

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 4 September 2020
Time: 9.30am
Venue: Council Chambers, 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

28 August 2020

Principal Advisor

Brendan Anstiss
General Manager Strategy &
Transformation

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

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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
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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
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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
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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
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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.
3. 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 [Wednesday, 4 March 2020](#) 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: Wednesday 4 March 2020
Time: 9:30am
Venue: Committee Room 2, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Councillor James Gough
Deputy Chairperson	Councillor Phil Mauger
Members	Mr Murray Harrington
	Mr Paul Coleman
	Councillor Sam MacDonald

3 March 2020

Principal Advisor

Brendan Anstiss
General Manager Strategy & Transformation

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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

There were no apologies recorded as all members were present.

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/2020/00001

That the minutes of the Health, Safety and Wellbeing Committee meeting held on Wednesday, 4 December 2019 be confirmed.

Councillor MacDonald/Mr Harrington

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. Election of a Deputy Chairperson

Committee Comment

The Committee adopted System A for the election of its Deputy Chairperson, and the Chairperson called for nominations. Councillor Mauger was nominated by Councillor Gough, seconded by Mr Harrington, and with one candidate for the position the Committee resolved that Councillor Mauger was elected as its Deputy Chairperson.

Officer Recommendations

That the Health, Safety and Wellbeing Committee:

1. Adopts either System A or System B for the election of the Deputy Chairperson.
2. Proceeds to elect a Deputy Chairperson.

Committee Resolved HSCM/2020/00002

Part C

That the Health, Safety and Wellbeing Committee:

1. Adopts System A for the election of its Deputy Chairperson.

Councillor Gough/Councillor MacDonald

Carried

Committee Resolved HSCM/2020/00003

Part C

That the Health, Safety and Wellbeing Committee:

1. Elects Councillor Phil Mauger as its Deputy Chairperson.

Councillor Gough/Mr Harrington

Carried

8. Health, Safety and Wellbeing Quarterly Report

Committee Resolved HSCM/2020/00004 (Original Staff Recommendations Accepted without Change)

Part C

That the Health, Safety and Wellbeing Committee:

1. Receives the Health, Safety and Wellbeing Quarterly Report.

Mr Coleman/Councillor Mauger

Carried

9. Health, Safety and Wellbeing Dashboard Report

Committee Resolved HSCM/2020/00005 (Original Staff Recommendations Accepted without Change)

Part C

That the Health, Safety and Wellbeing Committee:

1. Receives the Health, Safety and Wellbeing Dashboard Report and quarterly dashboard (**Attachment A** to the report).

Councillor Gough/Councillor MacDonald

Carried

Meeting concluded at 10:05am.

CONFIRMED THIS 4th DAY OF SEPTEMBER 2020

**COUNCILLOR JAMES GOUGH
CHAIRPERSON**

7. Health, Safety and Wellbeing Quarterly Report

Reference / Te Tohutoro: 20/983858

Report of / Te Pou
Matua:

Sharon Butt, Manager Health and Safety, Sharon.butt@ccc.govt.nz

General Manager /
Pouwhakarae:

Brendan Anstiss, General Manager Strategy and Transformation,
Brendan.anstiss@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 Health, Safety and Wellbeing Quarterly Report.

3. Health Safety and Wellbeing Dashboard June 2020 – (Attachment A & B)

- 3.1 The HSW dashboard (Attachment A) data types have changed since the implementation of the HSW Software reporting tool (Able), and provides us with a wealth of new data. The Committee will note we have reported up to year end on the original data types and have added the new data types from February 2020 when the new system went live. These reporting types will continue to evolve as the data increases over time. Key items to note are;

- HSW training for Managers increased by 3% to 92%, and staff HSW Induction training increased by 10% to 90% in the last quarter
- 44 events occurred in May and 63 in June;
 - 5 of these events have been confirmed with a potential severity of high (4 in May, 1 in June)
 - 14 of these events have been confirmed with a potential severity of medium (5 in May, 9 in June)
- 826 events were reported in the 2019/2020 year, which gives an average of 69 per month.
- There were 6 lost time injuries over this period (4 in May and 2 in June), refer (Attachment B)
- The LTIFR 12 monthly average currently stands at 1.07, up from 0.92 in April.

- The year-end figures that can be compared (due to change in reporting requirements) are:

	2018/2019	2019/2020	+/-	% +/-
Events	687	826	+139	+20.23%
LTI's	26	25	-1	-3.85%
Days Lost	287	411	+124	+43.21%
Medical	69	63	-6	-8.70%
Discomfort & Pain	177	195	+18	+10.17%
First Aid	187	142	-45	-24.07%
Abuse	114	156	+42	+36.84%
Near Misses	114	118	+4	+3.51%
ACC Claims	118	120	+2	+1.69%
Stress	49	48	-1	-2.04%

- Council should celebrate the increase in total events reported, including the reporting and recording of abuse, this indicates that the education and consultation on the importance of reporting is being understood by our staff.
- Notably there has been an increase to Council's days lost record, this is attributed to injuries requiring back surgery and other injuries involving extensive support for vocational independence and rehabilitation. Two of these were complex cases.

