Health, Safety and Wellbeing Committee
AGENDA

Notice of Meeting Te Pānui o te Hui:

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

Date:	**Friday 7 March 2025**
Time:	**9.30 am**
Venue:	**Committee Room 1, Level 2, Civic Offices, 53 Hereford Street, Christchurch**

Membership Ngā Mema

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

3 March 2025

Principal Advisor
Bede Carran
General Manager Finance, Risk & Performance / CFO
Tel: 941 8999
bede.carran@ccc.govt.nz

Meeting Advisor
Simone Gordon
Democratic Services Advisor
Tel: 941 6527
simone.gordon@ccc.govt.nz

Website: www.ccc.govt.nz

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

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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.

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.

Adopted by the Council on 5 April 2023

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.

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.

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

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 Sadgrove
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

Apologies will be recorded at the meeting.

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 Thursday, 5 December 2024 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 hearing process.
It is intended that the public forum session will be held at <Approximate Time>

Public Forum presentations will be recorded in the meeting minutes

5. Deputations by Appointment Ngā Huinga Whakaritenga

Deputations will be recorded in the meeting minutes.

6. Petitions Ngā Pākikitanga

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

Christchurch City Council

Health, Safety and Wellbeing Committee
OPEN MINUTES

Date:	**Thursday 5 December 2024**
Time:	**9.31 am**
Venue:	**Committee Room 1, Level 2, Civic Offices, 53 Hereford Street, Christchurch**

Present

Chairperson	Councillor Tim Scandrett
Deputy Chairperson	Councillor Kelly Barber
Members	Councillor Melanie Coker
	Mr Chris Jones
	Ms Helen Sadgrove - via audio/visual link

Principal Advisor
Bede Carran
General Manager Finance, Risk & Performance / CFO
Tel: 941 8999
bede.carran@ccc.govt.nz

Meeting Advisor
Cathy Harlow
Democratic Services Advisor
Tel: 941 6527
cathy.harlow@ccc.govt.nz

Website: www.ccc.govt.nz

Unconfirmed

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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/2024/00009

That the apologies from Councillor Peters for absence and Councillor Barber for early departure be accepted.

Councillor Scandrett/Mr Jones **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/2024/00010

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Friday, 13 September 2024 be confirmed.

Councillor Scandrett/Councillor Coker **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.

Unconfirmed

7. Verbal Update from the General Manager, City Infrastructure

Secretarial note: this item was included in the public excluded part of the pursuant to resolution HSCM/20024/0011

8. Resolution to Exclude the Public Te whakataunga kaupare hunga tūmatanui

Committee Resolved HSCM/2024/00011

Part C

That at 9.44 am the resolution to exclude the public set out on pages 12-13 of the agenda be adopted and that Item 7 from the agenda also be included in the public excluded part of the meeting to protect the privacy of individuals under s7(2)A of the Local Government Official Information and Meetings Act 1987.

Councillor Scandrett/Councillor Coker **Carried**

The public were re-admitted to the meeting at 11.28 am.

Meeting concluded at 11.31 am.

CONFIRMED THIS 7TH DAY OF MARCH 2025

COUNCILLOR TIM SCANDRETT
CHAIRPERSON

Unconfirmed

7. Action Update

Reference Te Tohutoro:	25/316443
Responsible Officer(s) Te Pou Matua:	Mike Marr, Health, Safety and Wellbeing Manager
Accountable ELT Member Pouwhakarae:	Bede Carran, General Manager Finance, Risk & Performance / Chief Financial Officer

1. Purpose and Origin of the Report Te Pūtake Pūrongo

1.1 The purpose of this report is to update the Health, Safety and Wellbeing Committee on outstanding actions from previous meetings.

1.2 The origin of this report is requests for information from the Committee and updates on various Health, Safety and Wellbeing activities and functions.

2. Officer Recommendations Ngā Tūtohu

That the Health, Safety and Wellbeing Committee:

1. Receives the information in the Action Update Report.

3. Health, Safety and Wellbeing Accountability

3.1 The Health, Safety and Wellbeing (HSW) Team have previously tabled a series of process maps and flow charts outlining the full HSW system. Members requested a visual document that maps out the different health and safety reporting levels and accountability across the organization. As part of the Noggin 2.0 project, several process maps have been created to demonstrate the workflows within the system, including the end-to-end process for managing an incident. **(Attachment A)**

4. Health, Safety and Wellbeing lessons learned and Application

4.1 At present, we do not have a medium for recording council-wide HSW lessons learned. This will be addressed with the rollout of the new Health, Safety and Wellbeing reporting tool, Noggin 2.0. Staff currently review incidents and work with units to address issues, which is effective but localised. These lessons are shared within the HSW Team to inform any specific advice provided, but not wider than that at present.

5. Visual Roadmap for Noggin 2.0 rollout

5.1 The Noggin health, safety and wellbeing system is a modular solution allowing the Council to deliver functionality incrementally, in a series of releases according to priority and resource availability. Release one is being developed and implemented with the assistance of business unit subject matter experts over several distinct phases:

5.1.1 Discovery: Workshops between the Noggin vendor, core project team and the Council work area representatives to confirm business requirements and desired outcomes.

