



Finance, Audit & Risk Committee

AGENDA

12.30pm Tuesday 06 September 2016

**Council Chamber, Wairoa District Council, Coronation
Square, Wairoa.**

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz



Agenda

CHAIRMAN: Councillor J Harker

MEMBERSHIP: Councillor D. Eaglesome-Karekare (Deputy Mayor), His Worship the Mayor Mr C Little, and Mr P Jones

	Pages
Procedural Items	
1. Karakia	
2. Apologies for Absence	
3. Declarations of Conflict of Interest	
4. Chairman's Announcements	
5. Items of Urgent Business not on the Agenda	
6. Public Participation A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 3 minutes per person is allowed.	
7. Minutes of the Previous Meeting	4-9
General Items	
8. Health & Safety Report J Baty – Corporate Services Manager	10-21
Public-Excluded Items	
9. Resolution to Exclude the Public	22-23



Minutes of an Ordinary Meeting of Finance, Audit & Risk Committee

1.30pm Wednesday 13 July 2016 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

Present: Councillor J Harker (Chairman)

Councillor D Eaglesome-Karekare (Deputy Mayor), Philip Jones
(independent member)

F Power	(Chief Executive Officer)
J Cox	(Engineering Manager)
A Morton	(Chief Financial Officer)
J Baty	(Corporate Services Manager)
C Hankey	(Financial Planning Manager)
S Mutch	(Partner Ernst and Young)
C Torrie	(CCO Chair - QRS Board)

Procedural Items

1. Karakia

The karakia was given by the Corporate Services Manager

2. Apologies for absence

His Worship the Mayor Mr C Little

3. Declarations of Conflict of Interest

None

4. Chairman's Announcements

None

5. Items of Urgent Business not on the Agenda

None

6. Public Participation

None

7. Minutes of the Previous Meeting

Resolved: *That the minutes of the Ordinary Meeting of the Finance, Audit & Risk Committee held on 11 May 2016 be confirmed as a correct record of the proceedings.*

Eaglesome-Karekare/Jones

8. Health & Safety Report

The Corporate Services Manager presented the report.

The Committee discussed their responsibilities in relation to the new health & safety legislation.

Resolved: *That the Finance, Audit & Risk Committee receives this report.*

Eaglesome-Karekare/Harker

9. Monthly Financial Report to 30 April 2016

The Financial Planning Manager presented the report.

The Committee discussed:

- Capital expenditure
- Possible carry-overs

10. Monthly Financial Report to 31 May 2016

The Financial Planning Manager presented the report.

The Committee discussed:

- Capital expenditure
- Non-financial performance reporting

Resolved: *That the Monthly Financial Reports to 30 April 2016 and to 31 May 2016 be received.*

Eaglesome-Karekare/Jones

11. Resolution to Exclude the Public

Resolved: That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Confidential Minutes of Previous Meeting
2. Audit Management Report 2015 Progress Tracker
3. Finance Report April 2016 – Other Debtors

4. Finance Report May 2016 – Other Debtors
5. Sealed roads procurement independent review

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	Ground(s) under section 48(1) to the passing of this resolution 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:
Confidential Minutes of Previous Meeting	Section 7 (2) (a) protect the privacy of natural persons, including that of deceased natural persons; (b) protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of	(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]

		<p>similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or</p> <p>(ii) would be likely otherwise to damage the public interest; or</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	
	Audit Management Report 2015 Progress Tracker	<p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons;</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]
	Finance Report April 2016 – Other Debtors	<p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons;</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]
	Finance	Section 7 (2)	(i) where the local

Report May 2016 – Other Debtors	(a) protect the privacy of natural persons, including that of deceased natural persons; (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]
Sealed roads procurement independent review	Section 7 (2) (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]

His Worship the Mayor/Eaglesome-Karekare

PUBLIC EXCLUDED: 2.10pm

PUBLIC READMITTED: 2.32pm

General Business

17. Independent procurement strategy review

The Engineering Manager presented the report.

The Committee discussed broadening the scope to include all Council activities.

Resolved:

That Council:

- a) The Procurement Strategy be updated in relation to the roading activity;*
- b) The Procurement Strategy be expanded to provide for all Council activities;*
- c) The process for determination of the Supplier Selection Method be documented for all Council activities; and*
- d) An 'Internal Procurement Procedures Manual' be developed to outline the process to be followed in engaging services.*

Jones/Harker

There being no further General Business Councillor Harker declared the meeting closed.