3.2 A new set of dashboards have been created for the Executive Leadership Team (ELT) and Business Group HSW Committees, the following is now available and will continue to evolve as data continues to increase;

- The monthly ELT dashboard now includes more information on HSW Events including a breakdown on event type, confirmed potential severity and sensitive events.
- A Visible Leadership section also shows engagements and observations undertaken by General Managers, Heads, Managers and Team Leaders.
- Event dashboards are now available for Business Group HSW Committees so that they can see a high level overview of events that have occurred in their business groups and can also view HSW Induction training achievements.
- An employee and a citizen dashboard has been created for Recreational Sports & Events to monitor all events that have occurred in their facilities allowing the identification and management of any trends.
- Additionally a mechanism and frequency heat map for all of our dashboards has been created to make it even easier for readers to identify any possible issues/trends of particular interest.

4. Covid-19 Response

4.1 Under Alert Level 3, organisations permitted to resume operations needed to have a Covid-19 safety plan setting out how they would operate safely. This was required by the NZ Government, MOH, Worksafe NZ, Construction Health & Safety NZ (CHASNZ) and other industry and sporting organisations. The HSW Team developed the required documentation below and units developed operational plans to ensure a safe and healthy return to facilities and work tasks. Contractor HSW requirements went out with procurement documentation and units applied the Covid-19 requirements to their interactions with contractors.

- Council Covid-19 HSW Plan

- Covid-19 Preparedness Assessment Level 2 – Council Facilities
- Council Covid-19 Guide to working with contractors
- Covid-19 Site Specific Safety Plan evaluation tool
- Covid-19 Contractor site assessment tool

4.2 These documents were an addition to business as usual requirements and not a replacement of such. A sample of 57 Council run facilities were assessed against the Covid-19 HSW Plan criteria to assist Council in meeting the requirements. This enabled managers to put in place improvement opportunities to achieve a safe and healthy work environment and a safe place to visit for citizens and visitors. As an example these assessments were completed at the following facility types:

Animal Control	1
Art Gallery	5
Corporate Facilities	7
Libraries	18
Property Consultancy Team	1
Recreation & Sports	8
Community Facility - CCC Run	17
Grand Total	57

4.3 These documents are now being updated following the instruction from the Government on the 11 August 2020.

5. ACC Accredited Employers Programme – Annual Contract Extension

- 5.1 The ACC Accredited Employers Programme (AEP) contract extension was applied for the 1 April 2020-31 March 2021 year, for full self-cover of the claim management period. This contract extension saw the removal of Vbase from the agreement with ACC. The removal of Vbase from the AEP has little impact on the performance of the Council's standard levy discount. The Council's current status is at Tertiary level.
- 5.2 ELT have been kept up to date over the past year about the proposed enhanced Accredited Employer Programme (AEP) and possible impacts and benefits to the Council. The redesign of the AEP is still underway. ACC have confirmed that, because of the scale of the programme and the number of customers affected, improving the programme will take time and they are committing to a phased delivery approach. Any future changes to the AEP will be consulted and will not affect the Council's 2020/21 Accreditation Agreement. The delay in rolling out the new AEP programme indicates the Council will be audited under the original programme again, in January 2021. We will keep ELT informed of new developments.
- 5.3 Additionally an extension was also completed for the Service Level Agreement with Wellnz (third party claims and injury management administrators) for an additional two years with the provision to review the service levels fees and schedule in February 2021 in anticipation of the proposed future ACCAEP enhancements.
- 5.4 Preparation is underway for the January 2021 full ACCAEP audit.

6. Health Surveillance

6.1 Noise Surveys

6.1.1 Noise Surveys were completed in Parks, Art Gallery, Botanic Gardens and the Waste Water Treatment Plant. Results and recommendations have been summarised and provided to the relevant managers. Managers will share the results with staff to ensure they understand the associated risks and importance of wearing hearing protection as required.

6.2 Audiometry Testing

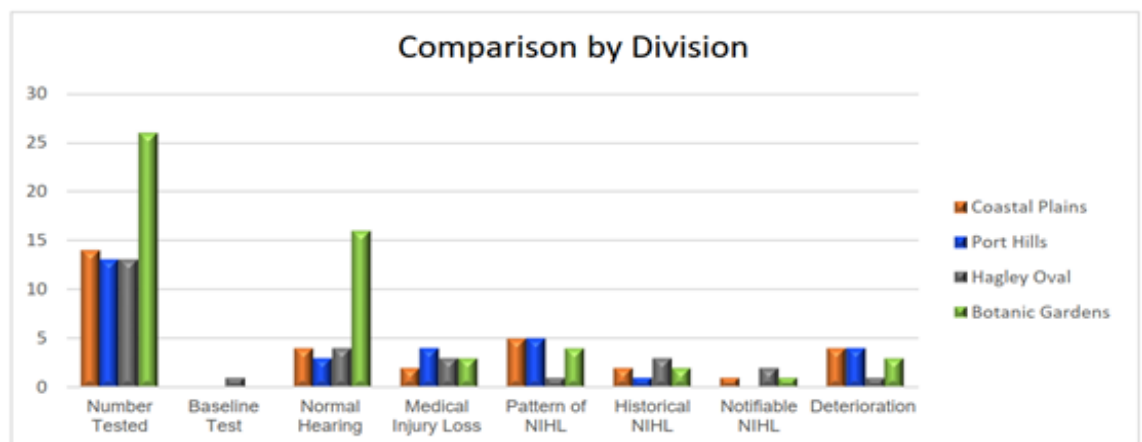
6.2.1 Hearing tests were conducted on various sites across Council, 66 employees were assessed and the results showed there were no new noise induced hearing loss incidents. Each employee was provided education regarding the correct use of hearing protection as part of their assessment. Their test results were explained and each employee was offered a copy of their results. Below are two graphs, one showing the comparison of hearing results and a comparison by division.