5.1.2 Planning: Defining and organising the project sequence of activity, work packages, resourcing, roles, benefits realisation and timeline.

5.1.3 Sprints: Configuration of the Noggin software to be consistent with HSW best practice and Council ways of working, with the work divided into four agile Sprints. Each Sprint

consists of planning, configuration activity, system testing, demonstrations, user testing and finalisation.

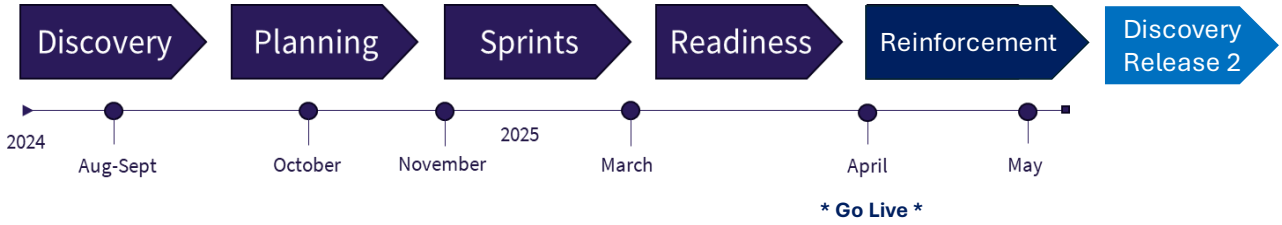
5.1.4 Readiness: While end-to-end system testing is taking place, Council leaders, HSW support people, employees and external contractors will receive the knowledge and learning they need to be ready for the new system once implemented. Where necessary, assistance will be provided to adapt and standardise business processes and related information and documents.

5.1.5 Go-live and reinforcement: Noggin users will be informed the new system is live and available, replacing the former system. A support model will be put into effect, including the IT help desk and replacement of all system-related learning and guidance resources. The project team will hand over responsibilities to designated business owners for ongoing management. Education activity will continue to ensure new behaviours are maintained. Desired outcomes and benefits will be tracked over the longer-term.

5.1.6 Discovery for Release 2 will begin several weeks into the above phase.

5.1.7 See below pictorial overview of the timeline for release:

Release 1 implementation of Noggin health, safety & wellbeing solution



5.2 The new system provides improved reporting capabilities by:

- Having simplified forms to allow staff to raise incidents and hazards easily.
- New functionality to raise hazards.
- Built in corrective actions register.
- Built in investigation functions.
- Automated workflows to control statuses and reminders.

6. Site visits

6.1 Since the previous committee meeting, 45 site inspections have been completed.

6.2 Main issues identified relate to:

- Lack of or incorrect personal protective equipment.
- Gas Cylinders being incorrectly stored or not restrained.
- Mobile Elevate Work Platforms not having completed pre-start checks or logbooks filled in correctly.

6.3 All issues have been raised with the relevant contractors where issues have been observed.

6.4 Issues identified have been focal points across most site inspections and issues shared with contractors.

7. Dashboard Reporting

7.1 The committee requested we provide cumulative statistics for the quarter rather than three monthly dashboards to better show trends over time. We have created an example of what this might look like for this quarter. (**Attachment B**)

8. Critical System Identification

8.1 The committee requested information on gaps identified by Critical Systems Assessments between expectations and reality, including the resources and time required to address these. We have provided an example of an assessment as part of the quarterly update. We do not have any specific examples with documented time frames and costs. HSW will continue to work through this and provide an example in due course. (**Attachment C**)

9. Critical Risk Update

9.1 A Critical Risk Workshop was held with ELT and a formal set of critical risks was confirmed. The current draft critical risks have been updated to confirmed status and form the basis of our work in relation to critical risk assessment. (**Attachment D**)

9.2 A verbal update on the Unacceptable Behaviours Working Group will be provided by the Chair of the Working Group.

10. Ability to Report on Violent Behaviours

10.1 Currently violent behaviours are recorded under the category of Unacceptable Behaviours. These can be filtered down to specific incidents when needed. Generally, in reporting we will call out these types of events due to the severity or complex nature and mention them in the body of the reports.

11. Site Inductions

11.1 Staff have been focusing on ensuring the basics are done well; this has included ensuring that our high-risk facilities have an appropriate contractor induction process. Inductions have now been rolled out using the visitor management system “Whosonlocation”. Sites include, the Christchurch Wastewater Treatment Plant, Christchurch Art Gallery, Civic Offices, Graham Condon Recreation Centre, Jellie Park Recreation Centre, Jellie Park Recreation Centre, Matatiki Recreation Centre & Library, Pioneer Recreation Centre, Taiora QEII Recreation Centre, Te Pou Toetoe Recreation Centre.

11.2 Upon completion of the relevant induction, records are automatically stored within the system, with reminders automatically being sent every two years for revalidation.