CLOSED: The meeting closed at **2.56pm**.

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Chair

Finance, Audit & Risk Committee

6 September 2016



Health & Safety Report – September 2016

Department	Corporate Services
Author & contact officer	James Baty – Corporate Services Manager
1. Purpose	1.1 The purpose of this report is to update the Finance, Audit & Risk Committee on health and safety (H&S) matters.
Recommendation	<i>The Corporate Services Manager RECOMMENDS that the Finance, Audit & Risk Committee receives this report.</i>
2. Background	<p>2.1 Wairoa District Council recognises its moral and legal responsibility to provide a safe and healthy work environment for its workers (employees, contractors and volunteers). This commitment extends to ensuring its operations do not place the local community at risk of injury, illness or property damage.</p> <p>2.2 Everyone in the workplace has a responsibility for health and safety: the employers, the principal of a contract, the person in control of the workplace, self-employed persons and employees.</p> <p>2.3 The Chief Executive Officer (CEO) has overall responsibility for the effective management of health and safety, and the quality of all the company's operations. The CEO is responsible for:</p> <ul style="list-style-type: none"> ○ Setting health and safety standards and processes, including hazard management procedures ○ Ensuring that safety inspections and audits are regularly conducted to determine the effectiveness of the plans and systems in place ○ Promoting and maintaining the company's ongoing commitment to improve its performance in health, safety and quality management ○ Keeping a record of and investigating accidents, and reporting occurrences of serious harm to WorkSafe New Zealand ○ Developing emergency procedures ○ Giving employees the opportunity to be fully involved in health and safety issues ○ Ensuring that employees have sufficient training and experience to carry out their jobs safely or are adequately supervised to do so <p>2.4 Supervisors are accountable for the health and safety of those persons under their control, and are responsible for:</p> <ul style="list-style-type: none"> ○ Ensuring that correct and safe work procedures are implemented and adhered to by all persons

- Identifying, reporting and taking corrective action to eliminate or control hazardous work conditions, equipment and/or practices
- Ensuring that acceptable standards of housekeeping are achieved and maintained
- Ensuring that employees are provided with – and use – appropriate personal protective clothing and equipment, and are provided with the necessary training in its correct use
- Reporting and investigating all accidents/incidents in line with the company's procedures, and ensuring that appropriate corrective action is taken and communicated to all staff
- Ensuring that contractors and visitors adhere to their health and safety obligations in the workplace

2.5 All employees are responsible for:

- Reporting immediately any actual or potentially unsafe conditions or activities, dangerous occurrences or injury in the workplace
- Working in a manner that will not endanger themselves or any other person
- Using personal protective clothing, equipment or gear provided by the company
- Complying with instructions relating to the use of personal protective clothing, equipment or gear
- Not attempting any tasks unless they are trained, qualified and competent to do so safely

2.6 The Health and Safety Committee meets on a monthly basis. All employees and management representatives are required to attend and participate in the scheduled meetings. The H&S committee includes senior management representation and H&S representatives from across the organisation. The next meeting of the committee is set down for 28 September 2016.

3. Current situation

3.1 Hazard Identification/Register/Accident or Near Miss Reports:

Please see the attached dashboard.

Notifiable Event: A near-drowning at the Wairoa Community Centre. The facts of this case are well known. Sports Hawke's Bay has received a response from WorkSafe who have advised that no immediate action is to be taken. Many factors go into the decision to investigate a matter, including the risk of injury, the seriousness of the harm, and the likelihood of it happening again. Also considered carefully is the workplace's prior history. WorkSafe have considered the matter including the details provided which have been recorded and will inform WorkSafe's future work both at a sector and individual workplace level.

Sport Hawke's Bay has reviewed their processes surrounding this incident.

3.2 Accredited Employers Programme:

Management continues to work towards achieving accreditation in the Accredited Employers Programme through the Accident Compensation Corporation (ACC). The Accredited Employers Programme entitles Council to downward levy adjustments, in exchange for taking responsibility for our employees' work injury claims. Under the Programme, our existing levies can be adjusted by up to 90%. However, responsibilities include the delivery of all statutory entitlements, such as weekly compensation for lost earnings.

