

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 September 2023
Time: 9.30 am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor Tim Scandrett
Deputy Chairperson	Councillor Kelly Barber
Members	Councillor Melanie Coker
	Councillor Mark Peters
	Mr Chris Jones
	Ms Helen Sadgrove

8 September 2023

Principal Advisor

Leah Scales
General Manager - Resources / CFO
Tel: 941 8999

Ann Fitzgerald
Democratic Services Advisor
941 5989
Ann.Fitzgerald@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/>

What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

Our focus this Council term 2022–2025

Strategic Priorities



Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

Our goals for this Long Term Plan 2024–2034

Draft Community Outcomes



Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

Our intergenerational vision

A place of opportunity for all.

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



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

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

Chair	Councillor Scandrett
Deputy Chair	Councillor Barber
Membership	Councillor Coker Councillor Peters Mr Chris Jones Ms Helen Sardgrove
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.
- 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 appraised 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 appraised of the Council's governance body's views on health and safety issues.
- Any other duties and responsibilities that 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

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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, 9 June 2023](#) 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.
It is intended that the public forum session will be held at <Approximate Time>

There were no public forum requests received at the time the agenda was prepared

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 9 June 2023
Time: 9.30 am
Venue: Committee Room 2, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present
Chairperson Councillor Tim Scandrett
Deputy Chairperson Councillor Kelly Barber
Members Councillor Mark Peters

Principal Advisor

Leah Scales
General Manager - Resources / CFO
Tel: 941 8999

Megan Pearce
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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 Ngā Whakapāha

Part C

Committee Resolved HSCM/2023/00002

That the apology for absence received from Councillor Coker be accepted.

Councillor Barber/Councillor Peters

Carried

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/2023/00003

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 3 March 2023 be confirmed.

Councillor Scandrett/Councillor Peters

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 & Wellbeing Update

Committee Resolved HSCM/2023/00004

Part C

That the Health, Safety and Wellbeing Committee:

1. Receive the information in the Health, Safety & Wellbeing Update Report

Councillor Scandrett/Councillor Peters

Carried

8. Resolution to Exclude the Public

Committee Resolved HSCM/2023/00005

Part C

That at 9.57am the resolution to exclude the public set out on pages 57 to 58 of the agenda be adopted.

Councillor Peters/Councillor Barber

Carried

The public were re-admitted to the meeting at 10.16am.

Meeting concluded at 10.16am.

CONFIRMED THIS 15th DAY OF SEPTEMBER 2023

**COUNCILLOR TIM SCANDRETT
CHAIRPERSON**

7. Health, Safety & Wellbeing Update

Reference / Te Tohutoro: 23/1390460

Report of / Te Pou	John Walters, Health, Safety & Wellbeing Manager
Matua:	(john.walters@ccc.govt.nz)
Senior Manager /	Leah Scales, General Manager Resources/Chief Financial Officer
Pouwhakarae:	(Leah.Scales@ccc.govt.nz)

1. Nature of Information Update and Report Origin

- 1.1 This is an operational report focussed on Health, Safety and Wellbeing.
- 1.2 Council Risk and Assurance Unit, Health, Safety & Wellbeing team.

2. Officer Recommendations Ngā Tūtohu

That the Health, Safety and Wellbeing Committee:

1. Receive the information in the Health, Safety & Wellbeing Update Report

3. Overview

- 3.1 The Health, Safety & Wellbeing report format has been modified to become aligned to the key focus areas of the ISO45001 Occupational Health & Safety Management system, and will provide standard headings throughout the report of:
 - Leadership & Engagement
 - Planning
 - Operation
 - Performance Evaluation
 - Continuous Improvement
- 3.2 A recent resignation within the Health, Safety & Wellbeing (HSW) team will provide an opportunity (as noted in item 4.2) to review the Health, Wellbeing and Injury Management structure of the HSW team. Coverage will be maintained by seconding a staff member, who is interested in transitioning towards a HSW career.
- 3.3 This report is the review of the FY23 period ending June 2023.

4. Leadership & Engagement

4.1 Health & Wellbeing

4.1.1 Context

- At the July ELT meeting, the HSW Manager was asked to review the current approach and service offerings to the organisation by the Executive team.

4.1.2 Action

- The HSW team initiated an internal review of the current approach and strategy for Health & Wellbeing.
- The review of the function will focus on three key areas of Occupational Health Services, Wellbeing and Coordination & Injury Management. (Also see item 4.3 below).

4.2 Wellbeing Protocol Trial - Resources

4.2.1 Context

- A trial Wellbeing programme is currently being held across the Resources Group. There are currently 188 staff attending two 30-minute Teams sessions per week for a 6-week period.
- Pre and Post surveys are completed to provide a quantifiable measure of success.
- The programme focuses on four key pillars of Wellbeing:
 - Physical Wellbeing
 - Spiritual Wellbeing
 - Family & Relationship Wellbeing
 - Mental and Emotional Wellbeing
- The review noted within item 4.2 above will focus on these four pillars to form the foundation for an integrated Council-wide Wellbeing programme.

4.2.2 Action

- The first six sessions have been extremely well received.
- All sessions have received very positive feedback through Teams.
- Upon trial programme completion staff will report the findings to ELT for consideration against a wider role-out.

4.3 Officer Due Diligence (Health & Safety at Work Act 2015 - HSWA)

4.3.1 Context

- It was previously agreed with ELT that training sessions be delivered to ensure senior leaders/managers at Council are aware of their duties under the Health and Safety at Work Act (HSWA) with GM's and HoS sessions being run for each Group. This will support Council to meet the following requirements of the Act.
- The HSWA is focused on the term PCBU, which effectively means 'The Business/Organisation/Company'. Additionally, HSWA places six obligations on Officers working within a PCBU. Officers are, in general terms, defined (paraphrased) as:
 - (i) Directors, CEO, CFO and GM's
 - (ii) Any other person occupying a position in relation to the business that allows the person to exercise significant influence over the management of the business.

- It was agreed that the training sessions would be offered to Councillors of the HSW Committee.

