

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 21 May 2021
Time: 9.30am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor James Gough
Deputy Chairperson	Councillor Phil Mauger
Members	Mr Paul Coleman
	Mr Bevan Killick
	Councillor Sam MacDonald

17 May 2021

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.

To view copies of Agendas and Minutes, visit:

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

Developing Resilience in the 21st Century

Strategic Framework

Whiria ngā whenu o ngā papa,
honoa ki te maurua tāuiki
Bind together the strands of each mat and join
together with the seams of respect and reciprocity

Ōtautahi–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

Principles

Being open, transparent and democratically accountable Promoting equity, valuing diversity and fostering inclusion	Taking an inter-generational approach to sustainable development, prioritising the social, economic and cultural wellbeing of people and communities and the quality of the environment, now and into the future	Building on the relationship with Te Rūnanga o Ngāi Tahu and the Te Hononga–Council Papatipu Rūnanga partnership, reflecting mutual understanding and respect	Actively collaborating and co-operating with other local, regional and national organisations Ensuring the diversity and interests of our communities across the city and the district are reflected in decision-making
---	--	---	--

Community Outcomes

Resilient communities

Strong sense of community
Active participation in civic life
Safe and healthy communities
Celebration of our identity through arts, culture, heritage, sport and recreation
Valuing the voices of all cultures and ages (including children)

Liveable city

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

Healthy environment

Healthy water bodies
High quality drinking water
Unique landscapes and indigenous biodiversity are valued and stewardship exercised
Sustainable use of resources and minimising waste

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

Enabling active and connected communities to own their future

Meeting the challenge of climate change through every means available

Ensuring a high quality drinking water supply that is safe and sustainable

Accelerating the momentum the city needs

Ensuring rates are affordable and sustainable

Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with the community and partners

Strategies, Plans and Partnerships

Long Term Plan and Annual Plan

Our service delivery approach

Monitoring and reporting on our progress

Health, Safety and Wellbeing Committee - Terms of Reference / Ngā Ārahina Mahinga

Chair	Councillor Gough
Membership	Councillor MacDonald Councillor Mauger 2 External Members: Mr Bevan Killick Mr Paul Coleman
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	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:

- 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.
- Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
- 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.

- Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
- Seek assurance that the organisation is effectively structured to manage health and safety risks.
- Review progress with completion of organisational Health and Safety Plan objectives.

- Monitor compliance with policies and relevant legislation.
- 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.
- Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
- 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.
- 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.
- Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
- 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.
- Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
- Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
- 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:

- The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
- The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
- 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.
- 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

- 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

TABLE OF CONTENTS

C	1.	Apologies / Ngā Whakapāha.....	7
B	2.	Declarations of Interest / Ngā Whakapuaki Aronga	7
C	3.	Confirmation of Previous Minutes / Te Whakaāe o te hui o mua	7
B	4.	Public Forum / Te Huinga Whānui.....	7
B	5.	Deputations by Appointment / Ngā Huinga Whakaritenga	7
B	6.	Presentation of Petitions / Ngā Pākikitanga.....	7

STAFF REPORTS

C	7.	Health, Safety and Wellbeing Quarterly Report	11
C	8.	Resolution to Exclude the Public.....	31

1. Apologies / Ngā Whakapāha

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

2. Declarations of Interest / Ngā Whakapuaki Aronga

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 / Te Whakaāe o te hui o mua

That the minutes of the Health, Safety and Wellbeing Committee meeting held on [Friday, 19 February 2021](#) be confirmed (refer page 8).

4. Public Forum / Te Huinga Whānui

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 / Ngā Huinga Whakaritenga

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

6. Petitions / Ngā Pākikitanga

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

Health, Safety and Wellbeing Committee OPEN MINUTES

Date: Friday 19 February 2021
Time: 9.30am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Councillor James Gough
Deputy Chairperson	Councillor Phil Mauger
Members	Mr Paul Coleman
	Mr Bevan Killick
	Councillor Sam MacDonald

19 February 2021

2

Principal Advisor

Brendan Anstiss
General Manager Strategy &
Transformation

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

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 / Ngā Whakapāha

Part C

There were no apologies.

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua

Part C

Committee Resolved HSCM/2021/00001

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 4 December 2020 be confirmed with this clarification/correction to the comment on Item 7:

The Committee accepted the Staff Recommendations, however expressed concern about the fullness of the remedial actions that were reported. In particular, the Committee emphasised their expectations that the Council organisation comprehensively review the appropriateness of remedial / corrective actions and follow-up actions, ensures that actions include more than reminders, and ensure that a root cause analysis is undertaken to determine the causes of events.

Mr Coleman/Councillor Mauger

Carried

4. Public Forum / Te Huinga Whānui

Part B

There were no public forum presentations.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Health, Safety and Wellbeing Quarterly Report

Committee Comment

The Committee accepted the Staff Recommendations and additionally requested that where there is more than one event of the same type, or caused by the same individual, staff provide further information to the Committee on the action being taken. The Committee also requested that staff update the ELT site visit information in the HSW Dashboard.