3.3 Joint procurement with neighbouring Councils continues to be investigated.

3.4 SITEWISE:

SiteWise is an online contractor management system developed and maintained by Site Safe NZ Inc. A not-for-profit organisation, Site Safe is committed to creating a culture of safety in the New Zealand construction and related industries. As experts in both health and safety training and delivery, they work with businesses of all sizes across the sector to raise the bar in health and safety performance. They want everyone in our industry to go home healthy and safe at the end of each day. SiteWise is a prequalification system that grades a contractor's health and safety capability and publishes that grade in a database that can be viewed by main contractors and principal organisations. These organisations use SiteWise to make better-informed contractor selections, making the tendering process simpler and more efficient for everyone involved. Council is joining Hawke's Bay Councils and the HBDHB in taking on board the SiteWise system. Work on this project continues and the region is currently compiling a database of contractors and related communication material. The regional communications plan is complete and we have almost completed the contractor database (internal review to complete). We anticipate holding contractor workshops in Wairoa in late September.

3.5 Auditing practices across the region are being reviewed.

3.6 **Health & Safety Intern:** On 27 June 2016 we welcomed abroad Alexandre Leudet de la Vallee (Alex) from France for a 3 month period. Alexandre has been working extremely well and is on target to achieve the projects allocated to him. He is reporting to the Corporate Services Manager during his internship and working on specific health and safety projects, namely:

- Review, revised and consolidate all of Council's hazard identification registers in to a user-friendly common format. Near complete.

- Develop and implement a complete health and safety induction programme. Underway.
- Assist with the implementation of SiteWise (online contractor management system). First stage near complete.

3.7 H&S Officer – Council approved via the Annual Plan 2016-2017 budget for a new role reporting to the Corporate Services Manager to assist with health and safety matters across the organisation. Applications have closed and a total of 36 applications were received, shortlisting and interviews are underway.

3.8 Workplace Health and Safety Reform:

As previously reported a series of regulations have/are being developed to support the new Act. These include:

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Persons conducting a business or undertaking (PCBUs) have duties to ensure, so far as is reasonably practicable, that the workplace is without risks to the health and safety of any person.

These regulations outline additional duties on PCBUs related to managing risks, monitoring in the workplace, and specific duties related to young persons in the workplace and obtaining a police vet for workers at limited child-care centres.

Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

These regulations prescribe matters relating to work groups, health and safety representatives, and health and safety committees to support more effective worker participation. This includes information on who can be a health and safety representative or on a health and safety committee, and health and safety representative training.

The regulations also include matters that an inspector may decide if the parties are unable to reach an agreement themselves, and specify the sectors that are high risk for the purposes of worker participation requirements.

Health and Safety at Work (Major Hazard Facilities) Regulations 2016

These regulations deal with matters relating to the health and safety of people involved in the operation of, and local communities located near, major hazard facilities. The regulations provide threshold quantities of specified hazardous substances and ways to determine whether a facility is a lower tier or an upper tier major hazard facility and the duties of operators.

Health and Safety at Work (Asbestos) Regulations

2016

These regulations impose additional duties on PCBUs in relation to work involving asbestos. This includes managing asbestos risks, removal of asbestos and licensing of asbestos removalists.

Health and Safety at Work (Adventure Activities) Regulations 2016

These regulations deal with the provision of adventure activities. They set out the process for becoming registered as an adventure activity operator and make it an offence for unregistered operators to offer adventure activities to participants.

These regulations revoke and replace the Health and Safety in Employment (Adventure Activities) Regulations 2011. Only minimal changes were made to align terminology and concepts with the new Health and Safety at Work Act 2015 and to add a new offence of offering adventure activities while unregistered.

Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016

The regulations prescribe matters concerning health and safety in mining operations, including competency requirements in relation to safety-critical roles in mining operations, quarrying operations, and alluvial mining operations.

These regulations revoke and replace the Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013. Only minimal changes were made to align terminology and concepts with the new Health and Safety at Work Act 2015 and fix some drafting and minor implementation errors in the 2013 regulations.

Health and Safety at Work (Petroleum Exploration and Extraction) Regulations 2016

These regulations deal with matters relating to the health and safety of people involved in the operation of installations for petroleum exploration and extraction.

They revoke and replace the Health and Safety in Employment (Petroleum Exploration and Extraction) Regulations 2013. Only minimal changes were made to align terminology and concepts with the new Health and Safety at Work Act 2015, to use clearer terminology for duty holders, and to improve the emergency response duty in relation to onshore non-production installations.

Health and Safety at Work (Rates of Funding Levy) Regulations 2016

These regulations prescribe the levy required to be paid by employers and self-employed persons under section 201 of the Health and Safety at Work Act 2015.

