

Report To: Audit and Risk Committee



Meeting Date: 13 May 2025

Subject: **Progress Report: Health and Safety**

Type: Information Only

Author(s): Tanchia Pitts-Brown
Health and Safety Coordinator

Helen Beever
General Manager – Community Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to brief the Committee on Waitomo District Council's (WDC) health and safety performance during quarter three of the 2024/25 year.

2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
- 1 The Progress Report: Health and Safety be received.

3. Background

- 3.1 Elected Members are provided ongoing progress reports to provide visibility of health and safety performance and agreed Key Performance Indicators. This report covers the January to March 2025 period.
- 3.2 This report has been structured to align with the SafePlus Programme developed by WorkSafe NZ, ACC and MBIE in 2017. The programme is voluntary and aims to support organisations wanting to improve their health and safety culture and exceed minimum compliance requirements.

4. Commentary

4.1 LEADERSHIP COMMITMENT

- 4.2 Under the Health and Safety at Work Act 2015, "Officers" are required to exercise due diligence to provide them with a level of assurance that health and safety is being effectively managed. Due diligence requires the need for "Officers" to keep up to date with health and safety matters and information; ensure critical risks are effectively controlled; ensure health and safety is adequately resourced; ensure appropriate monitoring and reviews are conducted to provide assurance and verify that health and safety matters are being appropriately addressed.
- 4.3 Contractor inspections have increased due to more projects being awarded and ongoing efforts to educate teams on the importance of regular site safety inspections. This approach helps ensure that all work is carried out safely and in compliance with safety standards.

- 4.4 To improve the timely closure of outstanding actions, health and safety representatives are adopting a more active role in supporting managers with follow-ups. This collaborative approach promotes shared accountability, strengthens action tracking, and helps ensure that critical safety matters are addressed promptly and effectively.
- 4.5 There has been an improvement in near miss reporting, with more staff actively identifying and reporting potential hazards. This positive shift has strengthened our safety culture, increased awareness across all teams, and provides valuable insights that help prevent future incidents. The continued commitment to near miss reporting plays a key role in maintaining a safer and more proactive work environment.

KPI	PERFORMANCE OUTCOMES	PROGRESS
Site Inspections <i>- H&S inspections carried out on physical works' sites (contractors and staff)</i> Target: 5 per month	<ul style="list-style-type: none"> 23 Site Safety Inspections 	
Workplace Inspections Target: 1 per month	<ul style="list-style-type: none"> 6 Workplace – Operational e.g. Treatment Plants 1 Workplace – Non-operational e.g. Offices 	
Worker Engagement Target: 1 HSR meeting per month	<ul style="list-style-type: none"> Scheduled meetings completed 	
Outstanding Actions in Tomo Target: Zero	<ul style="list-style-type: none"> Zero 	
Near Miss Reporting Target: 10% increase on same period last year (target 7 per month)	<ul style="list-style-type: none"> 26 for Q3 	

- Red Light = target not reached – management focus required
- Yellow light = target almost reached – maintain management focus
- Green light = target achieved or exceeded