11.3 The next stage of the rollout is measuring the effectiveness of the induction programme over the next six months utilising the following metrics:

- Number of contractors attempting to access site without a valid induction.
- Spot checks on contractors working in facilities.
- Site-specific audits.
- Incident and near miss data.

11.4 Additional facilities being considered for a similar approach are all Council Libraries to replace the existing paper-based system (pending budget approval)

12. Pressure as a driver of health and safety incidents.

12.1 Head of Service, Parks (or delegated representative), has been invited to provide a verbal brief on the amount and effects of external pressure on Parks staff and its effect on HSW.

13. Workplace cultural barriers to health and safety reporting.

13.1 The Committee requested reporting on unofficial channels being used to report health and safety issues/concerns from staff. HSW have investigated this and currently consider it not possible due to the informal and anonymous nature of the information. We do not have the capacity to record information of this sort in a location where we gain a useful metric. Once we are made aware of an issue, we investigate the issue and look foe solutions and options to correct any issues.

14. Permit to work information sharing

14.1 At the previous meeting, there was discussion about the possibility of sharing any comprehensive program developed around the permit to work for high-risk activities with Venues Ōtautahi (VO).

14.2 After careful consideration, we have determined that actively participating in the development of or formally providing our permit to work system presents a high risk from a PCBU (Person Conducting a Business or Undertaking) perspective. Given the differences in our operating complexity and environment, we do not believe that a common platform would be appropriate, and we are unable to provide our system for VO's use.

14.3 However, we are happy to share our knowledge, lessons learned and discuss aspects of our approach with VO representatives. We recognise that each organisation has unique requirements, and through open dialogue, we can support each other in strengthening safety and compliance practices.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A	Process Maps HSW Reporting	25/361440	16
B	Combined Dashboard Oct - Dec 24	25/316543	20
C	System Assessment - Contractor Management	25/361442	21
D	Critical Risks	25/396922	23

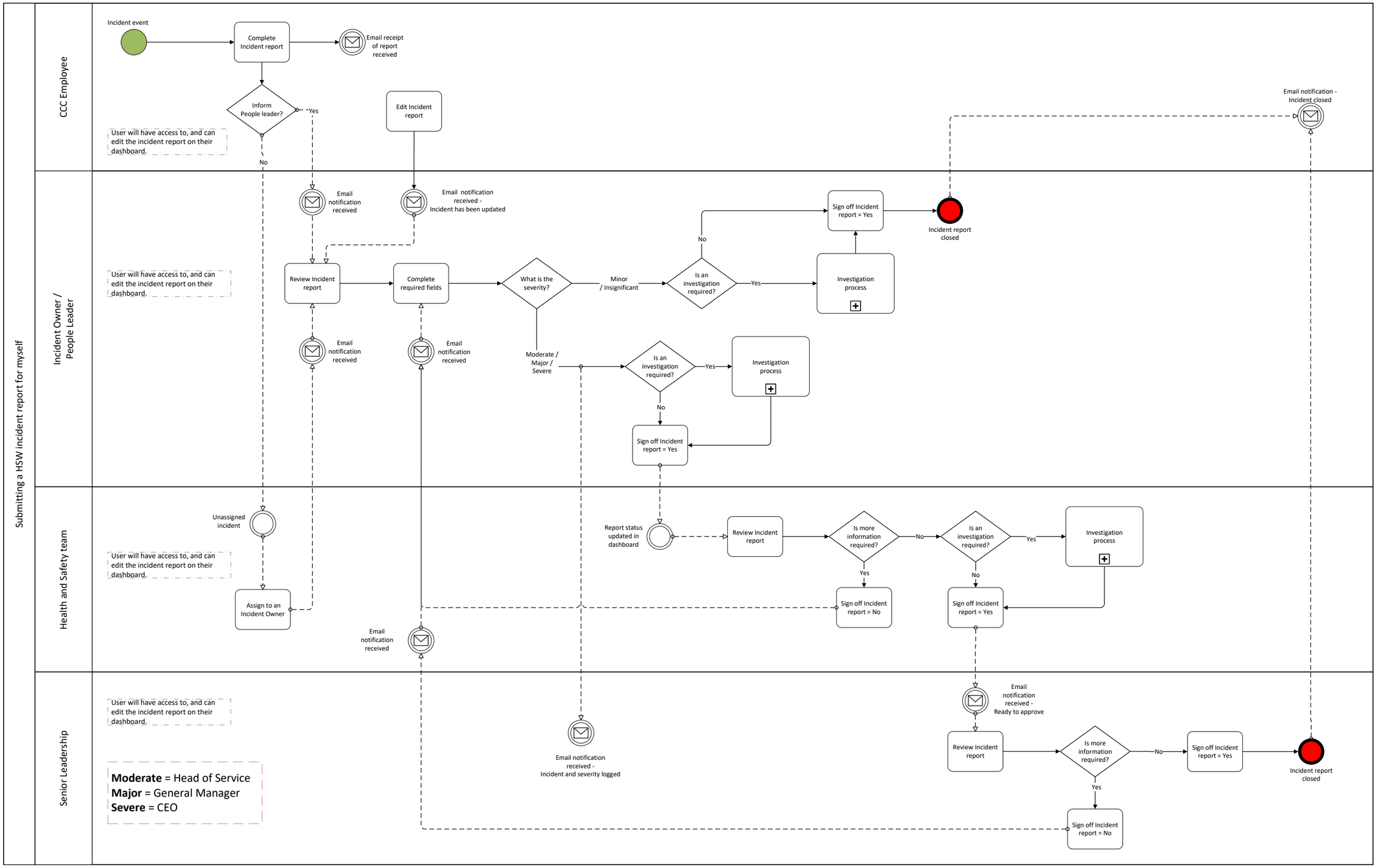
In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