4.3.2 Action

- Training sessions are being planned for October, with the Executive support team providing potential dates.
- These sessions will be confirmed with the provider and then finalised in calendars.

4.4 Visible Safety Leadership – Site Visits

4.4.1 Context

- Visible Safety Leadership sessions previously been held on a monthly basis, with these being attended by CEO and Chair of HSW Committee of Council.
- It was agreed the frequency of the sessions would increase to one per week, with one GM attending each session. This would result in one session per month for each ELT member.
- Due to the workload for GM Citizens & Community / Infrastructure, the HSW team will include relevant HoS for some of the sessions. The Councillors on the HSW Committee of Council have also agreed to share attendance at the sessions.

4.4.2 Action

- Locations have been identified for the FY24 site visit schedule. These sessions, have been finalised with the Executive Support team.
- The HSW team will arrange all of the logistics for the sessions
- Supporting information has been developed to provide context for the Executive team and Councillors, which will be issued to involved parties during August.

5. Planning

5.1 Health & Safety Objectives, Goals & Targets

5.1.1 Context

- Having Health, Safety & Wellbeing objectives is fundamental to the management of HSW and Council has set objectives relating to a number of key aspects of HSW.
- An organisational objective for FY23/24 has been set as **‘Embed a culture of wellbeing, innovation, effectiveness, and efficiency’** through the process with the Planning & Performance team.

5.1.2 Action

- The HSW team have developed a HSW Goal with the Planning & Performance team, to support the organisational objective. The Goal set being – **‘Provide a healthy**

and safe environment for all workers and citizens’. This will be cascaded through to all business units.

- A suite of specific targets has been developed to provide explicit, tangible actions for operational levels. The overarching intent is to focus HSW performance according to the particular needs of business units – based on their level of HSW risk and taking current practice into account.
- The agreed Goal and Targets have been defined as:
 - a) Targets to be set at a business unit level (HoS) which are developed Unit-by-Unit, all targets being measurable by the unit, for example:
 - Increasing the event reports within ‘Able’ by XX%
 - Increase Near Miss reporting by XX%
 - Wellbeing initiatives supported and implemented
 - Close-out of event reports within 14 days.
 - All Hazard reviews completed.
 - Contractor Management reviews are completed.
 - b) HSW Manager to assist Heads of Service in the development of the Unit level Targets noted above.

6. Operations

6.1 General HSW Update

6.1.1 Context

- The HSW team have been involved in various projects across the organisation.

6.1.2 Action

- **Abuse cases** – continues to be a focus for the HSW team. New HSW team members have been reviewing the data across the organisation as well as spending time talking to staff to further understand the complexities of this topic. The data will be collated ready for the September ELT meeting.
- **CityCare H&S improvements** – During recent meetings with CityCare, it has become apparent that there has been a positive change to the H&S approach. This is also reflected within the Contractors monthly reporting portal.
- **I-Auditor** – The HSW team have previously utilised I-Auditor, a stand-alone IT based Audit tool. Over the last few months, the team (and other CCC users) have transitioned to using a current internally supported system (Survey123) and are in the final stages of ending the use of I-Auditor.
- **Pools Teams (RSE)** – have seen three significant Citizen events over the last two months, one attempted suicide and two cardiac events. In all three events the Pool teams have reacted quickly and professionally, and all three members of the public have been saved. Workplace Support has been provided to all of the teams involved, and where appropriate this offer has been extended to any members of the public who may have been involved.

7. Performance Evaluation

7.1 Health, Safety & Wellbeing Dashboard

7.1.1 Context

- The June Health, Safety & Wellbeing Dashboard is attached to this report.

7.1.2 Action (Report Highlights)

- **Injury Management Summary** – The total Injury Management Costs graph will change for FY24 as previously discussed. The line graph will include all aspects of injuries, including:
 - Medical costs
 - Weekly Compensation payments
 - Early intervention costs
 - AEP Third Party Administrator Management costs

8. Continuous Improvement

8.1 Safety Management System

8.1.1 Context

- The ISO45001 project has been ‘renamed’ to be Safety Management System (SMS). This change allows the HSW team to integrate both ISO45001 and ISO45003 into the organisations overarching Safety Management System.
- The revised approach allows the integration of both H&S and Mental Health & Wellbeing into a single organisational wide management system.
- It is critical to the success of the project, and the SMS, that key business owners are involved with the creation of the overarching documents.

8.1.2 Activity

- As noted within section 4.2 of this report, the HSW team are current reviewing the Health & Wellbeing approach and strategy, this will form the basis for the integrated SMS.

8.2 Replacement ABLE reporting system

8.2.1 Context

- The project to replace the current ABLE reporting system progresses.
- A Steering Group has been established with Digital, Procurement and Risk & Assurance/HSW. A Steering Sub-Committee has been formed to include HoS from key units across the organisation. The involvement of service line reps at the management/project oversight and staff/implementation levels is judged fundamental to the success of the project.

8.2.2 Activity

- The Expression of Interest (EOI) has been issued to the industry with Business Requirements included. A response deadline was set for 25th August 2023. This EOI process received 17 responses which are in the process of being evaluated.
- An RFP process will follow this initial EOI to selected companies based on the evaluation of initial responses.
- The initial EOI evaluation will include members of the HSW, Internal Audit Manager and some key Operational users.

8.3 Health, Safety & Wellbeing Policy

8.3.1 Context

- The HSW Policy document is to be reviewed two-yearly and is now due for review (August 2023). The current ten-page policy has been considered against industry norms for a “plain English” one page style policy which stands alongside a more comprehensive framework.

8.3.2 Action

- A review of the current Policy has been completed, with a draft single page HSW Policy providing a significantly clearer commitment statement. (Draft attached to this report)
- The remaining information contained within the current policy document has been reviewed and has been included within a ‘Roles & Responsibilities’ document as part of the Safety Management System noted above in Section 8.1. With these two documents being released at the same time, early in September.

8.4 HSW Related Expenditure

8.4.1 Context

- A review of the current providers is underway for a number of HSW services offered, such as Flu-vaccine, early intervention programme, skin checks etc.
- The intention is to develop a panel of providers, all of which have contracts in place through the Procurement team.