Figure 1: Key Performance Indicators

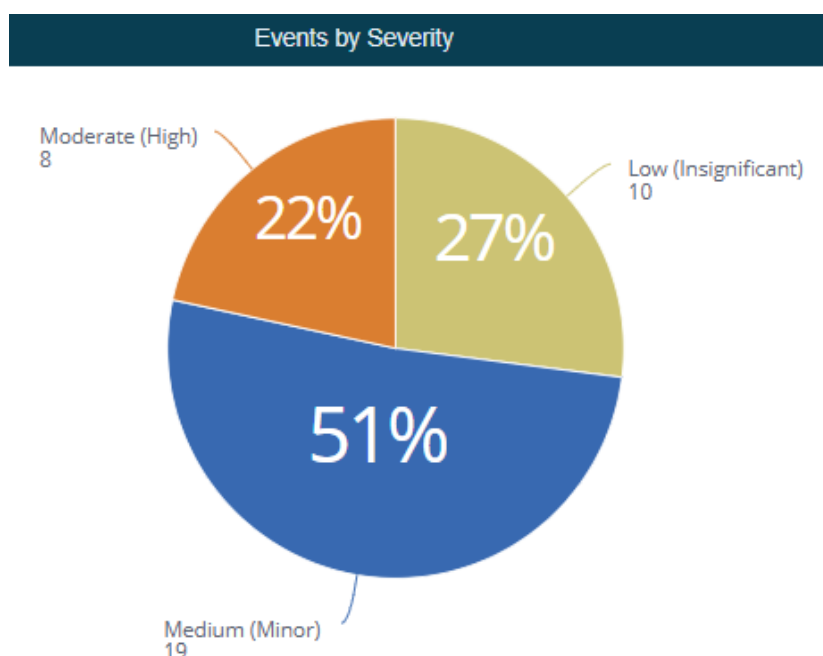


Figure 2: Events by Severity

- 4.6 Of the 37 total events reported, 15 events occurred while completing works associated with three of our top five critical risks. The following measures have been implemented to minimize the risk of a similar incidents occurring in the future.

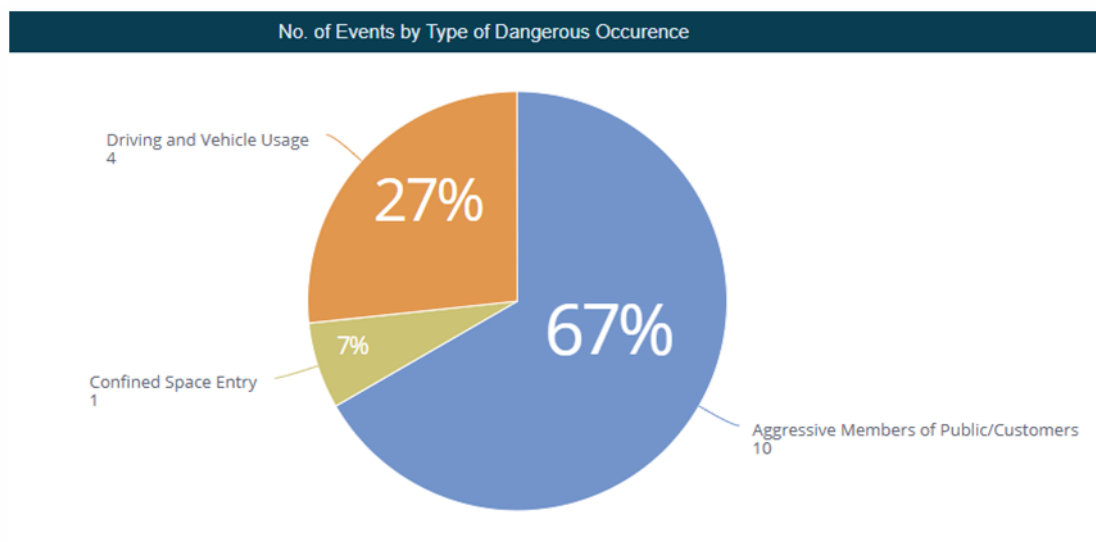


Figure 3: Critical Risk Event Types

- **Aggressive Members of Public/Customers:**
 - Review of emergency protocols and procedures including scheduled drills
 - Improved CCTV coverage
 - Resilience training
 - Wellness check-ins
- **Confined Space:**
 - Confined space training
- **Driving and Vehicle Usage:**
 - Toolbox talk on the importance of safe driving distances and general awareness
 - Review driver awareness training

4.7 **RISK MANAGEMENT**

- 4.8 A review of the top five critical risks has been completed, and all have been identified as ongoing key risks for the organisation.

- 1 Aggressive Behaviour
- 2 Confined Space and Gas Detection
- 3 Contractor Management
- 4 Driving and Vehicle Usage
- 5 Working Alone

- 4.9 Emergency drills were conducted to ensure the safety and preparedness of individuals and departments in the event of potential emergencies. The following drills were carried out during this period.

- Fire drill – Piopio Water Treatment Plant, Te Kuiti Water Treatment Plant and Te Kuiti Wastewater Treatment Plant
- Monthly Lone Worker Device SOS activation

- 4.10 The Te Kuiti Wastewater Treatment Plant Fire Evacuation Scheme application has been submitted to Fire and Emergency New Zealand (FENZ) and is currently awaiting approval.

4.11 A Respiratory Protection Programme (RPP) has been developed to ensure workplace safety, in compliance with AS/NZS 1715 standards. Key components of the program include:

- Exposure Assessment
- Respirator Selection
- Medical Evaluation
- Fit Testing
- Respirator Training
- Respirator Maintenance
- Program Evaluation

4.12 The program will be reviewed annually to ensure it remains current, with a record of the review maintained.

4.13 STAFF COMPLIANCE TRAINING

4.14 Staff compliance training ensures all employees understand and adhere to relevant regulations and safety procedures. Training promotes a culture of accountability, reduces the risk of violations, enhances workplace safety, and supports the organisation in meeting its legal and ethical obligations.