They also revoke and replace the Health and Safety in

4. Corporate Considerations Compliance with legislation and Council Policy

Further Information

Appendices

Confirmation of statutory compliance

Signatories

Employment (Rates of Funding Levy) Regulations 1994. Only minimal changes were made to align terminology and concepts with the new Health and Safety at Work Act 2015. No changes to levy rates were made.

Health and Safety at Work (Infringement Offences and Fees) Regulations 2016

These regulations specify which provision HSWA and Regulations infringement notices apply to and the dollar amount of the offences. They also specify the form and content of an infringement notice.

What's still to come?

WorkSafe recently consulted on regulations for work involving hazardous substances. These will be finalised later this year.

Regulations to support the power in the new Act for the regulator to grant exemptions from regulatory requirements (clause 228A) will be developed this year. Phase two regulations will be developed over the next two years.

4.1 Relevant legislation – Health and Safety at Work Act 2015: <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

- <http://www.business.govt.nz/worksafe/>
- <https://www.sitesafe.org.nz/>

Nil

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Author: J Baty



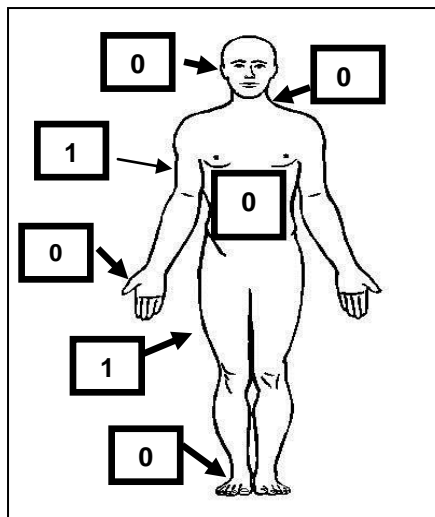
Approved by: F Power



Accident / Incidents

Incidents last 2 months	Days since last Serious Harm	Days since the last reported LTI	ACC Claims lodged	Investigations overdue 15+ days	Corrective actions overdue 15+ days
3	73	0	2	0	0
					Not started = 0
					Underway = 0

Staff incidents by body location & treatment type



Incidents	Accidents	Near Miss	Treatments	Total
			No Treatment - Minor Harm	0
			First Aid - Minor Harm	1
			Medical Treatment	1

Incidents by location

Main Office	1	WTP	1
Exchange Building	0	Dog Pound	0
Library	0		
Info Centre	0		
Archives	0		

Accidents/incidents last 2 month:

- Officer injured leg while micro-chipping a dog.
- Officer sustained shoulder injury lifting 40kg bag of WTP product.
- Near miss - light cover became dislodged and fell on to a workstation overnight.

Incidents by person

Employee	2
Public	0
Contractor	0
Unknown	0

Staff Medical / Health Monitoring

Pre-employment drug testing – under new policy, under review	Post-accident drug/alcohol testing – new policy, under review	Workstation Assessments	Inoculations	RTW programmes underway
0	0	7	2	1

Hazard Management

New hazards identified	Hazard registers reviewed	Registers overdue for review	On-site hazard assessments	Safety Audits conducted	Corrective actions overdue 15+ days
11	7	0	7	4	0
					Not started = 0
					Underway = 0

New/Modified Equip. checks	Haz. Work Notifications to Worksafe NZ
0	0

Emergency Management

Existing EAP's reviewed	EAP's overdue for review	New EAP's created	Existing MSDS reviewed	MSDS overdue for review	New MSDS added
3	3	1	20	15	0
Trial evac. completed	Trial evac. overdue	Emerg. Equip checks overdue			
1	1	0			

Contractor Management

Approvals /re-approvals	Removed from scheme	Documentation overdue for review	Inductions completed	Site audits conducted
0	0	0	0	2

Employee participation

H&S Committee meetings held monthly.

H&S Committee	Dept. morning teas	Meetings with teams
2	0	0

Staff / volunteer inductions

Staff full inductions complete	Staff full inductions overdue	Volunteer inductions complete
3	0	0

Training

H&S reps received annual training	H&S reps requiring annual training
4	3

Policy management

Policies created or reviewed	Policies overdue for review
1	0

Procedure management

Procedures reviewed	New procedures created
0	0
Suggestions overdue	Audits conducted on procedures
0	0

Processes overdue for review (priority based)	OSH page procedures overdue for review (priority based)
High = 0	High = 0
Medium = 0	Medium = 0
Low = 0	Low = 0

NOTE: Processes are scheduled for review but depending on priorities/work load they are not always completed in the scheduled month.