8.4.2 Activity




- The HSW Manager is currently working with the Procurement team to review current contracts.
- Power BI reports have been developed to provide a business unit level review of the current spend.
- HSW Team are currently mapping our internal processes for invoice/provider payment and allocation to the correct Cost Centres.

9. Engagement with WorkSafe NZ

9.1 Hagley Park Incident

- 9.1.1 The response to the first 'Request for Information' (Section 168 of HSWA) has been made by WorkSafe was completed within the defined timeframe in July. The response was completed by HSW Manager, Head of Service (HoS) Parks and Legal Counsel.
- 9.1.2 A second request for information has been received (August), which is standard practice. A response to the request was completed within the specified timeframe.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	DRAFT CCC HSW Policy	23/1400718	18
B  	HSW Dashboard Report	23/1400721	19

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

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance Te Whakatūturutanga 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

Author	John Walters - Manager Health, Safety & Wellbeing
Approved By	Nicholas Hill - Head of Risk & Assurance

Health, Safety & Wellbeing Policy

Christchurch City Council is committed to providing a healthy and safe environment with a strong Health, Safety & Wellbeing culture. Its goal is to have everyone go home safely every day.

Being safe at work is an obligation everyone has to each other, our families and ourselves.

Christchurch City Council will:

- Identify hazards and manage health and safety risks arising from its workplace activities.
- Engage with employees, unions, employee representatives, Health, Safety & Wellbeing committees, line managers, contractors, suppliers, clients and external experts as appropriate on matters that affect their Health, Safety & Wellbeing.
- Provide adequate information, training, supervision and support for everyone to ensure they are fully competent to perform their work.
- Provide adequate resources to ensure Councils safety objectives can be met.
- Comply with all relevant legislation, regulations, codes of practice and safe operating procedures and continually strive to improve its performance.
- Review the Safety Management System regularly, set annual objectives and targets while supporting a culture of continuous improvement underpinned by a strong Health, Safety & Wellbeing culture.
- Promote health and wellbeing as a means of reducing the risk of harm and maintaining maximum operational capability.

Christchurch City Council expects everyone to:

- Follow safe work practices at all times, be accountable for their actions, and be aware of their responsibilities.
- Take personal responsibility for safety and the safety of others by speaking up and challenging unsafe work practices.
- Report all incidents, near misses and unsafe conditions as soon as possible and take immediate action to minimise the risk of harm to all.

Christchurch City Council leaders will:

- Be fully conversant with their responsibilities and be accountable for the Health, Safety & Wellbeing of their teams and contractors.
- Demonstrate their commitment by showing visible and active leadership in Health, Safety & Wellbeing and setting a personal example.
- Supporting and encouraging everyone to keep Health, Safety & Wellbeing front of mind.

Dawn Baxendale
Chief Executive

August 2023

Health, Safety and Wellbeing Governance Dashboard

June 2023

Our core Health, Safety and Wellbeing Values

Visible Leadership

- We seek to drive best practice Health, Safety and Wellbeing management through strong leadership and by championing a positive Health, Safety and Wellbeing culture.
- We support increased Health, Safety and Wellbeing engagement through partnering with business units to improve performance.
- We integrate health, safety and wellbeing through all aspects of operations, from policy to project management.

People-Centric

- Our people come first and are given opportunities to actively participate.
- We support the right people, processes, tools and standards for each and every job.
- Every person at Council is empowered and trusted to be a leader in health, safety and wellbeing.

Risk Aware

- We seek to understand key health and safety risks and ensure they are actively communicated and addressed.
- We implement safe systems of work that match the level of risk involved.
- We conduct regular inspections and prioritise high risk work.

Learning Culture

- We promote a positive learning culture.
- We seek to implement good practice and learn from our mistakes.
- We ensure staff are provided with appropriate training.

This dashboard report is in a process of continuous improvement, each iteration aims to provide clearer context and improved representation of the data available. Over time the intent is to provide greater trend analysis, tracking improvement initiatives and providing more value-added analysis.

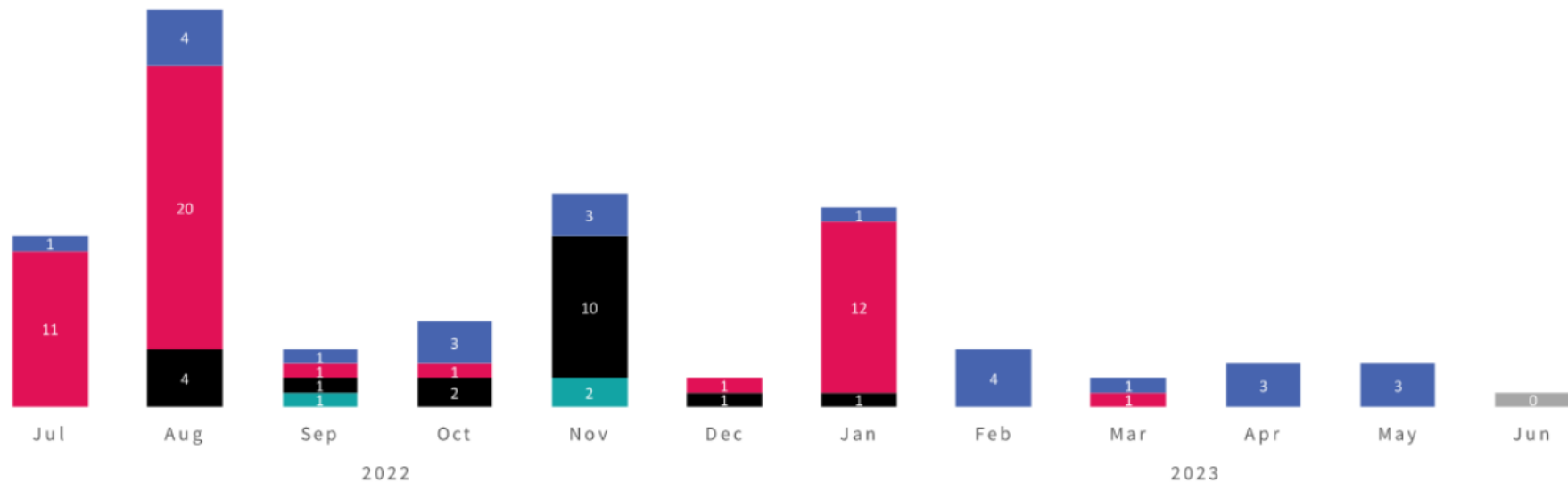
Visible Safety Leadership

Visible Safety Leadership continues through site visits. There are a number of meetings and site visits which are taking place across the organisation but not being recorded within ABLE.