Officer Recommendations / Ngā Tūtohu

That the Health, Safety and Wellbeing Committee:

1. Receive the Health, Safety and Wellbeing quarterly report.

Committee Resolved HSCM/2021/00002

Part C

That the Health, Safety and Wellbeing Committee:

1. Receive the Health, Safety and Wellbeing quarterly report.
2. Requests that where there is more than one event of the same type, or caused by the same individual, staff provide further information to the Committee on the action being taken.
3. Requests that staff update the ELT site visit information in the HSW Dashboard.

Mr Killick/Mr Coleman

Carried

8. Resolution to Exclude the Public

Committee Resolved HSCM/2021/00003

That at 9.57am the resolution to exclude the public set out on pages 18 to 19 of the agenda be adopted.

Councillor MacDonald/Councillor Mauger

Carried

The Committee reviewed the confidential attachment in public excluded; there being no decisions made while the public were excluded, there are no public excluded minutes.

The public were re-admitted to the meeting at 10.04am.

Meeting concluded at 10.05am.

CONFIRMED THIS 21st DAY OF MAY 2021

**COUNCILLOR JAMES GOUGH
CHAIRPERSON**

7. Health, Safety and Wellbeing Quarterly Report

Reference / Te Tohutoro: 21/420166

Report of / Te Pou Matua:	Duncan Sandeman, Manager Health & Safety, duncan.j.sandeman@ccc.govt.nz
General Manager / Pouwhakarae:	Miles McConway, General Manager Resources, miles.mcconway@ccc.govt.nz

1. Brief Summary

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

2. Officer Recommendations / Ngā Tūtohu

That the Health, Safety and Wellbeing Committee:

1. Receive the information in the Health, Safety and Wellbeing Quarterly Report.

3. Health, Safety and Wellbeing Dashboard

- 3.1 The HSW dashboard for the period 1 January – 31 March 2021 is included at **Attachment A**.

- 3.2 Key items to note are:

- Health & Safety Training:
 - 90% of managers have attended the Managers' Responsibilities course (target is 95%); and
 - 93% of staff have completed the online assessment (target is 90%).
- There were 222 events reported across January, February and March, a 1% increase from the previous period. These events were as follows:
 - one of these was a notifiable event (see **Attachment B**);
 - 16 (7.21%) events have been confirmed with a potential severity of high, a 33% increase from the previous period;
 - 32 (14.41%) events have been confirmed with a potential severity of medium, a 21.95% decrease from the previous period; and
 - 69 (31.09%) of these events were reported as sensitive, a 4.45% increase from the previous period. These sensitive events were classified as follows:
 - 49 (71.01%) as abuse;
 - 12 (17.39%) as harassment;
 - five (7.25%) as stress; and
 - three (4.35%) as assault.

- There were 12 lost time injuries reported this period (five in January, one in February and six in March), this is no change from the last reporting period. A total of 96 working days were lost, representing a 31.50% increase from the previous period (see **Attachment B**).
- The lost time injury frequency rate (LTIFR) for each month was as follows:
 - January – 2.75;
 - February – 0.58; and
 - March – 3.47.
- The LTIFR 12 month average currently stands as 2.11 up from 1.95 in the last period.
- We have already been notified of one lost time injury that has occurred in April, this will be reported in detail in the next quarterly report.

4. Wellbeing Programme

- 4.1 The Council's wellbeing group have adopted the Te whare tapa whā model as a basis for planning and arranging the wellbeing programme for employees. Te whare tapa whā is a model of the five dimensions of wellbeing developed by Sir Mason Durie in 1984 to provide a Māori perspective on health. The five dimensions are:
- Taha tinana (physical wellbeing): Taha tinana is about how an individual's body feels and how they care for it.
 - Taha hinengaro (mental wellbeing): Taha hinengaro is a person's mind, heart, conscience, thoughts and feelings.
 - Taha wairua (spiritual wellbeing): Wairua is about taking notice and appreciating the beauty around us. It's about rediscovering things that make an individual feel awe, hope, strength, unity and connection. For some, wairua is faith or a higher power.
 - Taha whānau (family wellbeing): These are the people an individual cares about. Whānau isn't just immediate relatives. It includes friends, hoamahi/colleagues, iwi or community.
 - Taha whenua (connection with the land or environment): Whenua is a person's connection to the land. It's soil, plants, animals and people – tangata whenua. It's the earth through which you are connected to your tūpuna/ancestors. Whenua is a place of belonging and it's comforting that it is never too far away.
- 4.2 By nurturing and strengthening all five dimensions an individual supports their health and wellbeing, as well as the health and wellbeing of their whānau.
- 4.3 The wellbeing programme conducted over the reporting period is included at **Attachment C**.

5. ACC Accredited Employers Programme Audit

- 5.1 On 14 April the Council received a Certificate of Accreditation from ACC for the cover period 1 April 2021 to 31 March 2022, a copy of this certificate is at **Attachment D**.
- 5.2 The Council has been advised of provisional dates of 17-18 November for the injury management audit, which includes claims, administration and rehabilitation.

6. COVID-19 Vaccination Plan

- 6.1 Managing the COVID-19 vaccine supply chain and distribution of the vaccination is complex and very different to the annual influenza vaccination roll-out. Council may have staff in

different priority groups, receiving vaccinations at different times. The government has an expectation that all employees in the Public service who can be vaccinated are vaccinated.