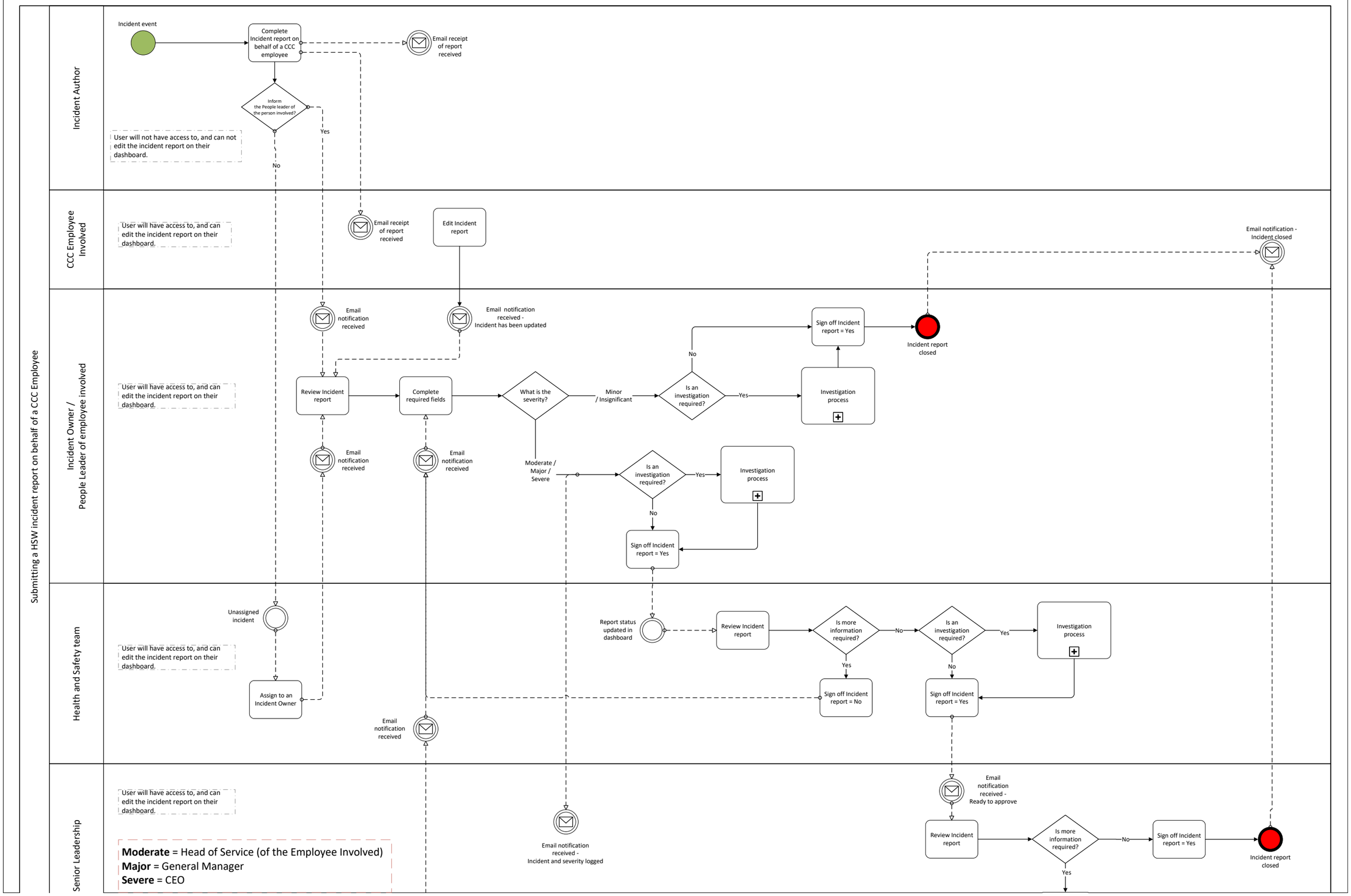
Signatories Ngā Kaiwaitohu

Authors	Mike Marr - Manager Health, Safety & Wellbeing Kurt Scoringe - Senior Health & Safety Advisor
Approved By	Nicholas Hill - Head of Risk & Assurance Bede Carran - General Manager Finance, Risk & Performance / Chief Financial Officer