6.3 Comparison Graphs

6.3.1 Summary Results

Number of employees tested	66
Number tested for first time	1
Normal Hearing	27
Pattern suggestive of a NIHL	15
Possible medical or injury loss	12
Historical NIHL	8
Hearing loss at the 'notifiable level'	4
Deterioration from previous hearing test	12

6.3.2 Comparison by Division



6.4 Report recommendations

6.4.1 A report of results and recommendations has been provided to managers, the recommendations related to:

- Further education to ensure that noise protection equipment is worn when working with noise over 86dba.
- Ensuring hearing protection provided is suitable for the noise level exposed to.
- Additional training should be provided about the risks and the correct wearing of hearing protection for noisy activities.

6.5 Skin Assessments

6.5.1 Eight sessions were held this year at various Council facilities with 216 staff attending. If any individual results are concerning then the test provider seeks permission to share the results with the Health and Wellbeing Advisor to ensure that support is provided to the individual. All other results are provided directly to the individual for their records, and Council receive a high level organisational report.

6.5.2 The HSW Team received some very positive feedback from a staff member. We are extremely proud to be able to provide this service to our staff and pleased that this gentleman was able to be treated successfully. The feedback has been anonymised for privacy reasons.

Hi HSW Team

I am (a staff member from Citizens and Community).

I just want to let you know that the Skin checks are absolutely a life saver, as I was diagnosed with a melanoma on my arm.

After being seen by Trish the Health Nurse from Auckland.

I was sent to Encore health clinic on Papanui road, and the test biopsy came back as a melanoma, so after that I went back to have more tissue removed, 27 stiches later it was all done and the retest came back as all clear

And I am also now considered a high risk for Melanoma so the skin checks are critical for me.

So I just want to say a big thankyou to you and everyone else involved in organising the skin checks,

It really is a lifesaving exercise.

Cheers

7. Flu Vaccinations

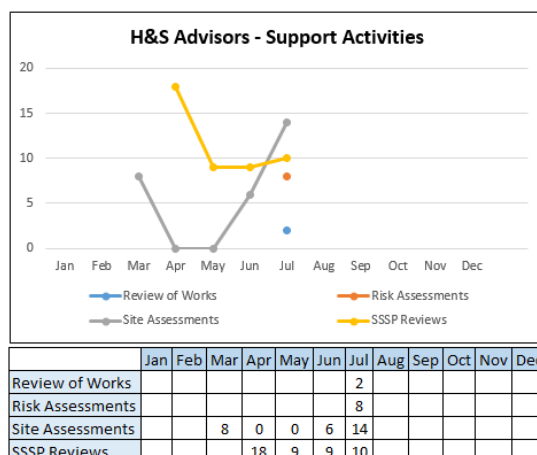
7.1 Flu Vaccinations were delayed during the Covid-19 Pandemic partially because of availability of vaccines, but also because the Ministry of Health stated that available vaccinations had to be provided to members of the public first who were deemed to have health conditions that made them vulnerable. Because of this the HSW Team identified an alternative way to provide the vaccinations during Covid-19 L3 & L2 restrictions. A phased approach to administering the vaccinations was implemented for staff - some being essential workers and volunteers during L3 and during L2 we focused on customer services staff. During this phase we organised staff vaccinations by invitation at Community Centre facilities to ensure we had appropriate space, enabling physical distancing, contact tracing and hygiene requirements. The list of completed vaccinations is below. These numbers are similar to other years which was a great achievement given the Covid-19 restrictions.

Date	Personnel Type	Number completed
April	Essential Workers (Combination of CCC Staff and a variety of volunteers)	130
May	All staff invite (held at Fendalton Community Centre)	67
May	All staff invite (held at St Martins Community Centre)	27
June	All staff invite (held at Parklands Community Centre)	51
June	All staff invite (held at Civic Office and phased by floor level to reduce crowding)	482
April-June	Akaroa & Other Medical Centres	8
Total		765