6.2 In order to ensure the best possible uptake of the vaccination the HSW Team are following Public Service Commission guidance and are proposing a four stage approach:

- Plan: Preparing for the sequenced COVID-19 vaccination roll-out programme. This may include using the workplace for vaccinations as the vaccinations programme is rolled out to the general population. Council has also identified a list of essential staff who can be prioritised for vaccination if the opportunity arises.
- Educate: In order for staff to make an informed choice the Council will conduct a series of information sessions with health experts to educate on the vaccination. The most up-to-date information from the Ministry of Health on the benefits of the vaccination to individuals and the community will be provided to all staff. Work will also need to be undertaken to ensure individuals are not subjected to bullying or harassment for any choices they make.
- Expect: At the appropriate point in the sequenced vaccination roll-out senior leaders should role model and encourage staff to be vaccinated.
- Support: The HSW Team will be recommending to ELT:
 - that employees be paid for the time required to complete the vaccination process and any time required to deal with the immediate or adverse effects from the vaccine on the individual staff member; and
 - Staff are given adequate time to complete the vaccination process and, if off-site, include travel time.

6.3 The DHB has made a small number of vaccinations available for essential Council staff. These vaccinations are being made available to Three Waters operational staff and flood management field staff and Civil Defence and Emergency Management response staff.

7. HSW Plan 2021-2026

- 7.1 The draft 2021-2026 Health, Safety and Wellbeing plan was approved by the executive leadership team on 10 February 2021. The high-level plan builds upon the work completed in the 2016-2021 plan but focuses on moving beyond compliance and implementation of systems to making enduring changes that make HSW integral to what we do. The plan addresses a number of issues highlighted in the 2020 review of the Health, Safety and Wellbeing Function.
- 7.2 The 2021-2026 Health, Safety and Wellbeing plan and the accompanying draft Health, Safety and Wellbeing Policy will now move on to consultation with the unions and consultation with workers through cascading through the Health and Safety Committees. An action plan for year one of the draft 5-year HSW plan is currently under development and is to be presented to the executive leadership team by 6 June 2021 along with the 2021-2026 Health, Safety and Wellbeing Plan and Health, Safety and Wellbeing Policy.
- 7.3 The draft 2021-2026 Health, Safety and Wellbeing plan is contained in **Attachment E**, the draft Health, Safety and Wellbeing Policy is contained at **Attachment F**.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	HSW Dashboard - Elected Members - January - March 2021	15
B	HSW Lost Time Injuries & Notifiable Events - January - March 2021 (<i>Under Separate Cover</i>) - CONFIDENTIAL	
C ↓	Christchurch City Council Wellbeing Programme Quarterly Report January - March 2021	17
D ↓	ACC AEP Certificate 2021-22	19
E ↓	Draft Health Safety and Wellbeing 5-year Plan 2021-2026	20
F ↓	2021 Draft HSW Policy	21

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

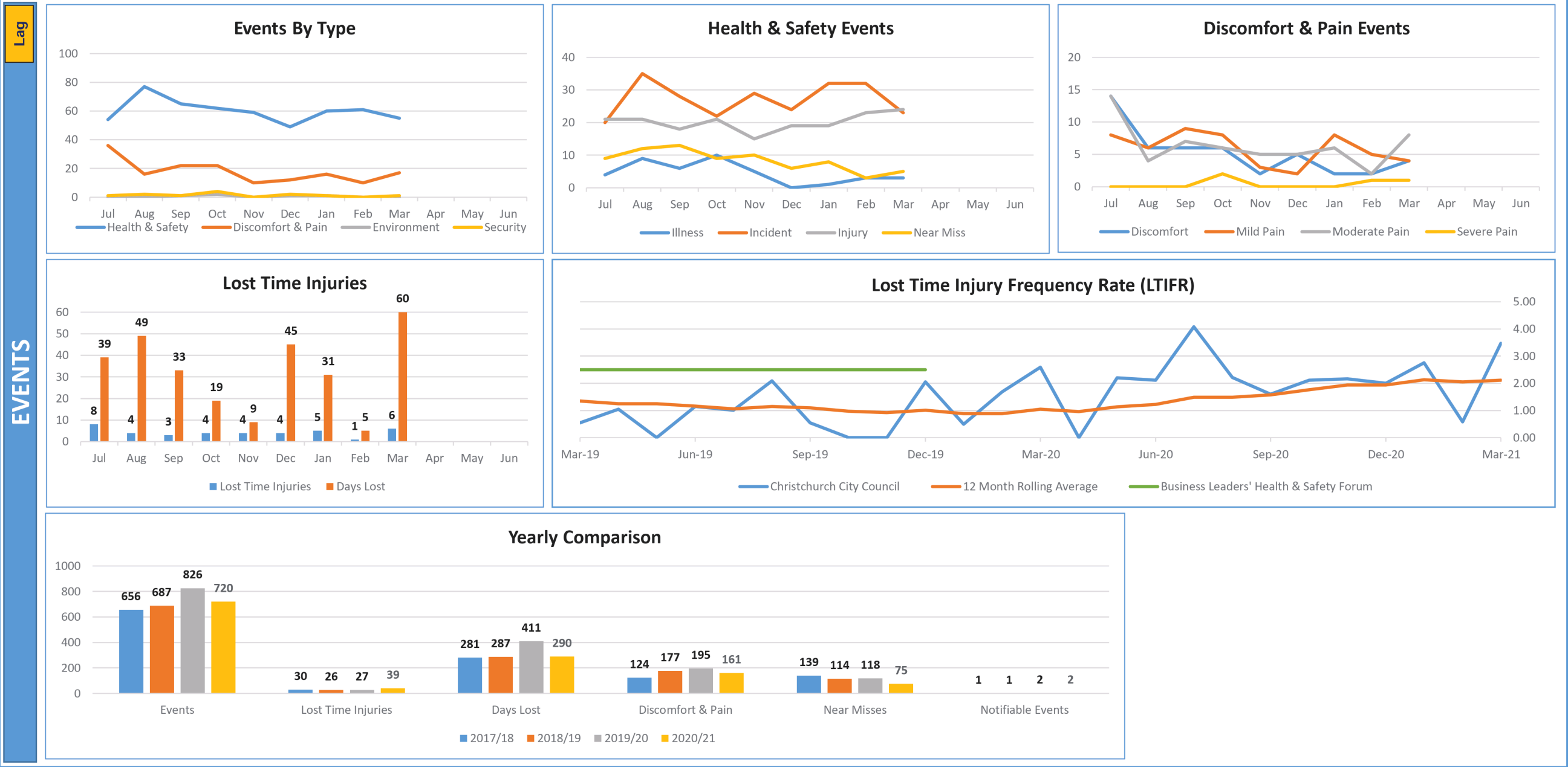
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Duncan Sandeman - Health, Safety & Wellbeing Manager Prue Norton - Head of People & Capability
Approved By	Diane Brandish - Head of Financial Management