Due to the change to weekly VSL sessions and the planning associated with this there has been a delay in the sessions for June – this is noted within the HSW Report

Visible Leadership by Group - Last 12 months

■ Citizens & Community ■ Infrast. Planning & Regulatory ■ Resources Group ■ Strategic Policy & Performance



Health, Safety and Wellbeing Governance Dashboard

Training - Induction and Manager Responsibilities

Training sessions continue to be held by the HSW team on a monthly basis.

The percentage fluctuations on a monthly basis are the result of changes in teams across the organisation.

Manager Responsibilities Completed

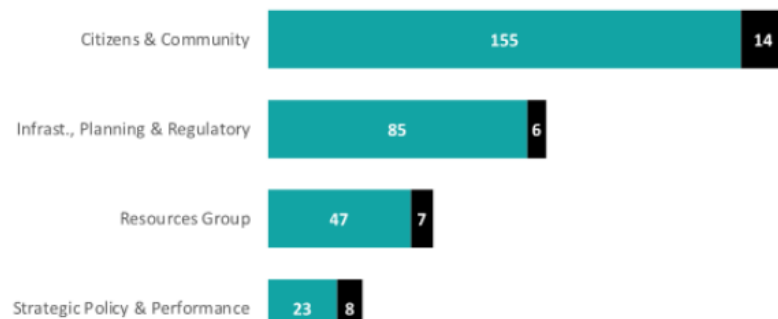
90% → from last month

Induction Completed

82% ↓ 1% from last month

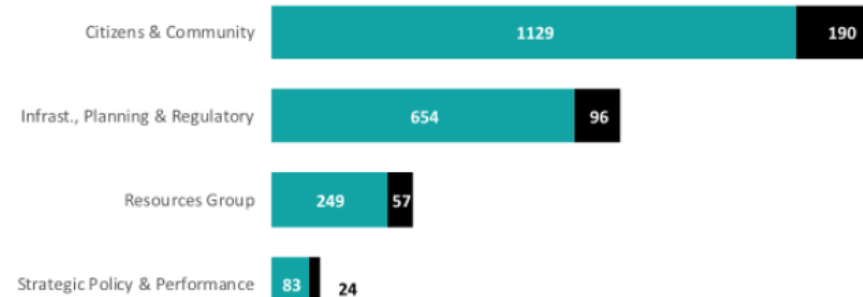
H&S Manager Training by Group

■ Attended ■ To Complete



H&S Induction Training by Group

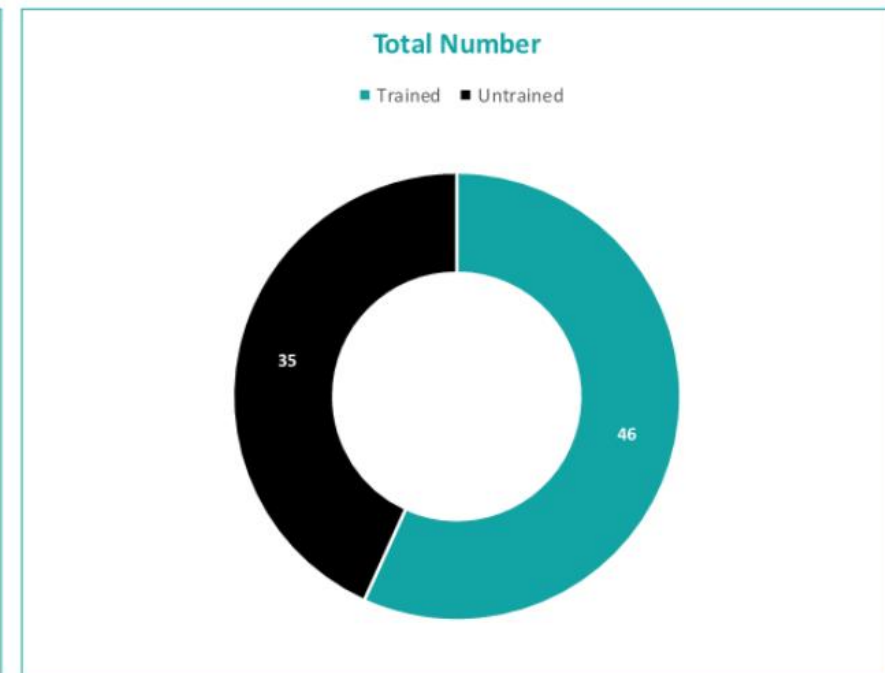
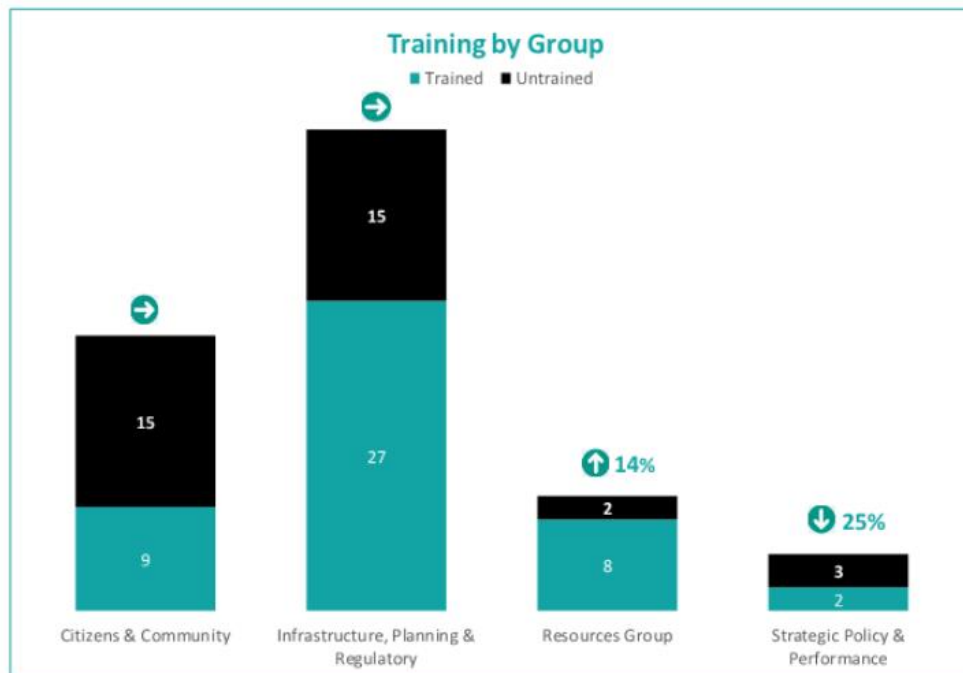
■ Completed ■ To Complete