8. Protection Against Abuse, Assault and Harassment in our Workplaces

- 8.1 Because the health safety and wellbeing of our staff is a priority, the Executive Leadership Team (ELT) want to make sure staff are safe at work, therefore various programmes of work have been initiated to support the management of abuse, assault and harassment. These initiatives were shared with this Committee in the March 2020 report. Following on from these initiatives and with our staff's health, safety and wellbeing in mind, Mary Richardson and Brendan Anstiss have committed to leading a project supported by Senior Leaders to understand and action what can be done as an organisation to manage the risk of this behaviour from members of the public.
- 8.2 Over the next few weeks, meetings will be held with staff in frontline roles (especially our Libraries, Recreation, Sport and Events, and Parking Compliance staff), Union organisers, and Health, Safety & Wellbeing Representatives to hear about their experiences including the challenges of the job, what support is already provided and what additional support they would find useful. Following this, ideas and agreed actions will be implemented and staff, Team Leaders and Managers will be empowered, enabled and supported to ensure the actions are effective and sustainable.
- 8.3 In addition to this from now onwards, all units are requested to ensure that reporting of such events occurs in the Able HSW system. This will ensure that an efficient, consistent and reliable process exists to share relevant information across different business units. For all events that are recorded in the system, the HSW Team will record a summary of each event in the ELT weekly event report, the month-end HSW Dashboard statistical report and People Management Report. These reports can be shared by General Managers to ensure that all teams have visibility of the same information.
- 8.4 General Managers/Heads of Unit and one up managers can also view the individual records from their Able system dashboards (open events only) if they wish to enquire on further detail it can be made available by the team – noting that information can only be used for the purposes for which it was collected (and it must be used and stored in a legally compliant manner). Obviously the protection, safety and wellbeing of our staff is of critical importance, but we must also be mindful of other legal considerations.

9. Support, Engagement and Continuous Improvement – HSW Team Advisors



City Services, Capital Delivery & Major Facilities July Activities

Site Assessments:

- Hays 2 Reservoir
- Jubilee Settlement Station
- Kaputohe Dwelling & Cottage
- Main Road Bridge - Wainui
- Ngā Puna Wai Throwing Facility
- Okains Bay Reservoir
- Quarry Reservoir
- Richmond Hill Reservoir
- St Albans Community Centre
- Te Pou Toetoe Linwood Pool
- Wainui Retaining Wall Package
- Warden Street - Footpaths, ducts & berms
- Wernersville Reservoir

Risk Assessments:

- Duvauchelle Break Pressure Tank
- Settlers Point Well
- Station Alley Reservoir

Review of Works:

- Canterbury Provincial Council Buildings
- Old Municipal Chambers

Citizens & Community July Activities

Site Assessments:

- Pages Road Maintenance Depot

Risk Assessments:

- Akaroa Library
- Diamond Harbour Library
- Fendalton Library
- Halswell Library
- Lyttelton Library

10. Ergonomic Assessors Training

- 10.1 To actively support our early intervention programme and provide immediate support to staff that report discomfort and pain while carrying out work tasks we identified and trained internal staff on being ergonomic assessors. The training was rolled out to 13 staff across the business groups to provide additional resource to ensure appropriate support to staff and managers. The trained assessor's role is to carry out a workstation assessment to determine if the equipment and furniture is correctly adjusted to fit the person.
- 10.2 Various resources have been made available to staff to allow them to identify what their early symptoms mean and what simple fixes they could apply with the intention of eliminating harm. The resources are;
- Discomfort & Pain Reporting form in the new HSW Software (Able)
 - Ergonomic Assessment process and trained assessors
 - Support from the Health and Wellbeing Advisor
 - Discomfort & Pain Guideline
 - Resilient Healthy Workplace Guideline
 - Guideline for using computers
 - Causation factors and support available to staff
 - Workplace software options
 - How to review your workload
 - Managing eyestrain
 - Stretching & exercise tips
 - Chair massage sessions

11. Contractor Management Reporting Software Pilot

- 11.1 Council has developed this tool to allow for a centralised record of Contractor event occurrences, lag & lead reporting of KPI's, site assessments and post contract HSW evaluation via the analysis of KPI reporting and site performance achievements or non-conformance. Council has created a framework to build capability and provide leadership at all levels in the supply chain. It will provide for the management of risk, planning and sharing of information to ensure active engagement and participation with contractors.
- 11.2 Alongside this project Council also reviewed and updated its procurement rules and legal contracts to incorporate the legislative and pandemic requirements and consideration of the proposed ACC & [Construction Sector Accord](#) requirements, inclusive of the proposed National Standard for pre-qualification of contractors ([The Totika Project](#)) by Construction Health & Safety NZ ([CHASNZ](#)).
- 11.3 The HSW Software Contractor Management 3 month pilot was to go live on the 1 April. Due to Covid-19 the pilot was postponed until September 2020. Two new contracts have been identified for the September pilot;
- St Albans Community Centre – (Capital Delivery)
 - Woolston Village Upgrade (Three Waters & Transport project)
 - A successful presentation and consultation with the Project Managers and Contract Engineers of the above pilot, contractor companies and internal staff was provided this week.
- 11.4 This phase of the project allows the Contractor to report;
- Critical risk events including incidents, near misses, infringements, notifiable events
 - Monthly KPI reporting - Lead and Lag indicators
 - Outcomes of investigations
 - Share “achievements” and “improvement opportunities”
 - Complete corrective actions resulting from Site Assessments
- 11.5 Council staff will undertake the following activities during the pilot;
- Site Assessments and creation of corrective actions
 - Post Contract Evaluations – Assurance
- 11.6 After the pilot's success a transitional rollout of the system for the existing pilot contracts and new contracts will occur. This will provide the contractors time to adjust and digest the training guides provided, and Council time to correct any issues.