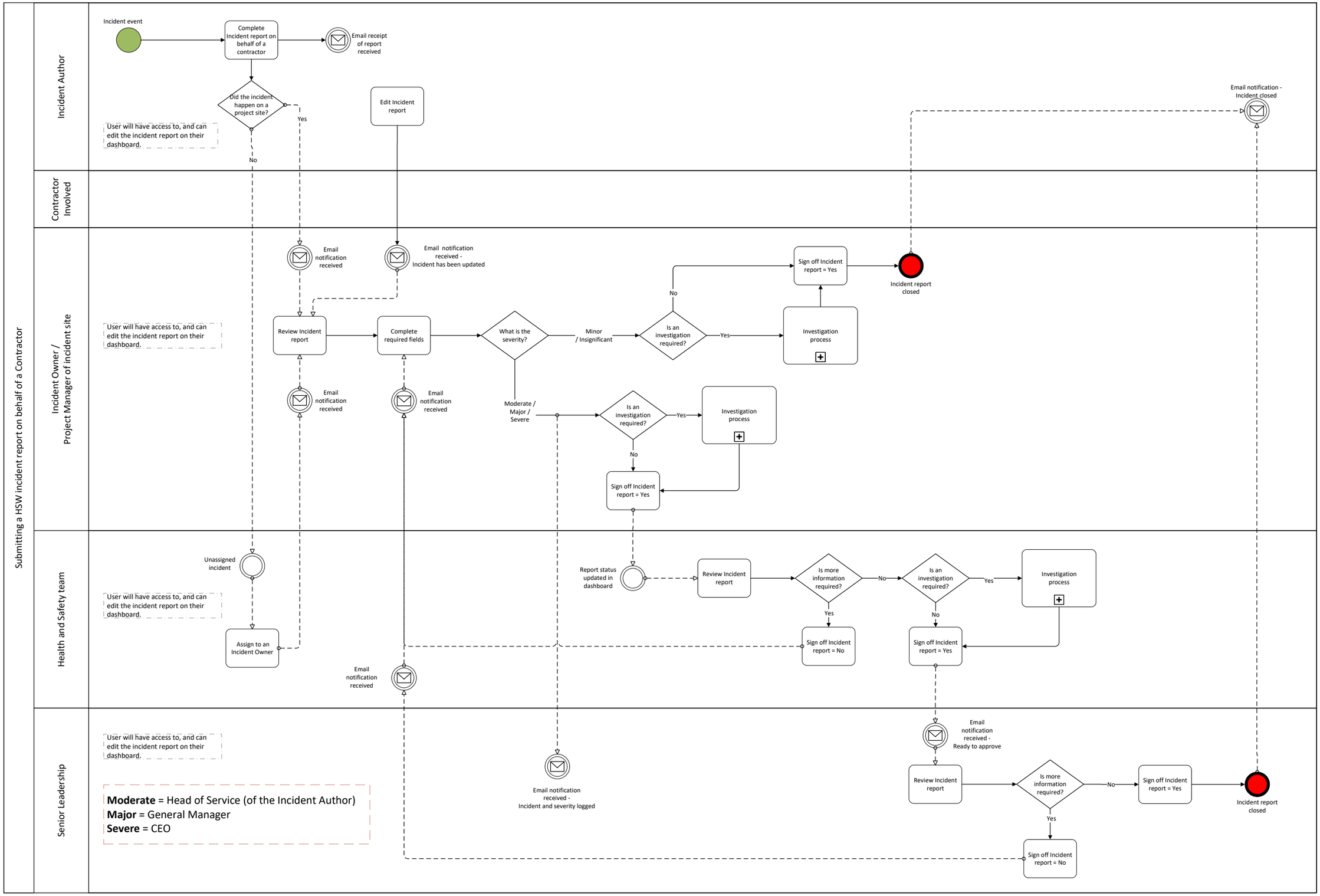
Reporting a health, safety and well-being incident for myself (as a CCC employee)