Health, Safety and Wellbeing Governance Dashboard

Training – Health & Safety Representatives

Health, Safety & Wellbeing Representative training is booked for September and October, with communications being sent out to all HSR's and relevant Managers



Health, Safety and Wellbeing Governance Dashboard

Event - Overview



Total reported events have increased slightly for June compared with the May figure.

After an initial downward trend over the last two month's, it appears the focus on event close-out has reduced with an 8% drop-in rates, the HSW team are working with the relevant teams.

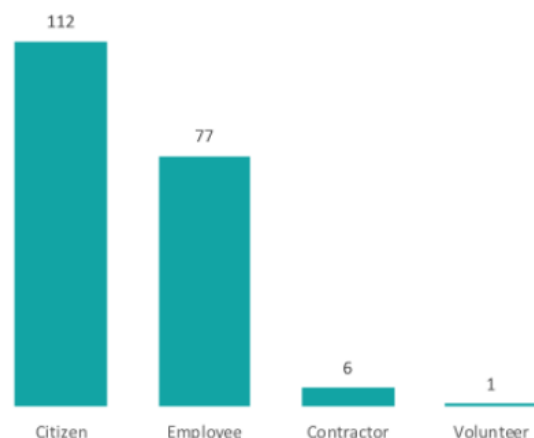
Total Events - June 2023

196 ↑ 1% from last month

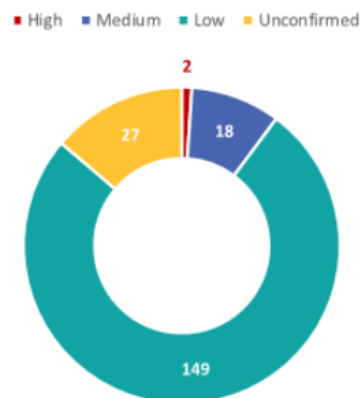
Total Events Closed – June 2023

142 ↓ 8% from last month

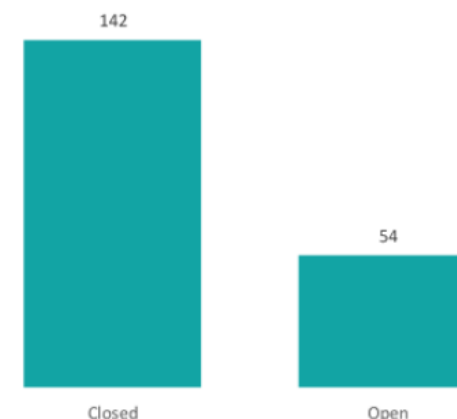
Event by Person Type



Confirmed Actual Severity



Total Event Status

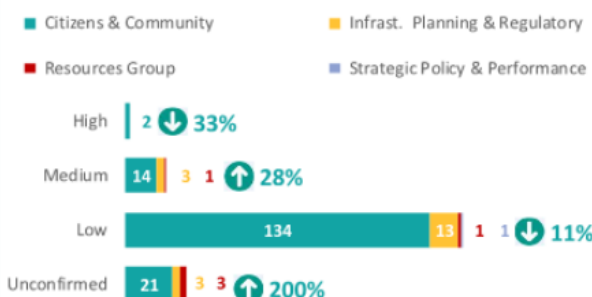


Health, Safety and Wellbeing Governance Dashboard

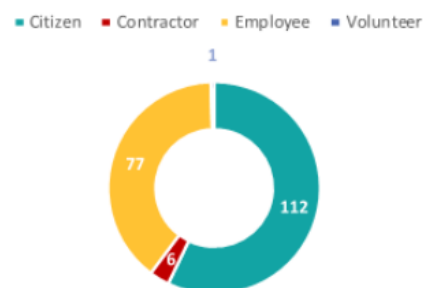
Event - Summary

A total 2145 events were reported during FY23, which is a 1.7% increase from FY22
Near Miss reports have also increased by 1.7%

