase your personal HSW knowledge
- Monitor doing the “right things” and doing “things right.”

Christchurch
City Council 

Be a visible leader

Ask

- What risks do you face in your work today?
- How have you considered HSW today?
- Is your environment different from yesterday?
- If you have a HSW concern, what do you do?
- Do you feel you have to take shortcuts to get work done on time?
- What one thing could you do to improve HSW today?
- How do you encourage safety among your peers?
- Why is housekeeping and site organisation important?

Christchurch City Council 

Visible Leadership Details

Title*

Date and time of visit*

Engagement type*

Site - Level 1*

Location

Observer*

Other people in attendance

Corrective Action

Corrective Action Title

Due date

Action description*

CCC Staff assignee*

Corrective Action Summary

Corrective Action Title	Due date	Action description	Internal assignee	Delete
CA1 - Some Action to Improve Situation	12/02/2019	CA1 - Some Action to Improve Situation - Another Description	Sharon	
CA1 - Another Action to Improve Situation	14/02/2019	Something we must do this week to improve what was observed.	Lee	

Observation

Observation - Some Observation Title

Observation Title

Employees consulted

Contractors consulted

Additional contact consulted

Additional contact consulted email

Employees observed

Contractors observed

Additional contact observed email

Sub-contractors

Observation type*

Observation group*

Observation details*

Attachments

Being a visible leader in HSW

Refresher training

- Meaningful walk-arounds.
- Grow your circle of influence and control – encourage staff to speak up
- Coaching for improvement
- Demonstrating behaviours that lead change through “walking the talk”
- Growing your skills as a good leader in HSW.
- Providing opportunities for wins
- Investing in the success of others



Questions?



18 February 2019

Sharon Butt
Health and Safety Manager
Christchurch City Council
PO Box 73016
Christchurch 8154

Dear Sharon

Accredited Employers Programme – Annual Audit

ACC is pleased to confirm that Christchurch City Council has again met the annual audit requirements for the Accredited Employers Programme at the tertiary level. This level applies for the cover period 1 April 2018 to 31 March 2019 and will continue to apply until completion of the next annual audit.

A copy of the latest Claim Data Summary report is enclosed for your information.

We look forward to assisting and supporting you in any way we can over the next year.

Annual audit date for 2019/2020

A copy of the annual audit requirements will be emailed to you three months prior to your annual audit date of 1 March 2020. This means that all documentation including the completed audit report needs to be with ACC by 1 February 2020.

Please contact Sandy Ho your Employer Compliance Advisor on (09) 822 5874 if you have any questions or concerns.

Yours sincerely

Christina Sophocleous-Jones
Manager Business Customer Operations

cc Toko Morrell, Business Customer Solutions Partner

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, SAFETY AND WELLBEING COMMITTEE MINUTES - 7 DECEMBER 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