

## **Health and Safety Report**

### **Influenza Pandemic Management**

Greater Wellington responded proactively to the current influenza pandemic. Prior to the declaration of a pandemic, additional influenza and pandemic prevention supplies were purchased and distributed throughout Greater Wellington workplaces to assist with the management of the influenza.

A series of communications around prevention and management of influenza have been circulated to staff, prior to and following the pandemic declaration by the Ministry of Health.

Pursuant to Ministry of Health recommendations, an additional round of seasonal influenza vaccinations were offered to staff who had previously elected not to have a vaccination.

While there has been a slight increase in staff absences due to flu like illnesses, Greater Wellington has not had any staff seriously affected or suffering long term affects of influenza.

### **SafeTsmart**

The SafeTsmart database has been upgraded to the latest version. Work is now begun on clarifying and simplifying the information captured and how this is managed via the database.

Refresher training has been conducted with many of the SafeTsmart administrators to ensure consistency in the entry of occurrence reports and associated workflow creation.

### **ACC Work Safe Management Practice (WSMP)**

Following the extension of the Greater Wellington ACC WSMP external audit from June to September 2009, internal self assessments have been completed throughout the organisation. These audits have identified aspects of our health and safety management system that require further work to be ready for the audit.

The findings and recommendations of these assessments are being compiled into a report that will be given to EMT.

An application will be made to ACC shortly for the audit to be completed in late September 2009. Once ACC receives the application, they will then notify us of the specific locations or parts of the business that they will audit.

### **Volunteer Health and Safety Management**

Earlier this year, two volunteers from groups with an association with Greater Wellington suffered serious harm accidents. Both accidents were investigated by the Department of Labour who decided not to take any further action.

Greater Wellington initiated a review programme to look at how we manage volunteer health and safety across the organisation. We are currently completing a stock take, across the organisation, of all volunteer groups and the type of interactions they have with Greater Wellington. A project team has been formed to complete this review and to develop procedural and resource materials to ensure a consistent approach. From our initial scoping, we have identified very good information and practices already in existence, our goal is to integrate these resources into work practices across the organisation.

### Workplace Injury & Reporting trends

There were no lost time injuries to Greater Wellington staff during the last quarter. Unfortunately there were two reportable “Serious Harm” injury accidents suffered by volunteers.

- a) A volunteer from the Churton Park Care Group fell from a tree on their Porirua Stream site at Churton Park, suffering serious facial injuries. This site and project has been jointly supported by Greater Wellington and Wellington City Council, which resulted in some confusion around reporting of accidents and overall accountability. After investigating, the Department of Labour decided not to take further action.
- b) A volunteer, from “The Friends of Tawa Bush,” fell from an access rope, in Wilf Mexted Bush, while maintaining Biosecurity Department bait stations. The volunteer suffered a broken collarbone. The incident was reported to the Department of Labour, who have investigated but are not taking any further formal action.