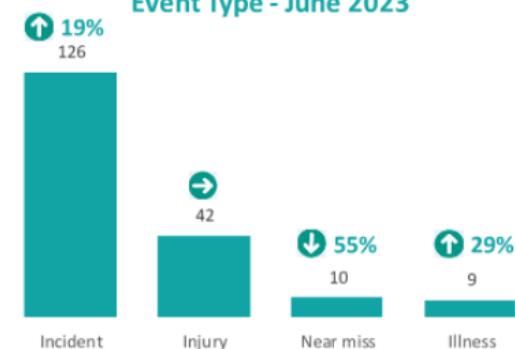
Event Severity – June 2023



Person Type – June 2023



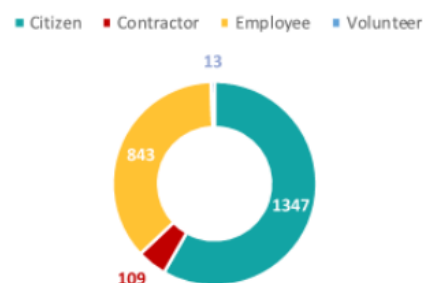
Event Type - June 2023



Event Severity Previous 12 Months



Person Type - Previous 12 Months



Event by Type - Past 12 Months

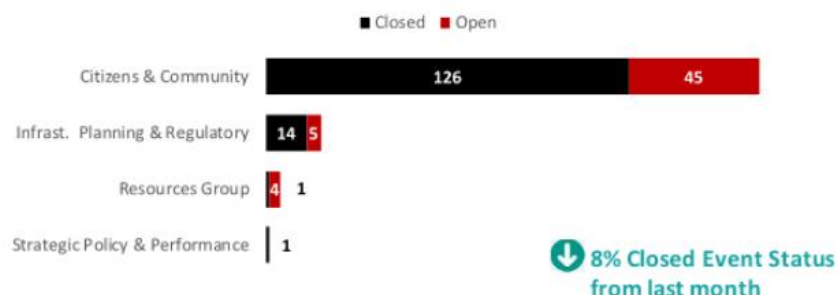


Health, Safety and Wellbeing Governance Dashboard

Event – Closeout Status

Slightly less events have been closed during June. However, the 'Open for 30+ days – previous 12 months' graph shows a significant reduction in open events of approx. 55%. The target to reduce the event close-out to 14 days, will be communicated through the PDP process (Once targets/goals have been approved). 'Open Unconfirmed' events will be an additional focus – unconfirmed events will eventually become either High, Medium or Low events once assessed.

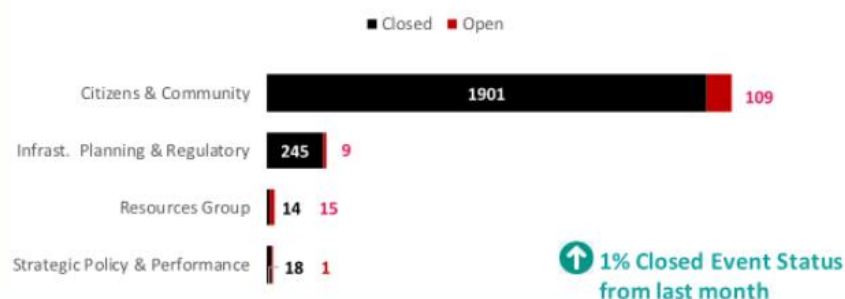
Event Status - June 2023



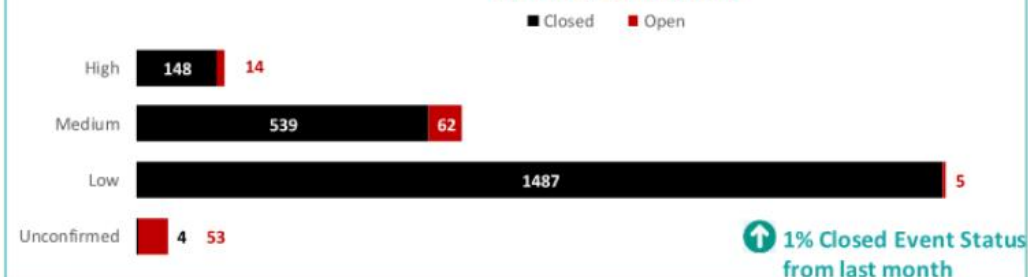
Event Status by Risk Level - Open for 0 - 30 days - June 2023



Events Status: Previous 12 Months



Event Status by Risk Level - Open for 30+ days Previous 12 Months

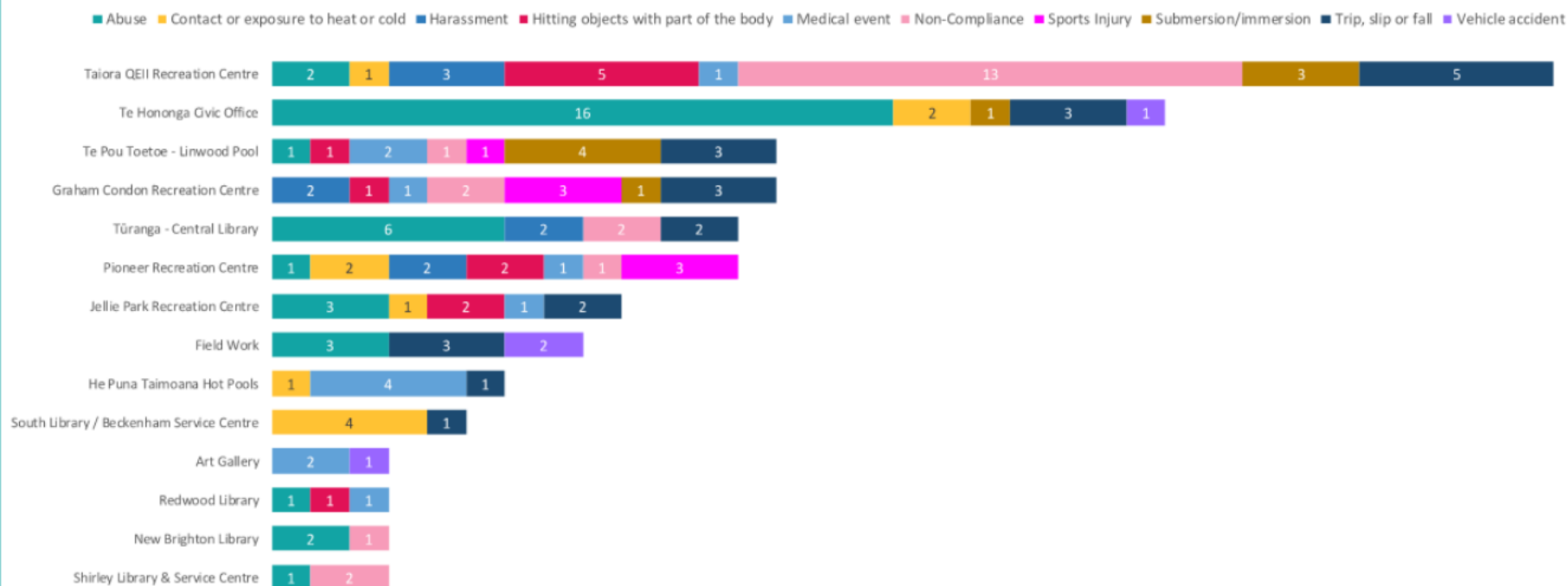


Health, Safety and Wellbeing Governance Dashboard

Event – Mechanism

The event mechanism graph remains constant for the year end. As part of the ABLE replacement project these mechanism will be reviewed to assist in simplifying any output reporting.