CHRISTCHURCH CITY COUNCIL WELLBEING PROGRAMME
1 JANUARY – 31 MARCH 2021

Date	Event	Benefits	Target	Measurable Outcomes
January	Promotion: Looking after yourself and getting back into a healthy routine.	Employees provided with information on how to settle back into work routine – benefits productivity and team morale	20% of Council employees aware of promotion	10% of employees viewed the information on the staff intranet.
January	Promotion: How to stay sun safe with a competition to win sunscreen and how to look after yourself at work. Reminder to employees to have skin check.	Early intervention of promoting sun safety message to outdoor workers and all employees.	There are approximately 200 employees who permanently work outdoors. Target is to reach 50% of these.	55 (22.5%) of outdoor workers viewed the information on the staff intranet. An Email was sent to all team leaders.
January	Activity: Skin Checks. All outdoor workers offered paid skin checks as part of health monitoring. A user pays opportunity was offered to all other employees.	Health monitoring for outdoor workers and early intervention opportunity for employees to have a skin check.	There are approximately 200 employees who permanently work outdoors.	Skin check numbers and results will be available in May.
February	Activity: Mental Health. Presentation from John Squire, to discuss five simple tools (becoming your own health and wellbeing coach and forming healthy habits)	At Council, the aim is to promote mental health so that employees can flourish. Evidence is clear; employees who flourish are more productive, engaged, and less absent. Because everyone learns differently, there are benefits of offering a variety of opportunities for employees to improve their wellbeing. This session is just one way of promoting emotional/mental health and wellbeing. Others include 'coffee roulette', yoga, physical exercise, taking breaks, having fun with colleagues. These activities are listed below and will be undertaken regularly.	100 - 3.6% of Council employees to attend session. 80% satisfied feedback rating for the session) Overall aim is to target Council employees who would not normally attend a counselling or mental health session – the aim is to ensure the session 'user friendly' and covers a number of different strategies to help support great mental and emotional health.	Did not achieve - 69 (2.5%) of employees attended session. Achieved - 100% satisfied with feedback rating
February	Activity: The Great Council Treasure Hunt – collaboration with MOA, fun	Promoting social and family and strengthening relationships with others	50 (1.81%) of Council employees attend session.	Achieved - 60 (2.17%) of employees from a variety of