11.7 Contractor Portal View

The image shows two parts of a web application. On the left is the 'LTIFR Company Contractor Portal' with four buttons: 'Worker administration' (highlighted with a red box), 'KPI reporting', 'Report an event', and 'My corrective actions'. On the right is the 'Manage KPI Report' form. It shows contract details (590667 - Contract 2) and a reporting period (Oct 2019). Below this is a table for tally counts with 16 rows and 2 columns. The first row has 'Total hours worked' with a value of 25. The other 15 rows have empty input fields. At the bottom of the form are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

Please provide a tally count for each item below:	
Total hours worked *	25
Number of lost time injuries *	0
Number of days lost due to lost time injuries *	0
Number of events *	0
Number of notifiable events *	0
Number of investigations *	0
Number of toolbox talks *	0
Number of site inductions *	0
Number of health and safety training hours *	0
Number of SSSP reviews *	0
Number of shared learnings *	0
Number of safe observations *	0
Number of self-site assessments *	0
Number of HSW rewards and recognitions *	0
Number of WorkSafe visits to site *	0
Number of infringement notices *	0

- 11.8 Once a reasonable amount of data has accumulated Council will be able to provide our Executive Leadership team and the Contractors with an anonymised Benchmarking Dashboard – providing for the sharing of positive and improvement opportunities.

12. Process & Procedure Development

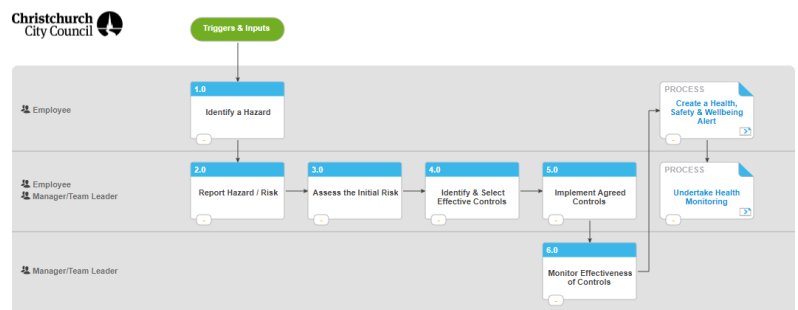
- 12.1 Phase 1 of the HSW Software implementation will be complete in September once the Contractor Management Pilot is underway. In February the team launched the rest of phase 1 which included;
- HSW Event reporting – Injury/Illness/Near miss/Incident/Discomfort & Pain/Notifiable Events
 - Visible Leadership – site visits, walkarounds, attendance at workshops etc.
 - Escalations
 - Positive Observations (for staff)
 - Positive Observations (for leaders)
 - Improvement Observations (for leaders, project managers)
 - HSW Equipment Register
 - Actions
 - HSW Meetings (recording of)

12.2 Phase 1 also included the development of a new HSW Intranet on the HUB (for staff);



Item 7

Which includes associated Guidance, tools and process/procedure maps;



12.3 Phase 2 development of guidelines and update of the intranet is underway. Phase 2 includes;

Under Development		Review
Hazardous Substance & Biological Assessment Checklists Process Maps	HSW Event Planning for Community Events Guideline Process Maps	HSW Policy – Draft Completed HSW Roles & Responsibilities
How to become a HSW Representative Guideline Process Maps	Testing Portable Electrical Equipment Guideline Process Maps	Permit to Work Guideline Process Maps
HSW Assessment (Audit) Process Maps	Abuse Threat & Assault Framework, TOR, Guideline and Assessment Process Maps	HSW Representative Engagement & Participation Protocol Process Maps
Purchase & Hire of Plant Guideline Process Maps	Lone Worker Guideline Process Maps	*Event Reporting & Investigation Guideline/Tools Process Maps
HSW Training and Supervision Guideline Process Maps		*Hazards/Risks Guideline Process Maps
		HSW Induction Process Maps
		Hazardous Substances Guideline Process Maps
		*Visible Leadership Guideline Process Map's
		*Discomfort & Pain Reporting Guideline

*Supported by the phase 1 of the HSW Software function go live in February 2020

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	HSW Dashboard Event & KPI Reporting 2020	25
B	HSW LTI's & Notifiable Events (<i>Under Separate Cover</i>) - CONFIDENTIAL	

