

Report 2016.151
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Committee Finance, Risk and Assurance Committee
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Health and Safety Update

1. Purpose

To inform the Finance, Risk and Assurance Committee on the health and safety performance of the organisation.

2. Background

The Greater Wellington Regional Council (GWRC) Organisational Performance Report contains detailed analysis of the organisation's health and safety management performance against key metrics during the third quarter. This report will be separately sent through to councillors via the Councillor Bulletin.

This report contains supplementary information on other initiatives and activities undertaken by the Health and Safety Department.

3. Understanding Our Risks

GWRC operates a risk based approach to activities undertaken by our people. This involves a process which entails the following:

- Identifying hazards and controls
- Assessing the risks
- Managing the risks
- Monitoring the control measures

The aim of this process is to encourage our people to think about their work activities and identify hazards which could affect health and safety. The risk is assessed using an organisational risk matrix (low, medium, high and extreme risk) and prioritised for action according to the risk level. We consider how to manage the risk by eliminating, isolating or minimising it. Control measures are then set up for risks, controls could include elements such as standard operating procedures, specialised equipment, PPE, training etc. These control

measures are listed in the site specific work plan for the task and are reviewed to ensure they are effective.

We have categorised some of our high/extreme risk activities into eight groupings to better understand the key risks associated with our work. These groupings are:

- Workplace transport
- Contracted activity
- Physical works
- Working in/around water
- Aggressive situations
- Lone/remote working
- Use of hazardous substances
- Tree Work

3.1 Risk Metrics

In the reporting quarter January to March 2016 there were 96 events¹ reported.

The following table details these events against the assessed risk level.

Risk Level	Number of events	% of Total number reported
Low	40	42%
Medium	39	40%
High	16	17%
Extreme	1	1%
<i>Total</i>	<i>96</i>	<i>100%</i>

It is noted that the majority of our events fall into the low and medium risk categories and equates to a combined total of 82% of the total number of events reported. The number of high and extreme events reported equates to a combined total of 18%.

An analysis of these 96 events show that 32 events fall into our key risk groupings identified above eg. workplace transport, contracted activity, physical works etc.

¹ We use the term "event" to refer to incidents, and near misses

This is illustrated in the following table. We have used colour to coordinate with the risk classifications in our risk matrix.

		Risk Classification				Total	%
		Extreme	High	Medium	Low		
Risk Grouping	Aggressive situations	0	0	1	2	3	10%
	Contracted activity	0	1	0	0	1	3%
	Hazardous substances	0	0	0	0	0	0%
	Lone/remote working	0	2	6	2	10	31%
	Physical works	0	0	0	0	0	0%
	Workplace transport	1	3	8	3	15	47%
	Tree Work	0	0	1	0	1	3%
	Working in/around water	0	0	1	1	2	6%
Total		1	6	17	8	32	

In the period from January to March 2016, the largest number of events related to workplace transport. This is followed by events relating to lone/remote working. The one extreme incident reported in the workplace transport category was a ‘near miss’ of another vehicle not giving way at a ‘give way’ and pulling in front of our vehicle, meaning that the driver had to take evasive action. In our investigation of this incident, we determined that the safety features in our vehicle helped avoid an accident (ABS brakes).

The next section of this report describes work undertaken on a key risk area.

4. How GWRC Manages Key Risks - Workplace Transport

GWRC operates a large and diverse fleet of vehicles. Our fleet includes cars for urban road use, utility vehicles, quad bikes² and motorcycles for off-road use, and other vehicles such as tractors. Our urban road fleet travels approximately 200,000km per month. In addition, our utility vehicles and bikes are extensively used for off-road travel each month.

There are numerous hazards associated with driving including terrain, other traffic and drivers, weather and environmental factors, our drivers’ ability, and experience and health. The risks associated with these hazards vary depending upon the likelihood of an incident occurring and the consequence (the actual or potential severity of harm) if it does. The risk associated with the use of vehicles can take place at any time and be for varying reasons, from a simple journey to a meeting on an urban road to an off-road trip across farm country.