Training conducted:

- H&S Rep training
- PPE Essentials (some still to complete)
- Communicating Safety (some still to complete)
- Leadership: Being Proactive in Safety
- First aid course (major training to come)

Miscellaneous & more projects

- Appointment of H&S Officer.
- Risk Register Review - ongoing
- Investigation of H&S cloud based system
- H&S manual review – continuous/ongoing
- Pillars = H&S values and auditing – underway.
- Notifiable Events – new terminology – educate staff –underway
- COPs – Not started
- Reporting – ongoing
- Animal Control – education & review policies/SOPs
- Risk Matrix – completed. Education to staff to follow
- Strategic Plan – to be formulated, implemented and monitored
- ACC WSMP accreditation – ongoing.



2016/17 Objectives

Objective	Measured by	How achieved	Status
5% increase in near miss reporting	• Increase opportunities to identify risk & controls ahead of an event to reduce injuries.	• Review current reporting forms. Involve staff in this process. • Staff awareness campaign on what is a "near miss" and the importance of reporting.	• New forms implemented. • Climate survey due in November. • Near miss reporting increases.
5% increase in internal auditing of sites	• Encourage clear expectations for excellence in H&S.	• New H&S staff employed and train H&S reps to audit. • Education.	• Climate survey due in November. • Training conducted with Supervisors & Managers.
LTI's to reduce by 5%	• Measured by statistics and reporting.	• To promote a healthy work force through the wellness programme. • Encourage staff to engage in the wellness programme.	• Training plan being implemented. • Survey of employee training will commence in February 2017.
5% increase in toolbox / health & safety meetings with employees & contractors	• Measured by auditing toolbox documentation. • Measured by health & safety reporting/auditing reports.	• Auditing by Officers and supported by H&S Officer.	• 3 rd Tier Managers all have Vault & Promapp access. • Process practice review underway.
5% reduction in RTW injuries on FTEs	• RTW plans and coordination of them from H&S team.	• Promoting RTWs • Promoting healthy workforce	• Currently operational and in place.

2016 Team Projects

Project	Timeframe	Status
Presentations – H&S New Legislation	Apr	Completed.
Staff health / monitoring	Sep	Underway.
Risk Management	Jul - Aug	Nearing completion.
Foundations of Safety Training	June	Underway.
Contractor Management Training	Oct	TBC.
Staff H&S inductions – programme review	Jul - Aug	Underway.
H&S Rep Training	Jul - Oct	Part completed.
Contractor Management / Audit Review	Jun - Sep	Underway.
SiteWise Contractor Pre Approval System	Apr - Dec	Started. Joint with all Councils in HB.
SOP review	July - Dec	Moving to videos – underway.
HSNO	Jan - Dec	Commenced, awaiting review outcomes
H&S Software	May - July	Underway awaiting input from H&S Officer.
Event Management	July - Sept	Started.
I-Auditor software	Sep - Oct	Underway.

HEALTH AND SAFETY COMITEE - RISK ASSESSMENT

NUMBER OF IDENTIFIED RISK 253

STATISTICS PER PERSON FOR THE RISK ASSESSMENT

Risk Assessment - Tim Allan			LIKEHOOD				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	1.19%	0.79%	7.51%	11.07%	4.35%
	2	Severe and permanent	4.35%	4.74%	7.51%	7.91%	0.79%
	3	Mild and permanent	2.77%	3.16%	12.25%	6.72%	0.40%
	4	Tempory	2.77%	0.79%	5.93%	3.16%	0.40%
	5	Minor	1.58%	0.40%	1.19%	3.16%	1.19%

Risk Assessment - Victor Minter			LIKEHOOD				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	0.00%	1.19%	8.30%	19.37%	12.25%
	2	Severe and permanent	0.40%	1.98%	8.30%	20.95%	6.32%
	3	Mild and permanent	0.00%	0.40%	0.40%	9.49%	1.98%
	4	Tempory	0.00%	0.00%	0.00%	4.74%	0.00%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

