



Report 09.72  
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Committee Evaluation Committee  
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## Overview of Greater Wellington's Health and Safety System

### 1. Purpose

The purpose of this report is to provide an overview of Greater Wellington's Health and Safety system.

### 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

Greater Wellington is governed by the Health and Safety in Employment Act 1992. Greater Wellington has put in place a health and safety management system to provide a standard framework for achieving the organisation's strategic objective of full compliance with all health and safety legislation. This management system applies to all operations and places of work.

### 4. Corporate objectives

Corporate objectives set the framework and provide guidelines on health and safety matters which are then cascaded down to departmental operating plans.

The corporate objectives for the period 2007-09 are as follows:

- a) Achieve secondary level membership of the ACC's Workplace Safety Management Practices by June 2009. (This programme provides an external, independent assessment of Greater Wellington's Health and Safety systems and will allow benchmarking against other organisations.)
- b) Appropriate Health and Safety policies are identified, reviewed and introduced to ensure secondary level membership is achieved.

The following progress has been made towards the Corporate Objectives:

a) ACC Workplace Safety Management Practices

An ACC Workplace Safety Management Practices audit was undertaken in June 2008. The purpose of the audit was to ascertain whether Greater Wellington's health and safety management programme conformed to the primary level of the ACC Workplace Safety Management Practices programme.

The audit confirmed that Greater Wellington met the requirements to obtain primary level status in the ACC Workplace Safety Management Practices programme. This has given the organisation a 10 per cent reduction in ACC levies, which equates to approximately \$210k per annum.

The organisation is currently focusing upon the requirements to achieve secondary level of the ACC Workplace Safety Management Practices programme. An internal pre audit in March/April will ascertain whether the policy framework has been sufficiently embedded across the organisation to apply for secondary level membership of the ACC Workplace Safety Management Practices in June 2009.

