



Report 09.232
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Committee Finance, Audit and Risk
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Accident Compensation Corporation Workplace Safety Management Practices Programme

1. Purpose

To provide information on the Accident Compensation Corporation's (ACC) Workplace Safety Management Practices (WSMP) programme.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

A report was presented to the Finance Evaluation Committee on 24 February 2009 outlining Greater Wellington's Health and Safety Management System. Further information was requested on what further work is required for Greater Wellington to achieve secondary level of the ACC WSMP programme.

4. ACC WSMP Audit June 2008

Greater Wellington's Health and Safety Management System was audited by ACC in June 2008 for entry into the WSMP programme. This audit was conducted at our Masterton office and focused on the operations based at that office.

The auditor's report identified the 10 elements which are audited and rated Greater Wellington's performance against each of these elements. A copy of the Audit Report is attached (*Attachment 1*).

5. Key Issues

The key issues that were identified by the auditor to move Greater Wellington from primary to secondary level were:

- a) Gaps in meeting some of the audit requirements were observed due to the non-availability of documented evidence. There were many cases of Greater Wellington actually doing certain health and safety activity but not being able to prove it through documented evidence.
- b) Due to the wide variety of operational activities, the challenge to ensure the consistency of health and safety outcome across Greater Wellington and to be able to demonstrate that while different approaches may be necessary there is a consistent safe outcome for all areas.
- c) In the area of contractor management there was a lack of consistency in performance monitoring and post-contract reviews.
- d) While KESAW, divisional and some department health and safety plans document specific management responsibilities in relation to health and safety management, there was no available documented evidence of reviewing manager's performance.
- e) A lack of evidence that health and safety elements have been included in the procurement and purchasing process for new, or when modifying, equipment etc.
- f) Health monitoring – handling of sub optimal results, post critical event sampling and pre-employment testing requirements.

6. Focus Areas

The focus areas for the organisation in pursuing secondary level of the WSMP audit are:

- a) Improving the process to capture and document the evidence of our Health and Safety Management System in action.
- b) Working on the consistency of application of Health and Safety policies and procedures, while taking into account the wide variety of activity occurring at Greater Wellington.
- c) Improving the data management of the Greater Wellington SafeTsmart health and safety database to provide better information for managers.
- d) Establishing evidence of manager health and safety management.

7. SafeTsmart

SafeTsmart is the organisation's health and safety system. A new version is currently being installed.

8. Where To Now

The Health and Safety Corporate Objective is to achieve secondary level membership of the ACC's WSMP programme by June 2009. An internal pre-audit assessment has been conducted to ascertain whether Greater Wellington will be ready for the secondary level audit in June. EMT has decided to delay the audit for three months to provide time for the new version of SafeTsmart to be installed and to ensure consistency has been established across divisions.

9. Recommendations

That the Committee:

1. ***Receives the report.***
2. ***Notes the content of the report.***

Report prepared by:

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Attachment: Audit Report