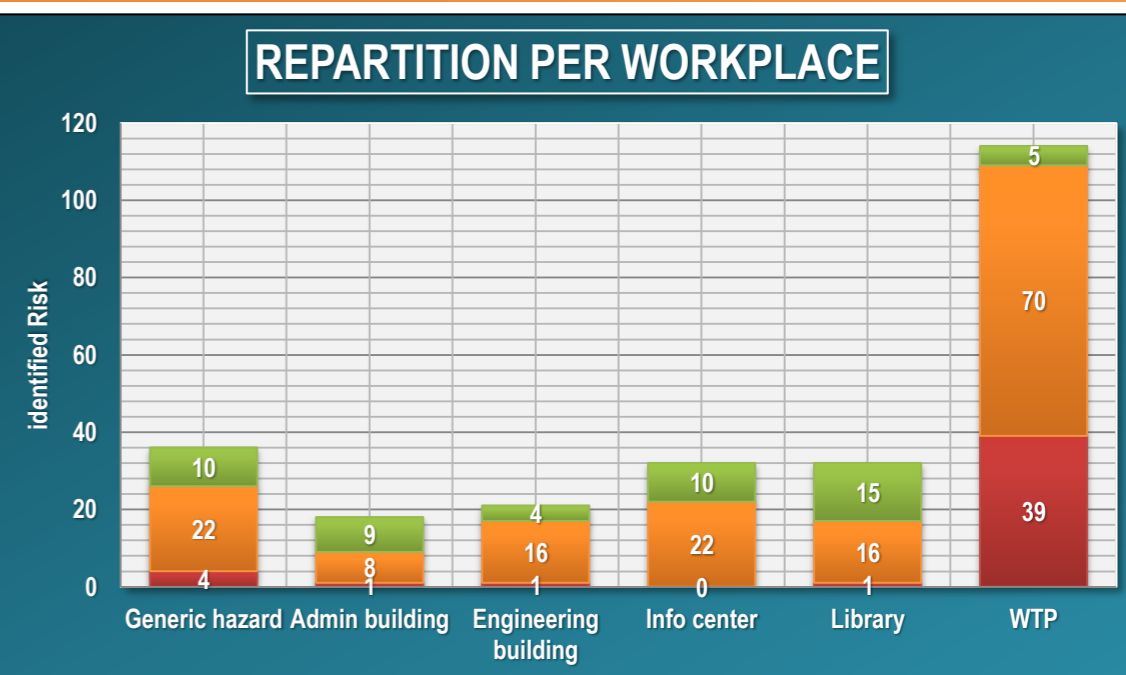
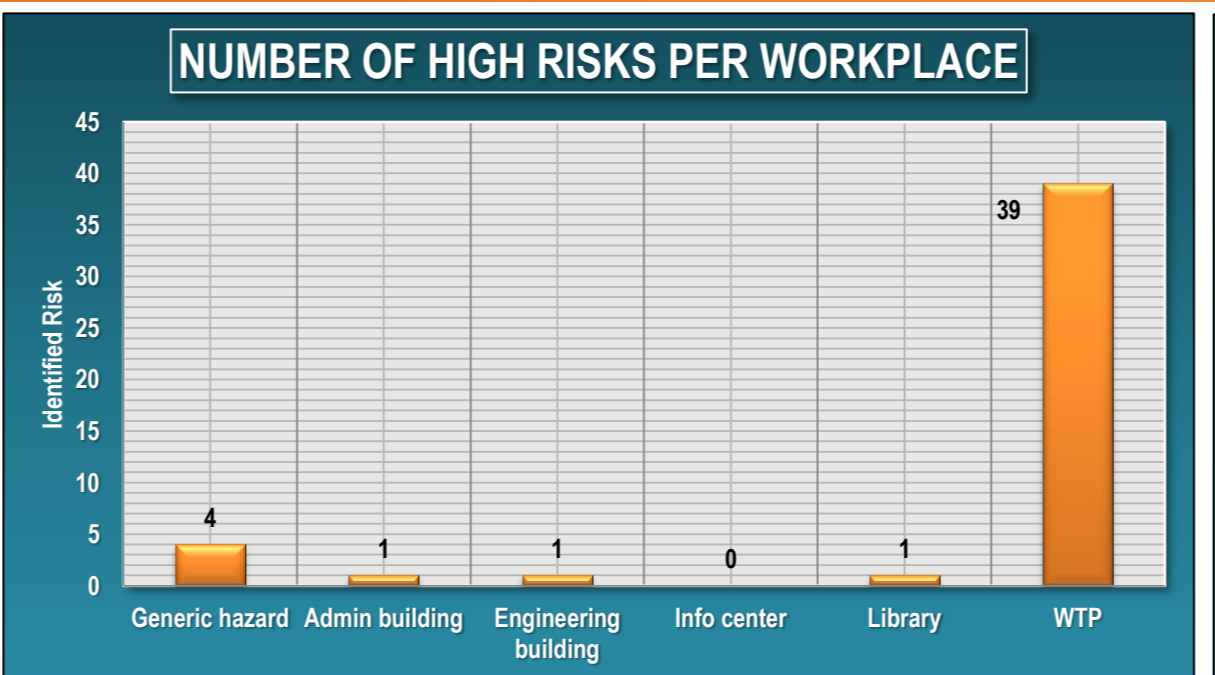
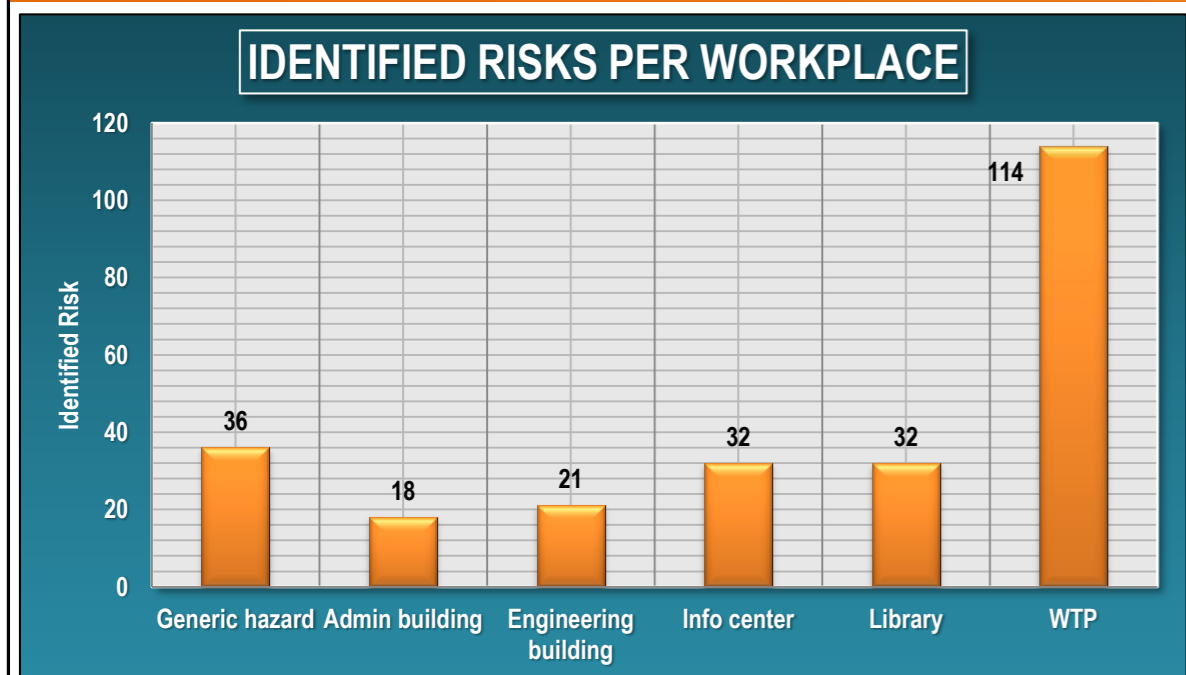
Risk Assessment - Linda Kerr			LIKEHOOD				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	0.00%	0.00%	0.00%	0.40%	0.40%
	2	Severe and permanent	0.00%	1.58%	4.35%	15.42%	2.37%
	3	Mild and permanent	0.40%	1.98%	3.95%	8.70%	0.79%
	4	Tempory	0.00%	1.58%	2.77%	7.11%	1.58%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