	Saturday 27 th February – an afternoon out with families and friends. Small charge to cover BBQ.	and feeling valued, is critical to boosting wellbeing. The aim is to establish connections and relationships between employees of different units while having some fun together Physical exercise.		Council units, including Library, City Waterways, Rec & Sports, including families attended. Overall feedback was that the event was excellent, would love to do this again.
February	Promotion: Get Active with Aotearoa Bike Challenge	Benefits of exercise for both mental and physical health include, boosts energy and mood, cardiovascular fitness, prevents depression, and general promotion of health and lifespan.	To make Council employees aware of the challenge 10% participation in event	Achieved - 14% participation - employees won the challenge - 1 st position
February	Activity: Heart Health Awareness Month – Event 'Check your blood sugar and make sure you haven't this risk factor for Heart Disease'	Prevention and early detection is the best way to influence this health issue – providing staff the opportunity to do this with support at work is a proactive way of helping to prevent chronic disease – Council staff have a median age of 44.2 years, the risk of diabetes Type 2 increases with age Heart Disease is number 1 cause of death for males and 2 nd cause of death for females. Diabetes is a risk factor for heart disease and 4 th & 5 th highest cause of death for males and females respectively.	5-10% Council employees have blood glucose test &/or Blood pressure check	Achieved - 145 (5.24%) employees attended. (92 employees had blood glucose test – 3 repeats as high, 3 referred to GP 53 employees had B/P check, 1 referred to GP)
Starting March – *these activities are held each month	Activities: *Tai Chi *Coffee Roulette * Mindfulness sessions over lunch *Craft promotion	Tai Chi, Coffee Roulette, mindfulness and craft promotion are all activities to promote mental wellbeing, connection with colleagues, keep learning, be active – all activities promoted as part of the five ways to wellbeing.	120 (4.33%) employees in total (per month) to attend one session 60 (50%) of these employees would attend on a regular basis	End of year survey – satisfaction average of 75% February – 12 attended coffee roulette – feedback positive experience and great to meet staff from different units Yoga continues 3 classes each week – average 75 employees per week



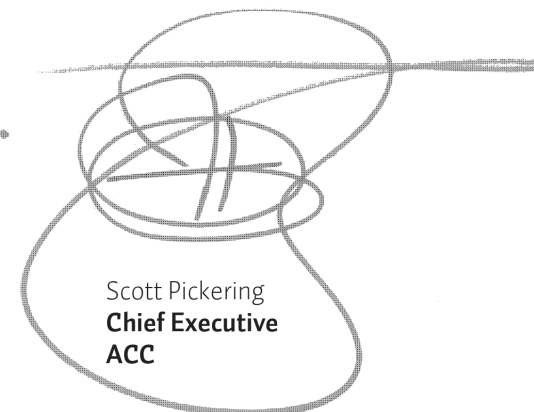
He Kaupare. He Manaaki.
He Whakaora.
prevention. care. recovery.

ACC Accredited Employers Programme

This certifies that

CHRISTCHURCH CITY COUNCIL

is an ACC Accredited Employer at Tertiary level for the period
1 April 2021 to 31 March 2022.



Scott Pickering
Chief Executive
ACC

Health, Safety and Wellbeing Plan 2021–2026



Our Goal: Be the safest and healthiest council in New Zealand

To achieve this goal, we will

- **Show visible leadership of HSW practices**
 - Continue development and understanding of safety maturity for our leaders and all workers
- **Support competent, committed people**
 - Ongoing development of resources and training to ensure all our people have the right skills and competence to undertake their health and safety duties
- **Effectively manage risks**
 - Ongoing identification and management of significant health and safety risks, learning from incident investigations to drive improvement
- **Continuously improve performance**
 - Ongoing development of leading and lag indicators to drive improvement
- **Collaborate with industry and community partners**
 - Integration of the Council's approach to collaborative relationships with suppliers and other stakeholders
- **Promote employee wellbeing**
 - Creation of innovative and tailored wellbeing initiatives that support modern workplaces

Our focus will be to

-  Affirm roles and responsibilities
-  Ensure resources & training available
-  Support worker engagement and participation
-  Implement process map for investigations
-  Mandate use of effective systems
-  Increase early reporting
-  Share successes and lessons learned
-  Take a holistic approach to wellbeing

How will we track progress?

- Bench mark with other Councils
- Retain tertiary status with ACC's Accredited Employer Programme
- Measure employee participation
- Leading and lag indicators on dashboard

Why do we need a plan?

The Council is committed to protecting the health, safety and wellbeing of all people while they are at work or in our workplace, and to complying with all relevant legislation, codes of practice and safe operating procedures. The purpose of this plan is to outline the actions we will take to meet our responsibilities and to continue to improve our health, safety and wellbeing practices.



The HSW 5-year plan will be achieved through an annual action plan

INTERNAL POLICY

Health Safety and Wellbeing Policy

Policy owner:	Manager Health and Safety
Approved by:	Executive Leadership Team
Date approved:	TBA
Version history:	Version 2.0
Date or parameters for review:	Change in legislation or 24mths from last review
Applies to:	All employees, contractors, elected members, volunteers, agency staff, consultants.
Contact details for further information:	The Policy owner or the Health, Safety and Wellbeing Team
Location and availability:	TRIM number TBA Managers and team leaders should ensure this policy is available to those without HUB or Trim access.