Top 10 Mechanism by Location

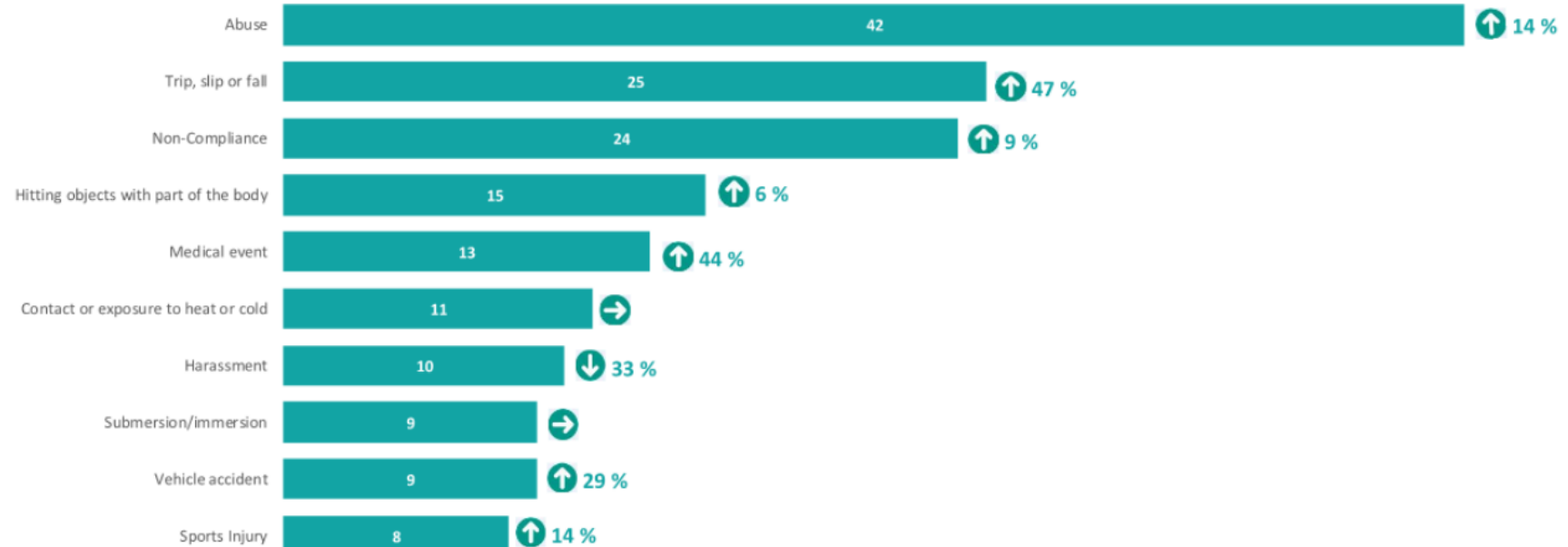


Health, Safety and Wellbeing Governance Dashboard

Event – Agency

The top 10 mechanisms for events remain relatively unchanged.
Abuse continues to be a significant risk for front line teams.
Non-Compliance relates to situations where staff have asked a Citizen to comply with a request and they have refused.

Top 10 Mechanism by Agency



Health, Safety and Wellbeing Governance Dashboard

Injury Management - Summary

The 'Total Injury Claim Numbers' has been modified to display the same YTD period for each financial year to provide a direct comparison.
The 'Total Injury Management Costs' graphs has aligned to display the accumulative costs.
For FY24 the Total Injury Management line graph will include all injury costs – Weekly Compensation, Medical fees, WellNZ Admin, Early Intervention

Total Injury Claim Numbers

Accepted Declined Handback Pending



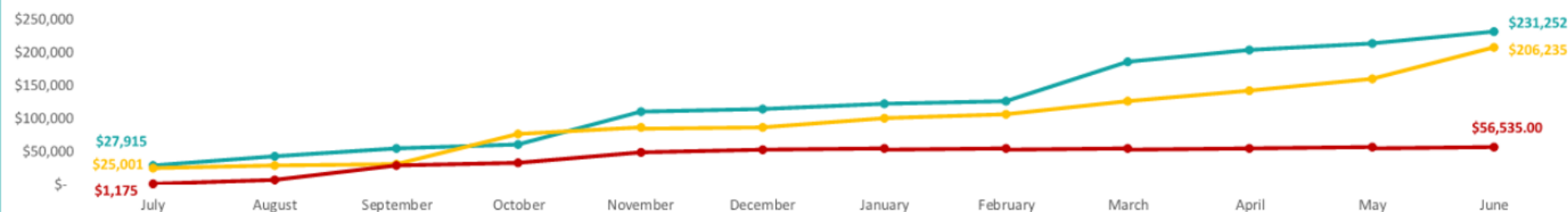
Injury Claim Numbers - Previous 12 Months