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

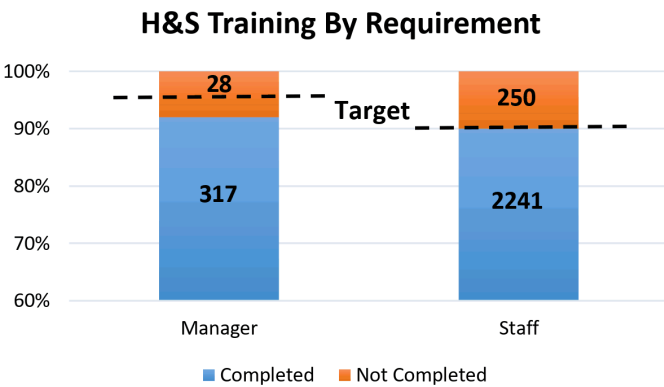
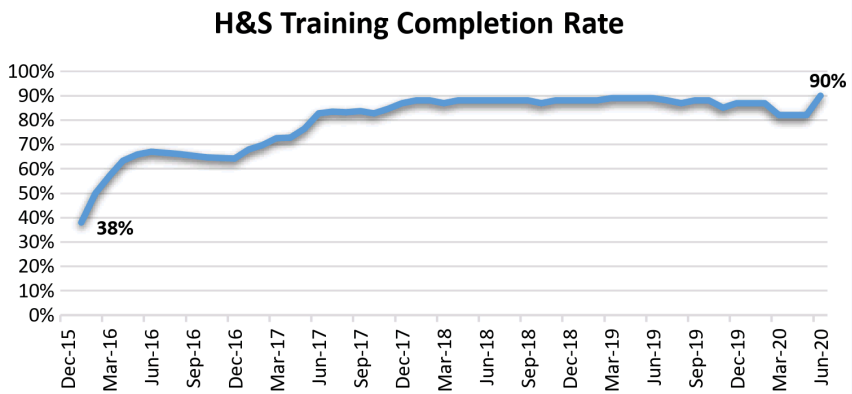
Authors	Sharon Butt - Manager Health and Safety Lee Bethell - Health, Safety & Wellbeing Analyst
Approved By	Justine Scott - Manager HR Shared Services Brendan Anstiss - General Manager Strategy and Transformation

Item 7

Christchurch City Council - Health, Safety & Wellbeing - Employee Dashboard - 2019/20

Lead

TRAINING



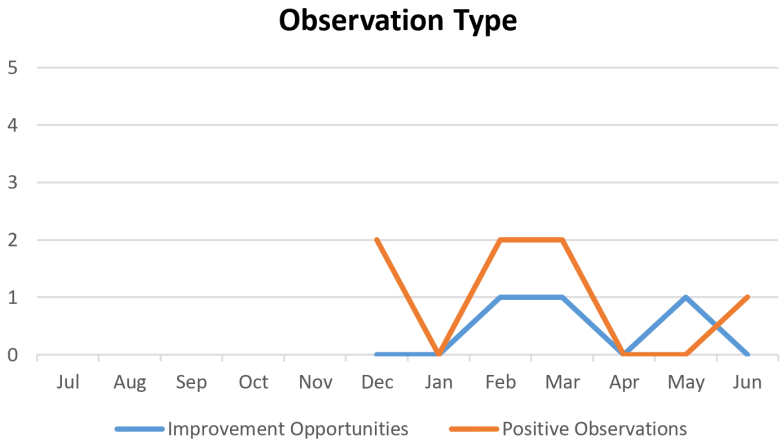
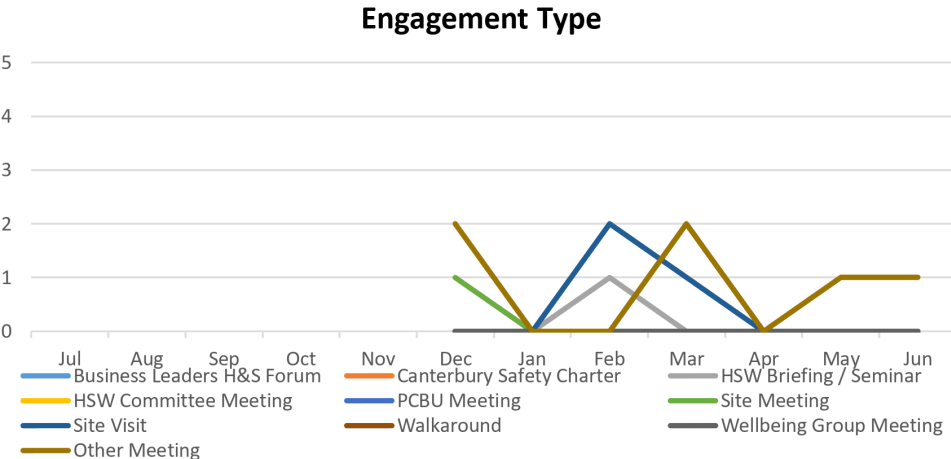
Managers Responsibilities Training - attendance increased by **3%** to **92%** in the last quarter

Staff Online Assessment - completion increased by **10%** to **90%** in the last quarter