Contents

SECTION 1 – INTRODUCTION.....	2
SECTION 2 – POLICY STATEMENT	2
SECTION 3 – ROLES AND RESPONSIBILITIES	3
SECTION 4 – IMPLEMENTATION.....	6
SECTION 5 – DEFINITIONS.....	8
SECTION 6 – REFERENCES AND RELATED DOCUMENTS.....	9
SECTION 7 – DEVIATION FROM POLICY	10

SECTION 1 – INTRODUCTION

1.1 Introduction	<p>As a good employer the Council is committed to the requirements of the Health and Safety at Work Act 2015, the ACC Compensation Act 2001 and Accredited Employers Programme strategies. We contribute to this commitment through this policy and our Health, Safety & Wellbeing 5 Year plan and framework for action.</p> <p>Worksafe NZ (the Regulator) and the Accident Compensation Corporation's (ACC) commitment through their Health and Safety at Work Strategy 2018-2028, Harm Reduction Action Plan and Strategic Plan for work-related health 2016-26 promotes:</p> <ul style="list-style-type: none">• health and safety performance at work in New Zealand - to ensure everyone who goes to work comes home healthy and safe
1.2 Purpose	<p>The purpose of the policy is to demonstrate leadership and personal commitment through working together and actively promoting the health, safety and wellbeing of our people.</p> <p>This policy is a broad and general statement of intent which is supported by more specific policy, procedure and guideline statements.</p> <p>The policy's success is dependent upon its ownership by the Executive Leadership Team and staff, including the awareness and ownership of key organisational risks defined and measured via prioritised deliverables and milestones. This enables the Executive Leadership Team and the Health Safety and Wellbeing Committee of Council to analyse and monitor progress of actions related to managing the organisation's health safety and wellbeing risk as a Person Conducting a Business or Undertaking (PCBU).</p>

SECTION 2 – POLICY STATEMENT

Policy
<p>Christchurch City Council is committed to promoting and protecting the health, safety and wellbeing of all people while they are at work or in our workplace; and to complying with all relevant legislation, codes of practice and safe operating procedures.</p> <p>As a Council and an employer, safeguarding the health, safety and wellbeing of our employees, contractors and volunteers at work and visitors to our facilities is of paramount importance to us, and we strive to provide a working environment which is healthy and safe by being 'One team, making it happen with integrity and passion'. We expect our employees and other workers, and everybody who might be in the workplace for any reason at any time, to share this commitment by taking responsibility for their own health and safety, and for the health and safety of others.</p>

SECTION 3 – ROLES AND RESPONSIBILITIES

3.1	Health, safety and wellbeing duties generally
	Under the Health and Safety at Work Act 2015, Christchurch City Council and its officers and managers are required, as far as reasonably practicable, to eliminate risks to health, safety and wellbeing. If it is not reasonably practicable to eliminate risks, they must be minimised as far as reasonably practicable.
3.2	Executive Leadership Team
	<p>The Executive Leadership Team will lead health, safety and wellbeing efforts across Council by:</p> <ul style="list-style-type: none"> • being visible, getting involved, showing and setting responsibility and accountability • aiming to achieve a “just culture” whereby workers are openly encouraged to “speak up” • providing a system of continuous health safety and wellbeing improvement, through regular planning and review process • ensuring the development and implementation of Health Safety and Wellbeing Improvement Action Planning in business groups • managing risk and enabling the work, safeguarding our people and assets • provision and maintenance of safe plant and structures • providing and maintaining Council operated workplaces/facilities that are safe, without undue risks to health, and that has appropriate facilities and arrangements of welfare at work • provision of an agreed Engagement and Participation programme for workers, providing appropriate time to consult, cooperate and coordinate an active programme of work and shared information and learning • developing competent and engaged people and resourcing the work • ensuring the Council is doing the right things and doing things correctly through reflection, monitoring and verifying the results and effectiveness of the Health Safety and Wellbeing system • providing fit for purpose injury prevention and wellness initiatives that meet the requirements of the size and context of the risk diversity in the Council • reporting to the Health Safety and Wellbeing Committee of Council – Elected Members • engaging with industry, community and union partnerships – growing relationships and sharing information and learnings • committing to meet all legal and applicable requirements

3.3	Managers
	<p>Managers will implement health safety and wellbeing objectives by:</p> <ul style="list-style-type: none"> • planning the delivery of the Health Safety and Wellbeing 5 Year Plan objectives and improvement actions • planning the work through a risk based approach, identifying, eliminating or reducing risk, and effectively managing reasonably foreseeable risk • assuring the safe use, handling, storage of substances, machinery, equipment and mobile plant • acting on reports of injury/illness/near miss/incidents/discomfort and pain, reviewing statistics, utilising information on trends and hot spots • So far as reasonably practicable, supporting the occupational health, safety and welfare of our employees who are affected by the Council's activities • monitoring health for the purpose of preventing injury or illness of workers arising from the work carried out • resourcing the development of people – enabling innovation and learning, providing comprehensive and relevant health, safety and wellbeing information • recognising those workers that "speak up" • providing information, instruction, training and supervision needed to ensure the health, safety and wellbeing of employees while at work • reflecting, monitoring and verifying through self-assessments to learn and act on improvement opportunities • identifying and implementing fit for purpose, effective emergency response procedures • engaging with industry and community partners to collectively manage health safety and wellbeing risks, share information, and implementation of learnings and initiatives, particularly on shared sites
3.4	Employees
	<p>Employees will engage and participate in the objectives by:</p> <ul style="list-style-type: none"> • personally promoting, adopting and displaying good healthy and safe work practices • meeting expectations, supporting their work group • speaking up, immediately reporting unsafe conditions or events, good work practices and improvement opportunities • ensuring they understand health safety and wellbeing risk and use personal protective equipment, safeguards and other equipment as required