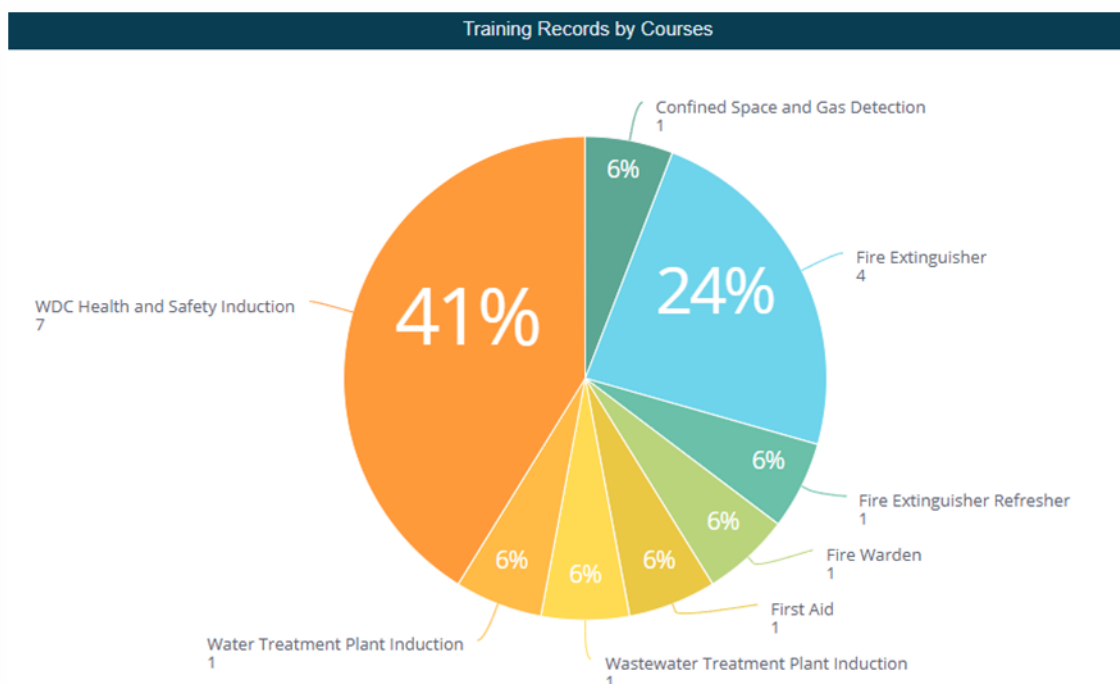


Figure 1: Training completed for this period

4.15 WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION

4.16 Three Health and Safety Committee meetings were held during the quarter. All Health and Safety Representatives (HSRs) actively participated, contributing suggestions and opportunities for improvement. Minutes of the meetings are recorded and maintained on file.

4.17 The Committee has approved a proposal to include at least one representative from each of the high-risk departments within the Infrastructure Services Group — Waters, Parks and Facilities. This decision ensures better representation in health and safety discussions, addressing specific risks and enhancing safety awareness across these critical areas.

4.18 All HSRs have been encouraged to actively participate in their group meetings to enhance awareness of health and safety. Their engagement is essential in promoting a proactive safety culture, where team members are informed about potential risks, best practices, and ongoing safety initiatives. By contributing to discussions and sharing relevant safety information, HSRs help ensure that safety concerns are addressed in a collaborative and transparent manner, facilitating a more informed and responsive workplace.

4.19 **STAFF WELFARE AND WELLBEING**

4.20 In consultation with their respective groups, the Health and Safety Committee has agreed on a series of events to promote wellbeing awareness, with staff actively participating in and supporting national health campaigns during 2025.

4.21 A Building Resilience training course was recently delivered to staff, focusing on helping participants become more self-aware. The training emphasized recognising and identifying negative thinking patterns and reframing adversity as a challenge rather than a threat. It explored the physical responses to stress and how these reactions influence thinking and behaviour.

5. Continuous Improvement – Quarter Four Focus

5.1 Review Health and Safety desk files.

5.2 Fatigue Management Desk File consultation with stakeholders.

5.3 Team Leaders to conduct competency evaluations on plant/equipment.