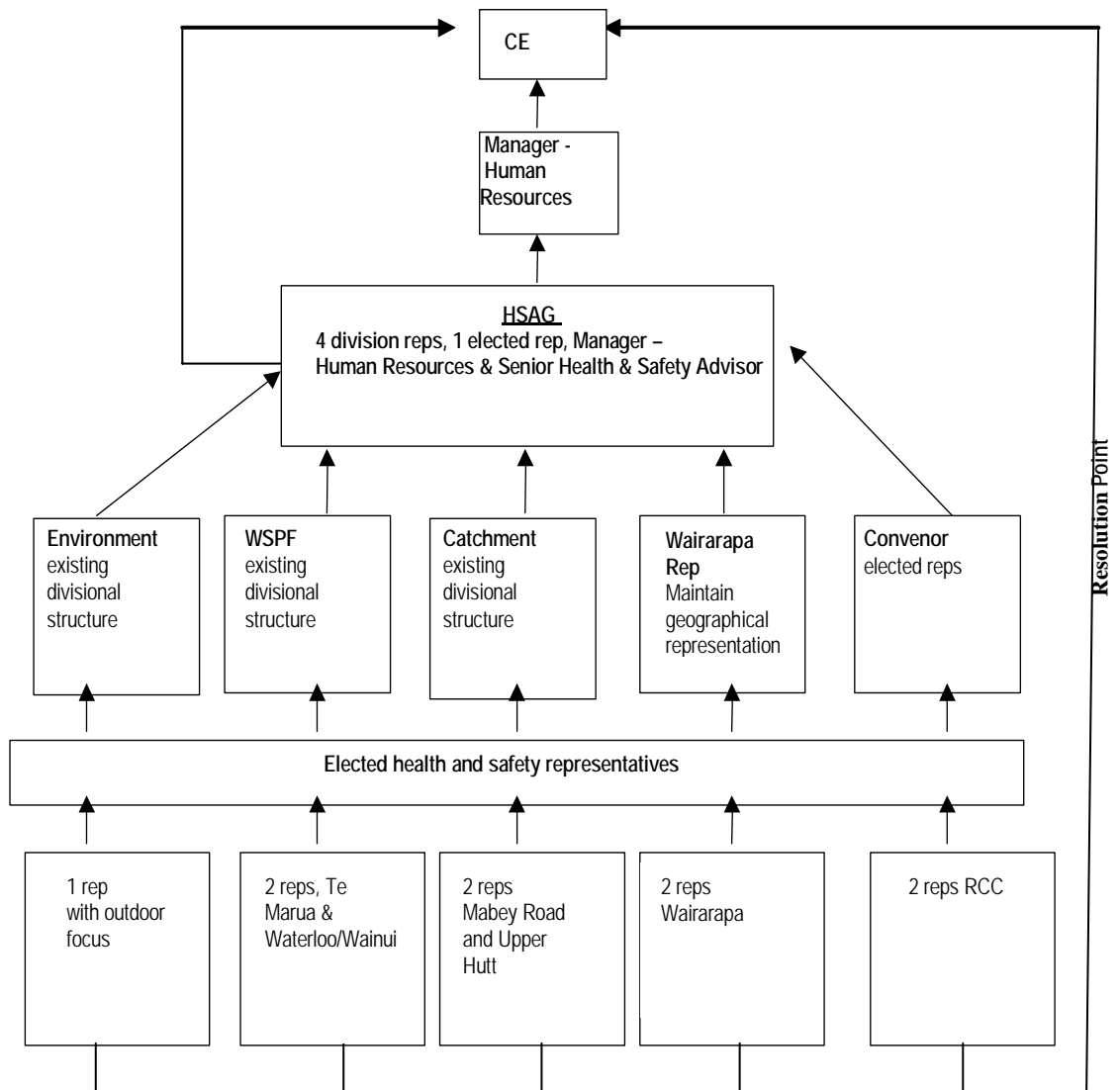
b) Health and Safety Policies

A framework of health and safety policies have been implemented to ensure that there is consistency of application across the organisation. These policies are:

- Keeping Employees Safe at Work (this identifies Greater Wellington's Health and Safety Management System and employee representation structures)
- Incident Management (outlines the policy and procedures for managing incidences)
- Rehabilitation and Injury Management (outlines the policy and procedures for rehabilitating employees back to work)
- Contractor Management (this outlines and policy and procedures for managing our contractors)
- Fatigue Management (outlines the policy and procedures for managing fatigue in the organisation)
- Health Monitoring (outlines the policy and procedures for health monitoring of employees)

## 5. Health and Safety Structure

Greater Wellington's health and safety structure provides an effective way to manage health and safety. This structure is as follows:



Greater Wellington has an employee participation system to ensure that employees have an opportunity to raise health and safety concerns and have these concerns heard. There are nine elected representatives. The elected representatives elect one representative to be the convenor of the group and to sit on the Health and Safety Advisory Group (HSAG).

Managers have specific health and safety management duties as outlined in the Keeping Employees Safe at Work policy and job descriptions. These duties ensure that managers:

- a) Create a culture that allows employees to take ownership for health and safety in their workplace;

- b) Take a personal interest in incidents within their area of influence and ensure proper investigation, follow up and where appropriate, rehabilitation of people involved;
- c) Ensure that health and safety is given a high priority in meetings, business plans, design processes and projects;
- d) Provide adequate resources and training to ensure the success of health and safety initiatives;
- e) Ensure that management health and safety responsibilities and accountabilities are clearly defined; and
- f) Comply fully with Health and Safety policy and guidelines.

Employees also have specific responsibilities under Greater Wellington's health and safety management system including: Employees are required to:

- a) Practice safe work methods and follow health and safety procedures;
- b) Protect themselves, their fellow employees and any other party from unsafe situations by working in a safe and responsible manner, in accordance with statutory requirements;
- c) Participate in hazard identification and developing recommendations for corrective action; and
- d) Report all accidents, including near misses, whether or not these accidents involve injury.