	<ul style="list-style-type: none"> actively participate and learn through development opportunities increasing their knowledge participating actively in the monitoring of internal health safety and wellbeing objectives taking advantage of health monitoring, wellness opportunities and connecting with local support people - Health, Safety and Wellbeing Representatives, Committees, Specialists, Staff Support Services and Human Resources
3.5	Health Safety and Wellbeing Committee of Council
	<p>The HSW Committee of Council will maintain and continually improve health, safety and wellbeing by promoting consultation, cooperation and coordination between management and the Council's elected members by:</p> <ul style="list-style-type: none"> ensuring active engagement in the ongoing development of a Health Safety and Wellbeing programme assisting the Council to provide leadership in discharging its health and safety management responsibilities within the Council reviewing and monitoring the robustness of the Council health, safety and wellbeing risk management framework and ensuring that health, safety and wellbeing systems are fit for purpose, effectively implemented, regularly reviewed and continuously improved seeking assurance that the Council is effectively resourced to manage health and safety risks reviewing progress with completion of the Health Safety and Wellbeing 5 Year Plan objectives monitoring compliance with policies and relevant legislation keeping regularly informed and updated on matters relating to health safety and wellbeing risks enquiring as to the steps management have taken to embed a proactive culture through engagement with workers and providing reasonable opportunities for workers to participate in health safety and wellbeing. seeking assurance that the Council are working in partnership so far as reasonably practical with other Persons Conducting a Business or Undertaking as a primary duty of care to ensure the health safety and wellbeing of workers reporting all recommendations, key issues and findings to the Council

SECTION 4 – IMPLEMENTATION

4.1	Health, safety and Wellbeing 5 year plan
	<p>The Council's health, safety and wellbeing 5 year plan describes what the organisation will do to enable a safe working environment.</p> <p>The five key elements are:</p> <ol style="list-style-type: none"> 1. Leadership and Culture requires visible and engaged leadership, inclusive of a caring culture. This leg of the journey encourages personal responsibility and corporate action. 2. Competent, engaged people ensures that all employees, contractors and community partners have the skills, knowledge and experience to carry out their roles/tasks in a healthy and safe manner. 3. Managing risks through the implementation of our health and safety management system will rationalise organisational procedures and processes to create systems of work that are risk-based and pragmatic for our workforce and community. 4. Measuring performance through the use of our framework and assurance programme, data collected will be used to check the validity of our risk controls and inform our risk management strategies 5. Engaging Partners including Persons Conducting a Business or Undertaking (PCBU) and Community Event Partners
4.2	Leadership and Culture
	<p>The Council has committed to demonstrating visible leadership and developing a culture where people consider the health, safety and wellbeing of themselves, their colleagues and their community, automatically, as part of every job and every decision. We do this by:</p> <ul style="list-style-type: none"> proactively embedding conversations about health, safety and wellbeing in our day-to-day meetings, interactions and the behaviour we model encouraging people to share positive observations and take the necessary action to address an identified risk. actively participating in ELT and Committee of Council health, safety and wellbeing meeting
4.3	Competent, engaged people
	<p>We promote the belief that everyone has a role to play in keeping themselves, colleagues and other people safe every day through the commitment and application of:</p> <ul style="list-style-type: none"> a work environment that is safe, without risks to health and that has appropriate facilities and arrangements for welfare and wellbeing at work

	<ul style="list-style-type: none"> • training framework and agreed development requirements, with clearly defined competencies • recognition and understanding of operation risks and the application of correct measures to manage those risks through avoidance, identification and reduction of reasonably foreseeable risks • key performance indicator (KPI) options to empower managers and staff to own their personal development, targets and responsibilities • review and development opportunities through Plan Develop Perform (PDP) • an engagement and participation programme and provision of information and learning opportunities • awareness and participation in staff support opportunities and staff benefits
4.4	Managing risks
	<p>We take a pragmatic approach to risk management by improving the integration of workforce health, safety and wellbeing systems. Managing health safety and wellbeing risks including those associated with delivery, quality, reputation and finance by:</p> <ul style="list-style-type: none"> • developing a single health safety and wellbeing management system inclusive of a suite of sustainable, fit for purpose process/procedures related to strategy, governance, organisation operational hazards and risks • training managers and staff/workers to ensure analysis is undertaken to identify the root cause of events and subsequent effective remedial actions are put in place for the remaining residual risk • regularly reviewing and amending internal risk control processes; e.g.; permit to work, induction, lone worker, driver awareness, safe use, handling, storage and transport of articles and substances, etc. • effectively administering claims and injury management • providing effective support for emergency preparedness, critical incident and business continuity planning • producing guidance for risk management of agreed significant/critical risks
4.5	Measuring performance
	<p>We provide confidence that risk control systems are working as expected and highlight areas of improvement required by:</p> <ul style="list-style-type: none"> • providing dashboard reporting with an agreed suite of KPI's, lag and lead indicators and improvement opportunities • reviewing health safety and wellbeing climate • completing health safety and wellbeing self-assessments • external Audit programme