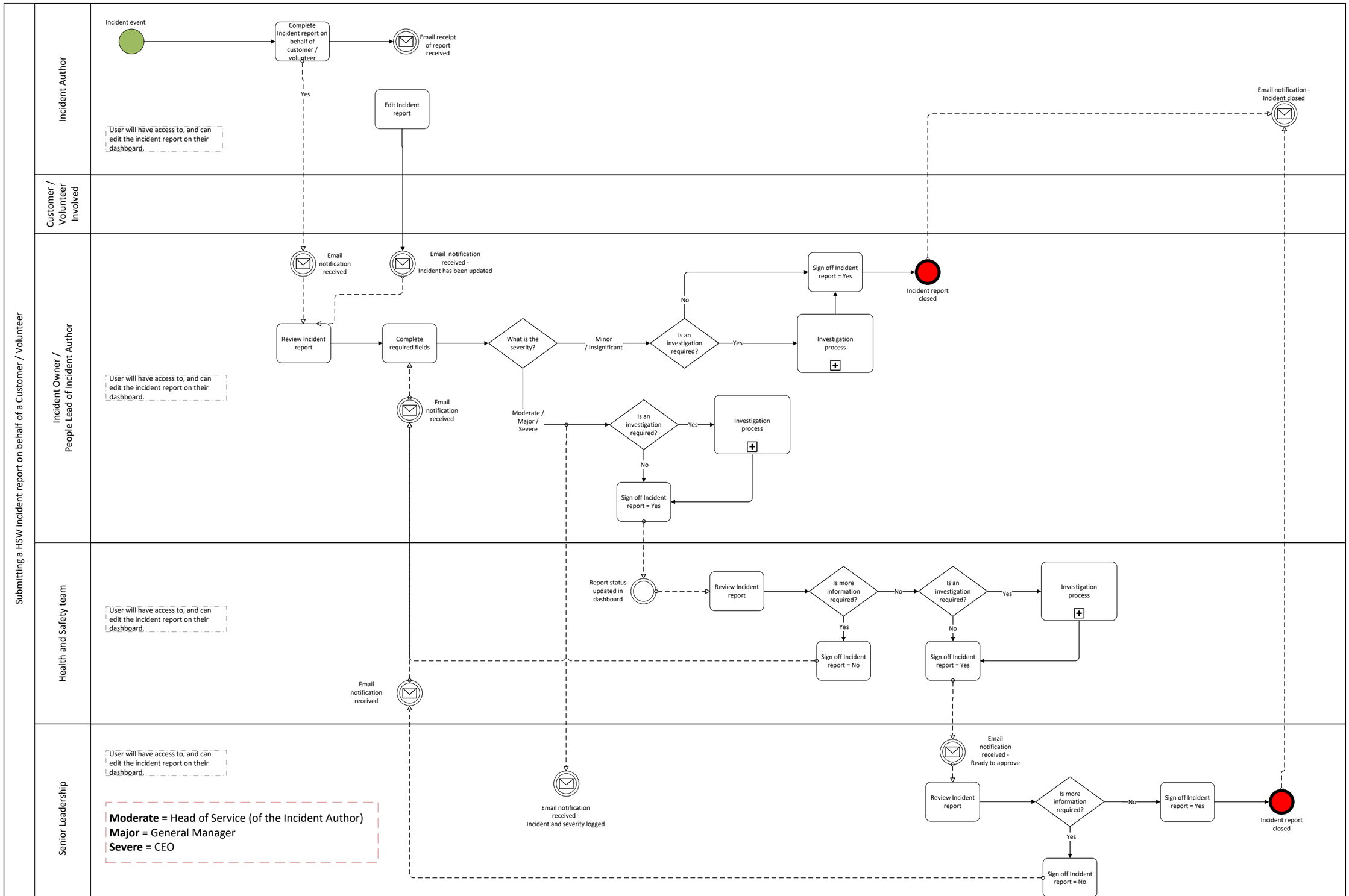
Reporting a health, safety and well-being incident on behalf of a CCC employee



Reporting a health, safety and well-being incident on behalf of a Contractor



Reporting a health, safety and well-being incident on behalf of a Customer/Volunteer



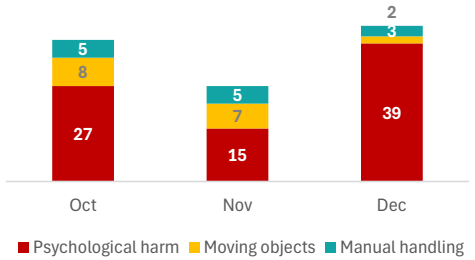
Health, Safety and Wellbeing Governance Dashboard - October to December 2024

Christchurch City Council

Critical Risks

Top 3 - Overview

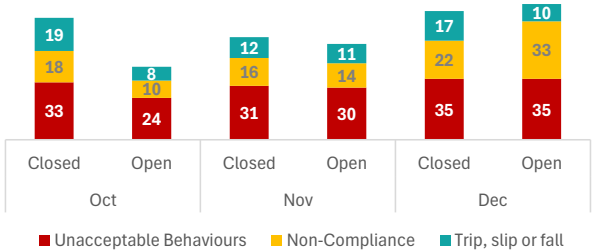
Psychological Harm increased 60% from three months. Focusing on sustaining the decline in physical risks while addressing rising psychological harm through targeted mental health support and preventive measures.



Event Summary

Top 3 - Mechanism

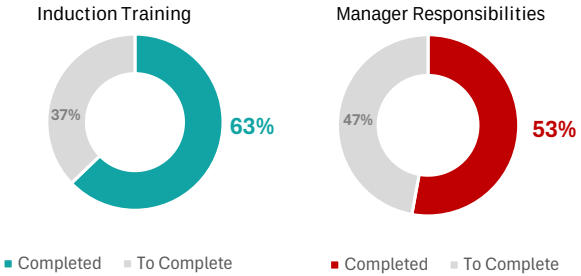
Non-compliance spiked by 96% and Open events increased 48%. Increasing backlog request urgent action needed to improve resolution and safety compliance at Recreation Centres and Libraries.