## **6. Health and Safety Management System**

Greater Wellington uses a specialised database system called SafeTsmart to record health and safety activity. This includes hazard management, incident management, training and remedial action including audits.

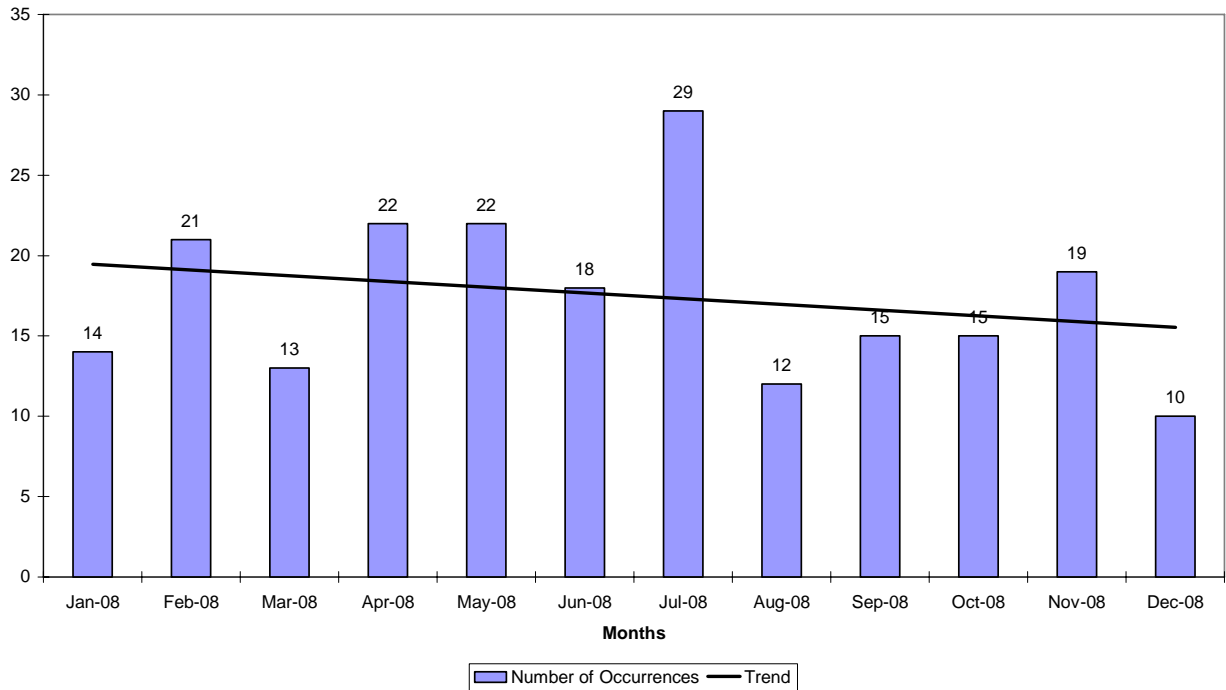
The hazard management system ensures that there is a systematic identification of health and safety critical activities and that appropriate management measures have been put in place to eliminate, isolate or minimise those hazards. Where it has not been possible to eliminate or isolate hazards, the management system ensures that controls are effective and that the level of risk is as low as practical. It also ensures that managers and employees are provided with the necessary information, supervision and training.

The incident management system requires all employees to report incidents, including near misses and injuries, in the SafeTsmart system. Managers are required to conduct investigations of any reported incidents and identify any controls that need to be put in place. Managers are responsible for ensuring that those controls are implemented.