Overall - compliance increased by **8%** to **90%**

Lead

VISIBLE LEADERSHIP

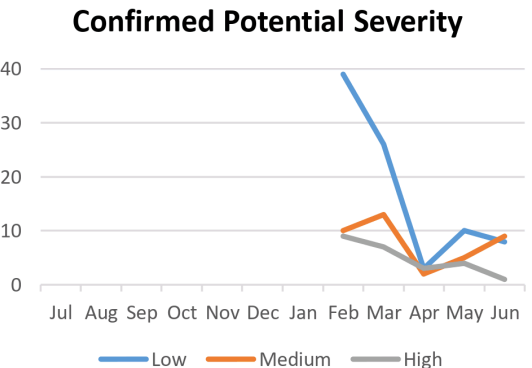
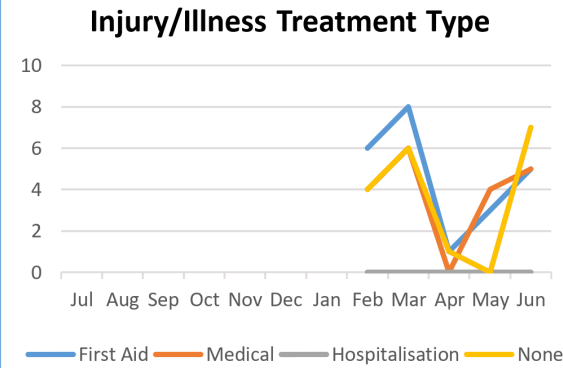
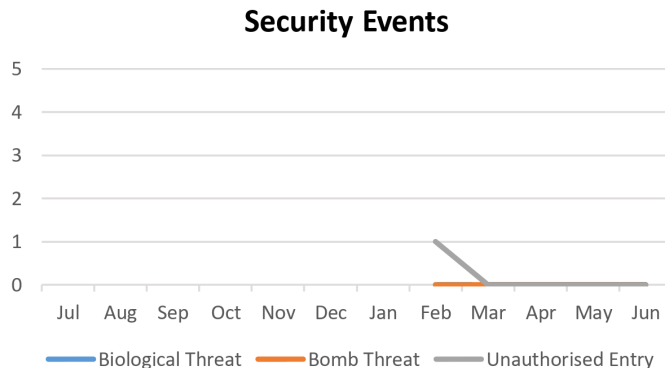
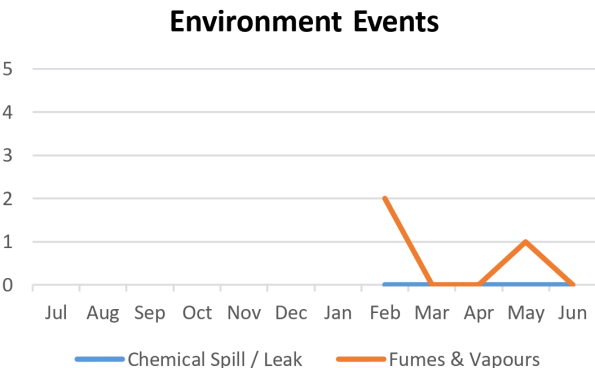
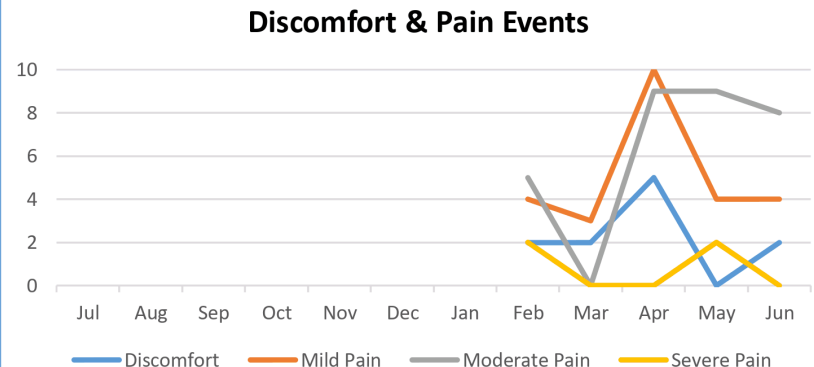
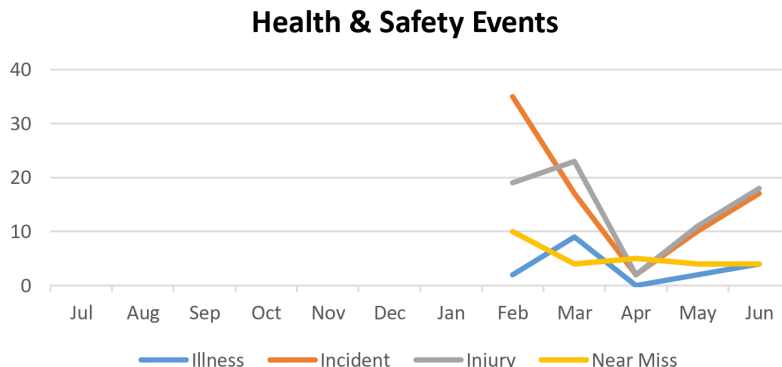
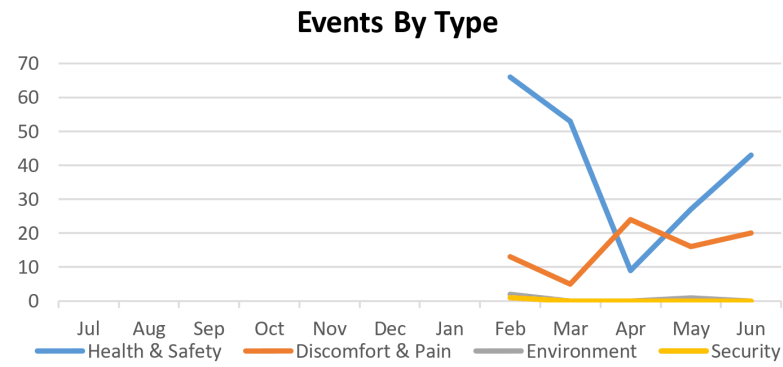