Many of the events recorded relate to ‘near-miss’ incidents with other road users. It is problematic for GWRC to control the actions of other road users, we can however support our people with training and systems to encourage safe driving.

^{2 2} Risks and mitigations associated with quad bikes were reported to this Committee in March 2016

GWRC has a Vehicle Use Policy which contains the following information relating to health and safety:

- Vehicles should be fit for purpose
- Vehicles should have appropriate safety features
- Vehicles are used for the approved purpose
- Drivers should hold the appropriate licence

GWRC recently invested in an EROAD electronic system for vehicle fleet management. One of the key attractions of the EROAD system was to enhance health and safety by understanding where our people are, and to enable monitoring of our vehicle practices.

We now have oversight on some key areas such as:

Driving Behaviour

Each vehicle requires a driver's licence to be inserted so the vehicle can be matched with the driver. This enables monitoring of driver key metrics such as speed and braking for example so any safety issues can be addressed.

Vehicle Health & Maintenance

A well maintained vehicle fleet is a major contributor to better safety outcomes. Through our centralised management we have better controls to ensure that vehicles have current WOFs, and registrations with regular servicing being undertaken.

Regular checks of vehicles are conducted to ensure fire extinguishers and other safety equipment are installed and maintained.

Visibility of vehicles

We can track individual vehicles in real-time as EROAD provides a GPS system. This ensures that if staff (especially those working in more remote areas) do not check in or are unable to be raised on the RT, we are able to locate their general whereabouts based on the location of the vehicle.

Training

GWRC undertakes training for our people which recognises the specialised vehicles that are used during the course of our work. This training is tailored to meet the diversity of our work functions and the terrains we operate in. Training is provided on all our vehicles - quad bikes, motorbikes, four wheel drive vehicles and forklift trucks for example.

5. Parangarahu Lakes

This section provides background information in relation to the Parangarahu lakes and how we manage health and safety as requested by the Finance, Risk and Assurance Committee at its meeting of 10 March.

The Parangarahu Lakes area is located along Wellington's south-east Coast and features the nationally significant Lake Kohangapiripiri and Lake Kohangatera.

The lakes area is jointly managed by GWRC and the Port Nicholson Block Settlement Trust (PNBST); this is undertaken through a 'guardian group' or Roopu Tiaki. There is also land in this vicinity managed by the Department of Conservation, Hutt City Council and the Historic Places Trust; this however is not included in the co- management plan.

The Roopu Tiaki has approved a co-management plan (the Plan) for the lakes area which is publicly available on the GWRC website. The plan details the significance of the area and the collaborative way in which it will be managed by the key stakeholders. Sections 5 and Section 8 of the Plan detail the area's status as a Regional Park as well as the rules and use for development of the this area.

As the Parangarahu Lakes area is a Regional Park it is subject to our obligations under the Health and Safety at Work Act 2015 and GWRC's own policies and standard operating procedures.

As agreed with the PNBST, GWRC's priority at present is to facilitate collaborative projects that engage agencies, the community and Taranaki Whanui in environmental restoration. This currently involves organisation of planting days; as part of that process GWRC (as the day-to-day manager of the area) considers relevant risks to staff and volunteers and develops appropriate controls e.g. drivers are suitably qualified, and that planting day participants wear warm clothing, are well briefed on the nature of the site, and there are first aid provisions in place.

Following an expected change in its chairmanship, the Roopu Tiaki is due to reconvene in the next few months with a focus on implementation of the management plan. We would expect health and safety would be discussed at a high level with expectations outlined for operational-level planning and implementation. Assuming that the PNBST becomes involved at some point with aspects of day to day management, they would be responsible for developing and implementing health and safety processes for their areas of work.

6. Communication

There is no communication required.

7. The decision-making process and significance

No decision is being sought in this report.

7.1 Engagement

Engagement on this matter is unnecessary.

8. Recommendations

That the Committee:

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

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