Accepted Declined Handback Pending



Total Injury Management Costs

Financial Year 2021 Financial Year 2022 Financial Year 2023

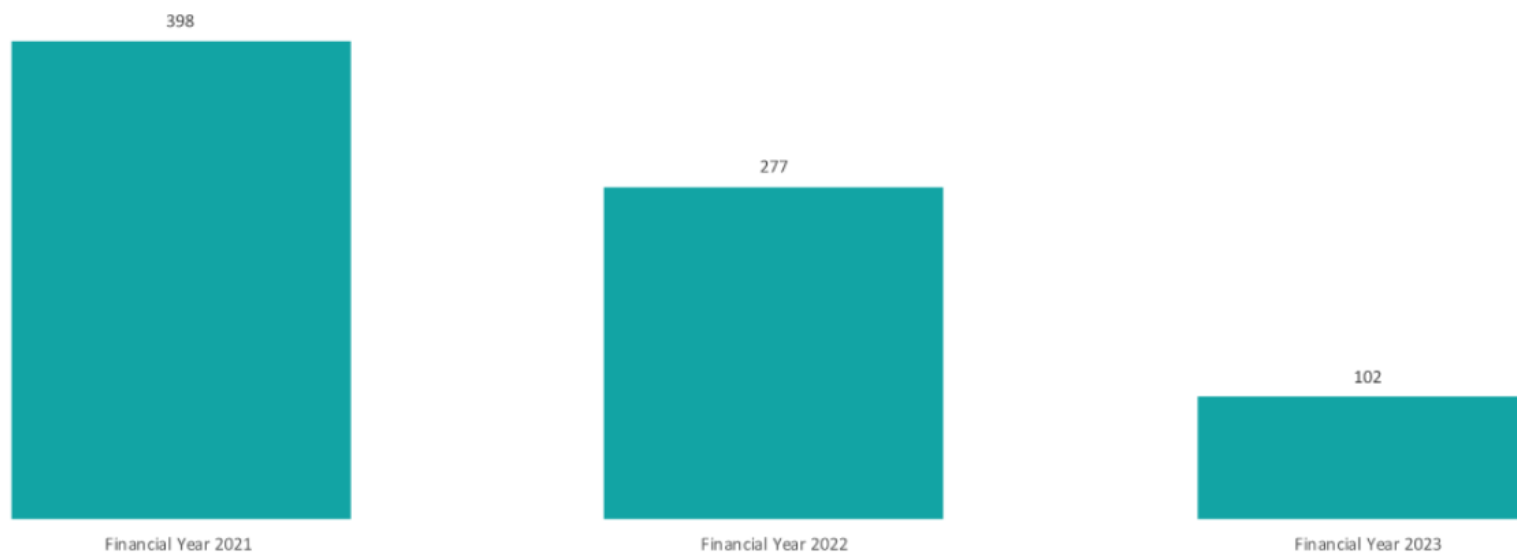


Health, Safety and Wellbeing Governance Dashboard

Injury Management – Summary

The number of Lost Time Days has reduced by 63% over the last 12 months, and 74% over the last 24 months

Employee Lost Time Days



Health, Safety and Wellbeing Governance Dashboard

Wellbeing – Employee Support

Workplace Support continues to show a good uptake of services.

During FY23 the Counselling referrals totalled 13% of the total interactions, this is consistent with other similar sized organisations.

HSW team have proposed to the Canterbury Region H&S Forum that information is shared to provide an industry comparison during FY24



Health, Safety and Wellbeing Governance Dashboard

Contractors Report

The number of lost time injuries (LTI's) has increased by 1 as shown below.
As noted, a review of contractor reporting will form part of the ABLE replacement project

Lost Time Injuries - July 2022 to June 2023

13 Cases
↑ 8% from last month

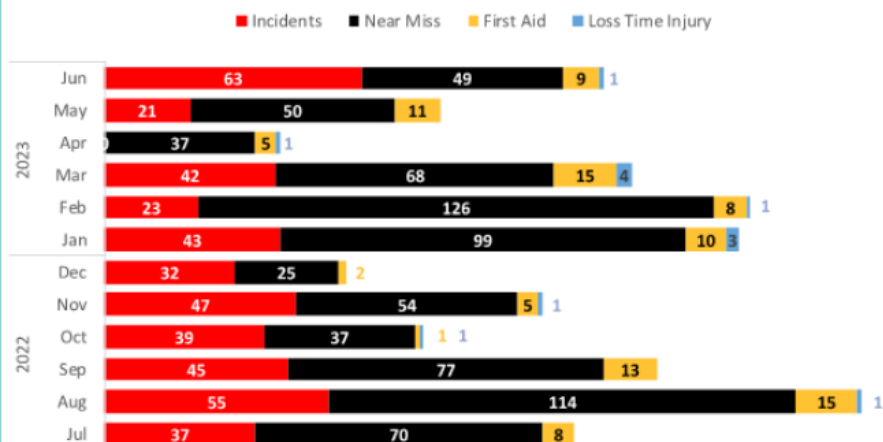
Total Hours Worked - July 2022 to June 2023

1,415,075 Hours
↑ 15% from last month

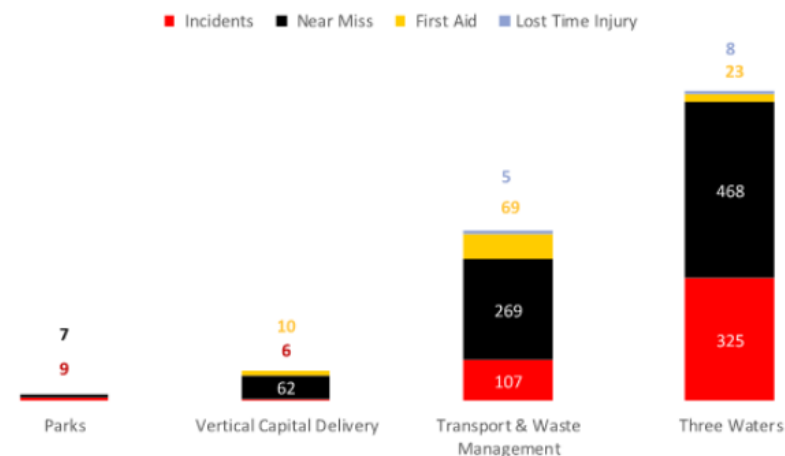
Total Hours Worked – June 2023

146,549 Hours
↑ 20% from last month

Total Events



Total Events by Unit - Previous 12 months



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