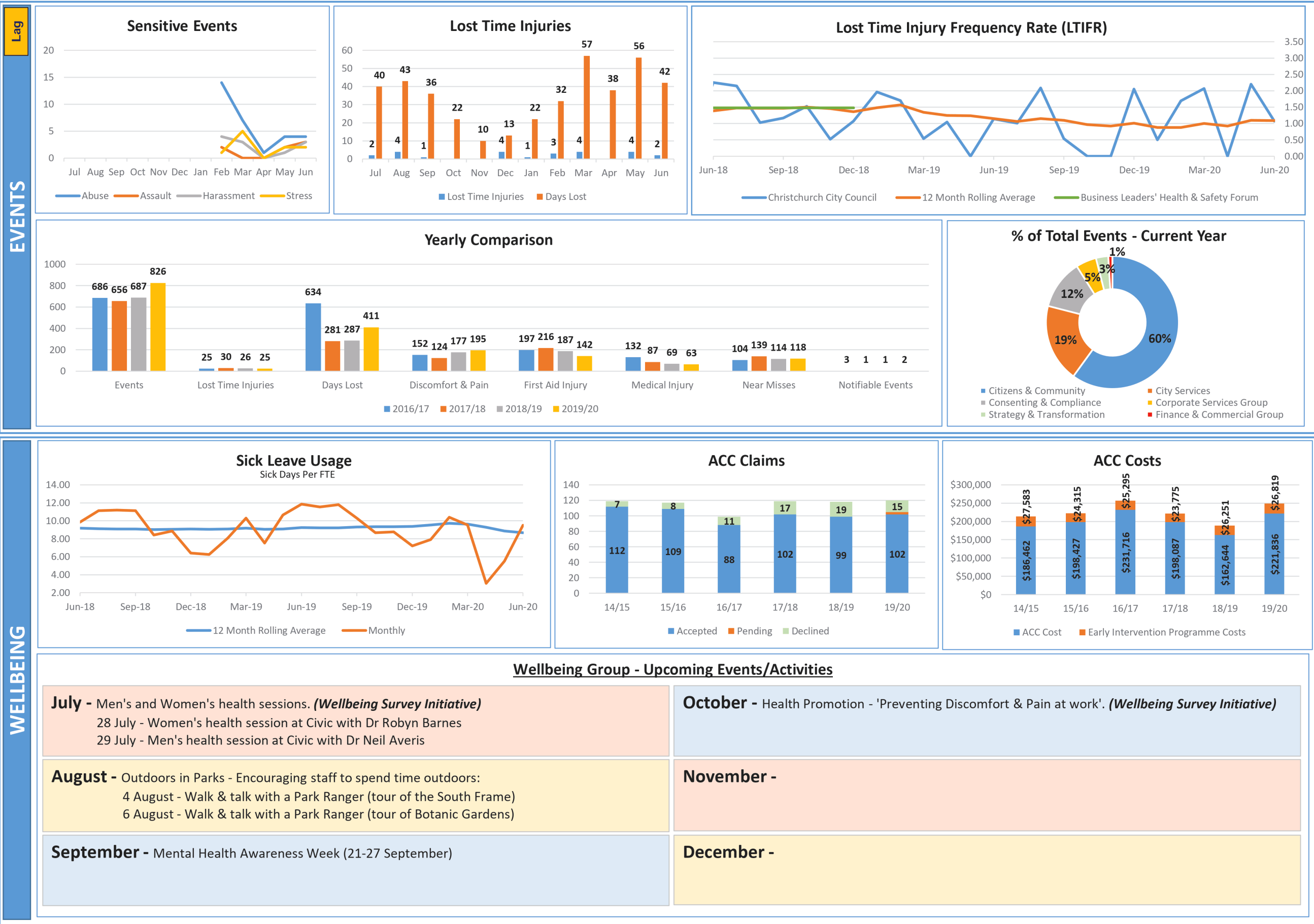
ELT VISITS

- 1/7/19 - Victoria Park Rangers Station
- 3/9/18 - Civil Defence Justice Precinct
- 6/8/18 - Ngā Puna Wai
- 5/3/18 - Taiora QEII
- 4/12/17 - Civic Basement
- 6/11/17 - Lichfield Car Park
- 4/9/17 - Tūranga
- 7/8/17 - City Care
- 29/5/17 - Art Gallery

Lag

EVENTS





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 COMMITTEE				
	ATTACHMENT 2 - HSW LTI'S & NOTIFIABLE EVENTS	S7(2)(A), S7(2)(D)	PROTECTION OF PRIVACY OF NATURAL PERSONS, PROTECTION OF HEALTH OR SAFETY OF INDIVIDUALS	PRIVACY OF STAFF AND CONTRACTOR	PRIVATE DETAILS SHOULD NEVER BE RELEASED