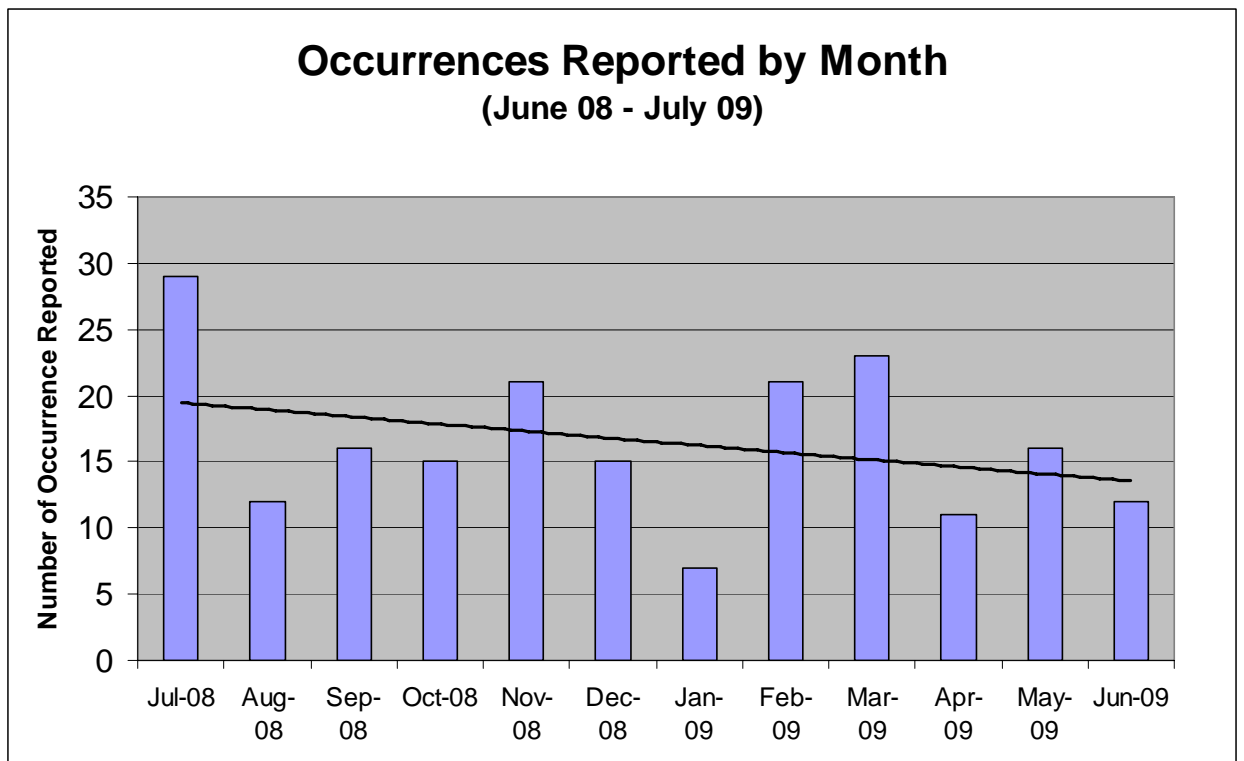
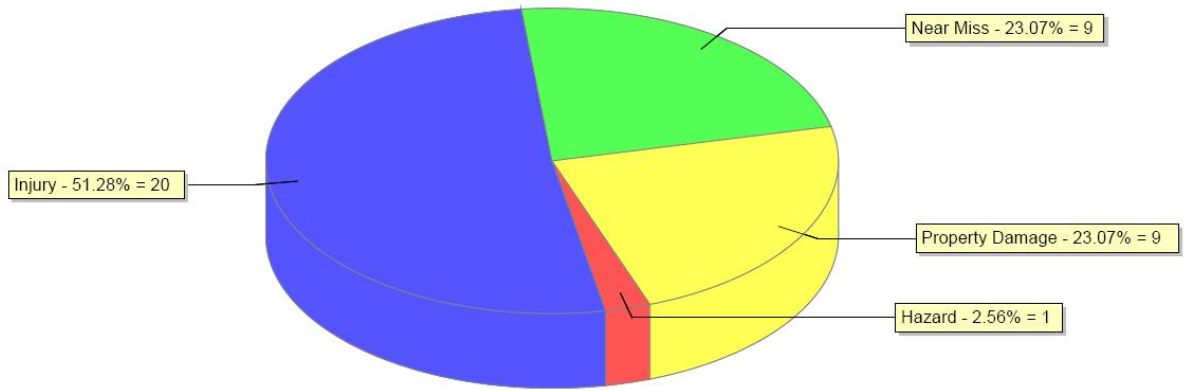
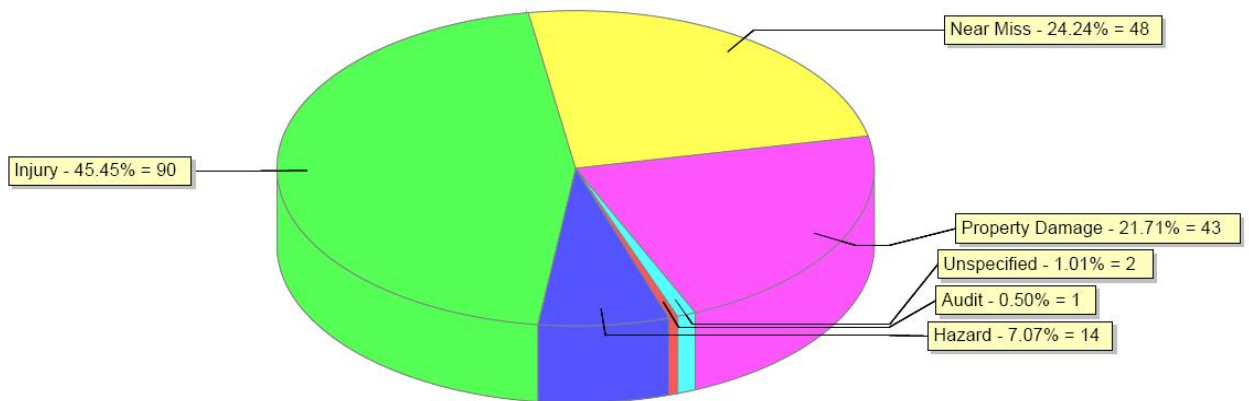


Figure 1: Incident Reports by Month

**Comment:** The trend line indicates a decline in reporting rates across all types of occurrence reports - accident, near misses, hazards and property damage. Work has begun to boost the amount of reporting, particularly proactive reporting of potential risk situations across the business, using the features of SafeTsmart to capture activity around the assessment and management of the risks identified.