Training

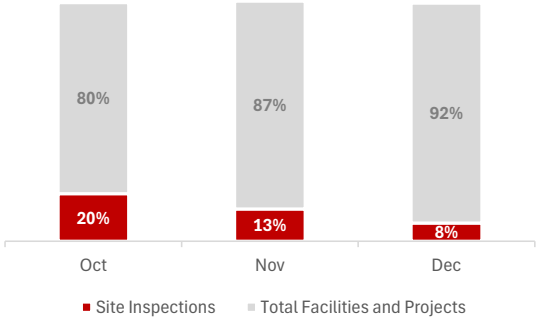
Completion

Continue encouraging timely completion by setting clear deadlines, sending reminders, and offering more support. Regular follow-ups with managers can ensure full training completion within the period.



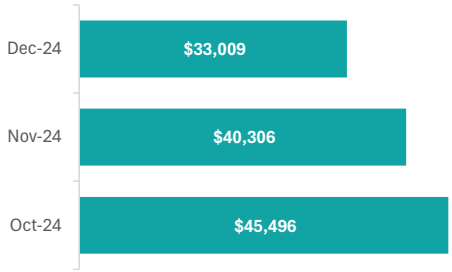
Site Inspections

Site inspection numbers are influenced by the risk levels of projects, with medium and high-risk projects being prioritised. While current visit numbers are lower, this is an opportunity to improve project details and staffing, ensuring more consistent inspections in the future.



Injury Management

The injury management costs have decreased steadily over the last three months, with **a significant drop of 27%** from October to December. The average monthly cost is approximately $39,604.

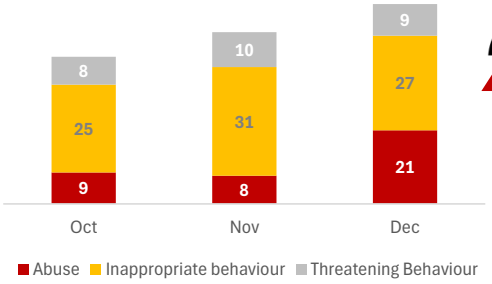


77 Lost Days
from Concussion
Injury from Parks

Unacceptable Behaviour

Top 3 - Agency

The increased in Inappropriate Behaviour and Abuse are concerning and requires immediate attention. Highlighting potential underlying issues, suggesting a need for targeted interventions and ongoing monitoring for all behaviours, especially at Recreation Centres and Libraries.



36%

HSW System Assessment

Critical System: Contractor Management

This is an evaluation conducted by the Health, Safety, and Wellbeing (HSW) team to assess the effectiveness of key safety systems and controls related to critical risks or critical systems.

This assessment is not a detailed audit or full compliance review. It is a structured professional judgment based on available information, including observations, documentation, and discussions. The objective is to identify strengths, gaps, and opportunities for improvement in managing critical risks and systems.

Current State Assessment – December 2024

Inconsistent

Contractor Management is central to managing high-risk activities performed by external parties, such as working at heights and confined spaces. We have high confidence in this assessment.

The Council is a large operation with inherent variability in contractors and the type of work conducted. Consistency in itself is not expected but opportunities to centrally support consistent good practice have been identified and a project is underway to deliver change.

Observations & Analysis

- There is an inconsistent approach to Contractor Management across the Council, leading to variability in how high-risk activities, such as working at heights and confined spaces, are managed.
- Procurement processes were updated in late 2024 to include two new rules that support the safe onboarding and operation of vendors through prequalification systems such as Site Wise and Totika, which guarantee a consistent level of HSW practice and insurance.
- The priority outstanding risk identified exists with contractors who have not been formally inducted to sites and are not aware of the site-specific risks, this could lead to increased incidents and injuries.

Recommendations

- Improve onboarding processes for contractors and create a consistent unified approach to site induction.
    - This is currently underway utilising a system called “Who’s on location”, which has been implemented with some success at the Christchurch Wastewater Treatment Plant, and at a number of recreation and sports facilities. HSW will continue rolling out this function at compatible Council sites, with the Civic Building being next.
- Visible Safety Leadership tours by management – HSW to track and report on site inspections with a baseline expectation that each contractor site has a recorded visit at least monthly.

HSW System Assessment Rating Scale

Rating	Definition
Ineffective (1)	Controls and processes **are not in place or are failing**, leading to unmanaged risks and high likelihood of incidents. Urgent intervention is required.
Inconsistent (2)	Some controls exist, but **gaps, inconsistencies, or variable application** lead to **potential risk exposure**. Improvements are required.
Consistent (3)	Controls are **reliably applied** across most areas, but **opportunities for improvement** remain in streamlining, efficiency, or awareness.
Effective (4)	Controls and processes are **well-implemented and actively managed**, leading to **low risk exposure and strong safety performance**. Continuous improvement is still encouraged.

HSW System Assessment Confidence Scale

Confidence Level	Definition
Limited Confidence (1)	Assessment is based on **incomplete, anecdotal, or low-quality information**. Significant gaps exist, and findings should be treated with caution.
Moderate Confidence (2)	Some **reliable data and observations** are available, but gaps remain. The assessment provides a **general understanding**, though **uncertainties exist**.
High Confidence (3)	Assessment is supported by **strong, consistent, and corroborated evidence**. The findings are **largely reliable**, with only minor gaps.
Very High Confidence (4)	The assessment is **well-documented, cross-validated, and based on comprehensive, high-quality data**. Findings are **robust and highly reliable**.