	<ul style="list-style-type: none"> contractor Site Assessments and post contract evaluations community event planning and debriefs regular weekly, monthly, and quarterly reporting to ELT, Health Safety and Wellbeing Committee of Council and Audit and Risk reviewing the Health Safety and Wellbeing 5 Year Plan deliverables
4.6	Engaging partners
	<p>We involve our industry and community partners by:</p> <ul style="list-style-type: none"> committing and maintaining a collaborative, communicated and cooperative relationship with our supply chain and community partners having a shared responsibility for health safety and wellbeing duties as part of everyday business sharing Information, lessons learned and initiatives developing targeted risk programmes and education interventions to address a wide range of issues such as anti-social behaviours, abuse, assault and harassment, unsafe operations or misuse of vehicles, equipment, mobile plant

SECTION 5 – DEFINITIONS

Term	Definition
ACC	Accident Compensation Corporation
Competent	a person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform a specified task correctly
Contractor	a person or organisation that undertakes a contract to provide materials or labour to perform a service or physical works
Effectiveness	the degree to which something is successful in producing a desired result
Employee	an employee is a person who has agreed to work for some form of payment under an employment agreement with the Council
Harm	harm means illness, injury, or both and this includes physical or mental harm caused by work-related stress.
Hazard	anything that has the potential to cause harm or damage, for example: chemical, physical, biological, ergonomic, psychological
Hazard Controls	the elimination or minimisation of a risk associated with an identified hazard
Health Monitoring	a health check performed by a qualified health professional to identify specific symptoms of ill health related to hazards in the work environment
Incident	an unplanned work-related event in which there is a serious or immediate risk to a person's health and safety or property or equipment damage

Likelihood	the chance or probability that harm occurs (or an event happens)
Near Miss	an event/situation not causing harm to persons but has the potential to cause injury, illness, harm, or death given a slight shift in time or position
PCBU	Person Conducting a Business or Undertaking - large corporates, sole traders, or self-employed, are classed as PCBUs; examples of an undertaking are: <ul style="list-style-type: none"> • government department or government agency • local council • school or early childhood education service • charities like the SPCA or Barnardos
Risk	the likelihood and probable severity of harm that can be expected to occur during a given time period due to specific harm event
Risk Management	a process of thinking systematically about all possible risks, problems or disasters before they happen and setting up procedures that will avoid the risk, or minimise its impact, or cope with its impact
Root Cause	the fundamental, underlying reason for an event
Severity	the level of seriousness of an unwanted event
Wellbeing	the state of being comfortable, healthy, or happy
Worker	an individual who carries out work in any capacity for a PCBU under the Health and Safety at Work Act 2015, a PCBU can also be a worker. Examples of a worker are: <ul style="list-style-type: none"> • employee • contractor or sub-contractor • employee of a contractor or sub-contractor • employee of a labour hire company • outworker (including a homeworker) • apprentice or a trainee • person gaining work experience or on a work trial • Volunteer worker.
Reasonably Practicable	action that is, or was at a particular time, reasonably able to be taken to ensure health and safety, having weighed up and considered all relevant matters, including: <ul style="list-style-type: none"> • the likelihood of the hazard or the risk concerned occurring • how significant the harm that might result from the hazard or risk could be • what is known, or ought to reasonably be known about the hazards or risks • what ways the risk could be eliminated or minimised • how available and suitable the options are • the costs of the available ways of eliminating or minimising the risk

SECTION 6 – REFERENCES AND RELATED DOCUMENTS

Document	Link
Health and Safety at Work Act 2015	Health and Safety at Work Act 2015
Health, safety and wellbeing 5 year plan	Health, safety and wellbeing 5 year plan
Health, safety and wellbeing roles and responsibilities	Health, Safety and Wellbeing Roles and Responsibilities
Health, safety and wellbeing charter	Health, Safety and Wellbeing Charter
Engagement and Participation	Engagement and Participation

SECTION 7 – DEVIATION FROM POLICY

Deviation from this policy can only be made with the approval of the Policy Owner and the Chief Executive. Failure to comply with the requirements of this policy may be considered a breach of your contract or employment agreement.

DRAFT

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
7.	HEALTH, SAFETY AND WELLBEING QUARTERLY REPORT				
	ATTACHMENT B - HSW LOST TIME INJURIES & NOTIFIABLE EVENTS - JANUARY - MARCH 2021	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	PROTECTION OF PRIVACY OF INDIVIDUALS INVOLVED IN LOST TIME INJURIES AND NOTIFIABLE EVENTS	ONCE ALL IDENTIFIABLE PERSONAL DETAILS ARE REDACTED.
9.	HEALTH & SAFETY ICAM INCIDENT REVIEW	S7(2)(A), S7(2)(G)	PROTECTION OF PRIVACY OF NATURAL PERSONS, MAINTAIN LEGAL PROFESSIONAL PRIVILEGE	THIS REPORT CONTAINS AN INCIDENT REVIEW AND CORRECTIVE ACTION PLAN THAT CONTAINS PERSONAL INFORMATION AND LEGAL PRIVILEGE.	ONCE ALL PERSONAL INFORMATION IS REDACTED AND ON COMPLETION OF ALL CORRECTIVE ACTIONS.