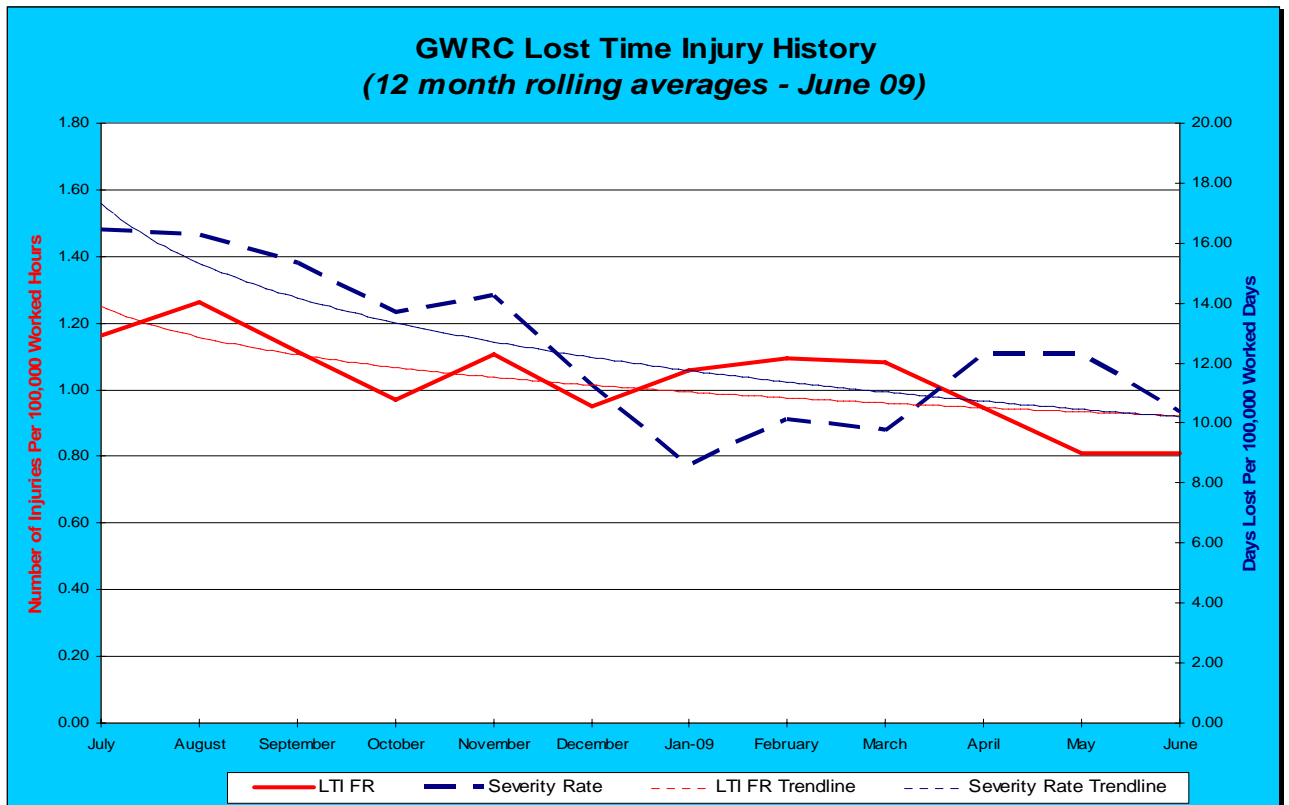


**Figure 2: Incident Reports by Type for the April – June 09 Quarter**



**Figure 3: Incident Reports by Type for the Full Year (July 08 – June 09)**

**Comment:** There was an increase in the proportion of incidents being reported without loss or damage occurring – proactive reporting (hazards, auditing and near miss). While there has been an increase, it is still less than the proportion of proactive reporting activity for the entire year. This indicates that there has been an overall shift towards reactive (accident, property damage) reporting during the second half of the year.



**Figure 3: Lost Time Injury Frequency Rate and Severity Rate – 12 month rolling average**

**Comment:** The gradual reduction in LTIFR continued over the last quarter, although the LTIFR is still showing signs of flattening out. By increasing reporting throughout the organisation and bringing a particular focus on the proactive reporting, it should be possible to bring about a reduction in the LTIFR. The message about the importance of reporting all incidents and health and safety concerns will need to come from all levels of the organisation.

The Severity Rate (SR) has continued to show a reduction as we have had no further injuries in this quarter that resulted in staff been away from work.

### Divisional Frequency Rates

Division (As of June 09)	GWRC Staff	GWRC LTIFR	LTIs in past 12 months (GWRC employees)
	LTIFR	(12 months ago)	
Environment Management	1.25	0	2
Catchment Management	2.09	3.73	4
Water Supply, Parks & Forest	0	1.20	0
Corporate & Strategy	0	0	0
Finance	0	0	0
Public Transport	0	0	0
Transport Policy & Strategy	0	0	0
Wellington Regional Strategy	0	0	0

**Comment:** The Environment Management and Catchment Management Division's LTIFR's continue to decrease. The LTIFR for the Water Supply Parks and Forests Division has dropped back to zero, as it has been over a year since an employee was affected by a Lost Time Injury.