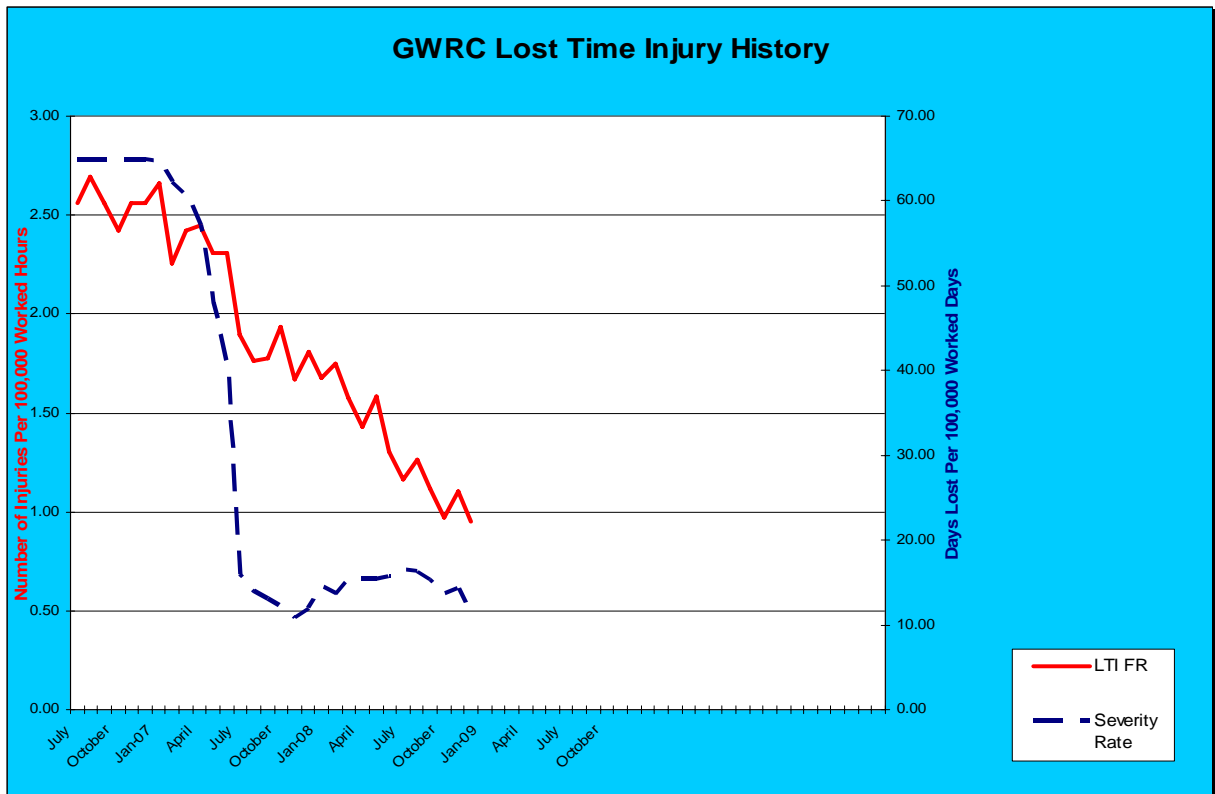
## 7. Reports

Greater Wellington's progress towards reporting all incidents continues to improve. There continues to be a trend towards reporting incidences which have occurred rather than reporting near misses, which is defined as "proactive reporting". The following graph shows that the occurrence reporting rates have stabilised across the organisation and that the trend of occurrences is decreasing.

Occurrences by Month for the Period January 2008 to December 2008



The Lost Time Injury Frequency Rate (LTIFR) measures the number of injuries against a standard unit of measure that is 100,000 hours worked. Greater Wellington is currently recording a LTIFR of 0.95 injuries/100,000 hours worked. This has reduced from a LTIFR of 1.66injuries/100,000 hours worked as at December 2007.



The severity rate measures the average number of days employees are absent from work as a result of work related injuries, per 100,000 hours. Greater Wellington’s severity rate at December 2008 was 11.27 days/100,000 hours worked. This has reduced from 11.90 days/100,000 hours worked in December 2007.

Overall, the health and safety measurement rates, as outlined in the graph above, are trending in the right direction to ensure the health and safe management of Greater Wellington staff and contractors.

## 8. Recommendations

*That the Committee:*

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

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