Christchurch City Council

Critical Risk Management

This document provides an outline of health, safety and wellbeing critical risks workers may be exposed to when carrying out work for Christchurch City Council. Critical Controls are still being refined and will be added in due course.

A critical risk is one that could result in one or more worker's being killed, being seriously injured (physically or psychologically) or developing a serious illness, either acute (e.g. leptospirosis), or chronic (e.g. noise-related hearing loss).

A critical control is crucial to preventing an incident or mitigating the consequences of an incident. The absence or failure of a critical control significantly increases the risk, despite the existence of the other controls.

#	Critical Risk	Controls
CR01	Psychosocial harm Any aspect of the work environment, management practices, and/or the way work is organised that may increase the risk to the psychosocial health and safety of the worker. Reference: WorkSafe NZ guidelines on Psychosocial hazards in work environments	
#	Critical Risk	Controls
CR02	Work at height Work carried out in any situation in which a worker could fall or where people in the vicinity could be injured by falling objects. Reference: WorkSafe NZ Best Practice Guidelines for Working at Height in New Zealand	
#	Critical Risk	Controls
CR03	Confined space Entrance of any space a	

	confined space is an enclosed or partially enclosed space where workers may be exposed to one or more of the following at any time, unsafe concentration of harmful airborne contaminants; unsafe concentration of flammable substances; unsafe levels of oxygen; substances that can cause engulfment, moving machinery parts.	
#	Critical Risk	Controls
CR04	Working alone Work that is remote and/or isolated from the assistance of other persons because of location, time or the nature of the work.	
#	Critical Risk	Controls
CR05	Vehicles, Plant & Equipment This critical risk relates to workers and others such as pedestrians when they are in the vicinity of moving vehicles and mobile plant (including but not limited to forklifts, Mobile Elevated Work Platforms, cranes, reach stackers, fork hoists, tractors etc).	
#	Critical Risk	Controls
CR06	Falling objects Working around overhead items that could fall, or suspended loads.	

#	Critical Risk	Controls
CR07	Biological harm Exposure to organic substances, biological organisms (microorganisms, viruses, toxins, spores, fungi, bioactive substances, zoonoses) or their vectors.	
#	Critical Risk	Controls
CR08	Hazardous Substances Materials that can pose a risk to people's health and safety, or to the environment. These include chemicals, gases, and other dangerous materials that can cause harm through exposure, inhalation, ingestion, or contact. Examples of hazardous substances include solvents, pesticides, fuels, and industrial chemicals.	
#	Critical Risk	Controls
CR09	Service strikes Striking or coming in contact with overhead / unground services such as electrical lines, water infrastructure, telco lines, gas lines	

#	Critical Risk	Controls
CR10	Ergonomics Any situation in which a task exposes a worker to the risk of a musculoskeletal injury, because of a mismatch between the task, or the way the task is performed, and the physical capability of the person for that task.	
CR11	Extreme Natural Events Extreme natural events refer to severe and often unpredictable occurrences that can cause significant damage and disruption. These include earthquakes, volcanic eruptions, tsunamis, floods, and severe storms. Such events can have a major impact on communities, infrastructure, and the environment.	
CR12	Working in and around Water Working in and around water refers to any activities conducted near or on bodies of water, such as lakes, rivers, coastal areas, and the sea. This tasks like construction, and maintenance of facilities. Such work requires specific safety measures and equipment to protect against hazards like drowning, slips, trips, falls, and exposure to cold water.	

#	Critical Risk	Controls
CR13	Aggressive Interactions Aggressive interactions at refer to any behaviours or actions that are hostile, intimidating, or threatening. This includes physical aggression, verbal abuse, bullying, and harassment.	

8. Resolution to Exclude the Public

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

Note: *The grounds for exclusion are summarised in the following table. The full wording from the Act can be found in section 6 or section 7, depending on the context.*

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

Reason for passing this resolution: a 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	PUBLIC INTEREST CONSIDERATION	POTENTIAL RELEASE REVIEW DATE AND CONDITIONS
9.	PUBLIC EXCLUDED HEALTH, SAFETY AND WELLBEING COMMITTEE MINUTES - 5 DECEMBER 2024			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
10.	HEALTH, SAFETY AND WELLBEING UPDATE	S7(2)(A), S7(2)(G)	PROTECTION OF PRIVACY OF NATURAL PERSONS, MAINTAIN LEGAL PROFESSIONAL PRIVILEGE	THIS REPORT HAS BEEN DETERMINED AS PUBLIC EXCLUDED, TO PROTECT THE PRIVACY OF INDIVIDUALS AND ON THE BASIS OF PRESERVING LEGAL PRIVILEGE FOR THE LEGAL ADVICE OBTAINED.	3 JUNE 2026 TO REMAIN CONFIDENTIAL