Risk Assessment - James Baty			LIKEHOOD				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	0.00%	0.00%	2.77%	36.76%	1.58%
	2	Severe and permanent	0.00%	0.00%	0.40%	2.37%	0.00%
	3	Mild and permanent	0.00%	0.00%	0.00%	20.55%	0.00%
	4	Tempory	0.00%	0.00%	1.19%	33.60%	0.00%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

Risk Assessment - Alexandre Leudet			LIKEHOOD				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	0.00%	5.93%	20.95%	9.09%	0.40%
	2	Severe and permanent	1.98%	4.74%	24.51%	5.53%	0.00%
	3	Mild and permanent	0.40%	1.19%	15.02%	6.32%	0.40%
	4	Tempory	0.00%	0.00%	1.98%	1.58%	0.00%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

WAIROA DISTRICT COUNCIL			LIKEHOOD				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	1.19%	3.95%	8.70%	25.69%	0.79%
	2	Severe and permanent	1.58%	1.98%	7.51%	18.58%	0.00%
	3	Mild and permanent	0.79%	1.58%	6.72%	8.70%	0.00%
	4	Tempory	0.00%	0.00%	2.77%	9.49%	0.00%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

RISK ASSESSMENT GRAPH



*HIGH RISK : 1<RAN<6

HEALTH AND SAFETY COMITEE - RISK ASSESSMENT

STATISTICS PER WORPLACES FOR THE RISK ASSESSMENT

GENERIC HAZARD % Risk Matrix 36 Identified Risks			LIKEHOOD					ADMIN BUILDING % Risk Matrix 18 Identified Risks			LIKEHOOD					ENGINEERING BUILDING % Risk Matrix 21 Identified Risks			LIKEHOOD				
			A	B	C	D	E				A	B	C	D	E				A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable				Frequent	Probable	Occasional	Remote	Improbable				Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	0.00%	2.78%	5.56%	19.44%	2.78%	CONSEQUENCES	1	Death	0.00%	5.56%	0.00%	16.67%	0.00%	CONSEQUENCES	1	Death	0.00%	0.00%	4.76%	33.33%	0.00%
	2	Severe and permanent	0.00%	2.78%	2.78%	27.78%	0.00%		2	Severe and permanent	0.00%	0.00%	11.11%	11.11%	0.00%		2	Severe and permanent	0.00%	0.00%	4.76%	33.33%	0.00%
	3	Mild and permanent	0.00%	8.33%	0.00%	2.78%	0.00%		3	Mild and permanent	0.00%	0.00%	5.56%	16.67%	0.00%		3	Mild and permanent	0.00%	0.00%	4.76%	19.05%	0.00%
	4	Tempory	0.00%	0.00%	11.11%	13.89%	0.00%		4	Tempory	0.00%	0.00%	5.56%	27.78%	0.00%		4	Tempory	0.00%	0.00%	0.00%	0.00%	0.00%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%		5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%		5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

INFO CENTER % Risk Matrix 32 Identified Risks			LIKEHOOD					LIBRARY % Risk Matrix 32 Identified Risks			LIKEHOOD					WATER TREATMENT PLANT % Risk Matrix 114 Identified Risks			LIKEHOOD				
			A	B	C	D	E				A	B	C	D	E				A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable				Frequent	Probable	Occasional	Remote	Improbable				Frequent	Probable	Occasional	Remote	Improbable
CONSEQUENCES	1	Death	0.00%	0.00%	0.00%	15.63%	3.13%	CONSEQUENCES	1	Death	0.00%	0.00%	3.13%	12.50%	0.00%	CONSEQUENCES	1	Death	2.63%	7.02%	15.79%	34.21%	0.00%
	2	Severe and permanent	0.00%	0.00%	6.25%	34.38%	0.00%		2	Severe and permanent	0.00%	0.00%	9.38%	12.50%	0.00%		2	Severe and permanent	3.51%	3.51%	8.77%	11.40%	0.00%
	3	Mild and permanent	0.00%	0.00%	9.38%	15.63%	0.00%		3	Mild and permanent	0.00%	0.00%	15.63%	18.75%	0.00%		3	Mild and permanent	1.75%	0.88%	6.14%	2.63%	0.00%
	4	Tempory	0.00%	0.00%	3.13%	12.50%	0.00%		4	Tempory	0.00%	0.00%	0.00%	28.13%	0.00%		4	Tempory	0.00%	0.00%	0.88%	0.88%	0.00%
	5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%		5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%		5	Minor	0.00%	0.00%	0.00%	0.00%	0.00%

5 HIGHEST RISKS PER WORKPLACES

GENERIC HAZARD			ADMIN BUILDING			ENGINEERING BUILDING			
IDENTIFIED HAZARD	IDENTIFIED RISK	RAN	IDENTIFIED HAZARD	IDENTIFIED RISK	RAN	IDENTIFIED HAZARD	IDENTIFIED RISK	RAN	
1	Working alone	Various injuries, death	2	Working alone	Various injuries including assault	2	Electrical multi block socket use	Electrocution, equipment damage	4
2	Electrical appliances	Electrical burns, loss of consciousness, death	4	Power & computer cables	Trip slip fall injuries, electrocution, fire	7	Electrical appliances (including computers and peripheral equipment) and extension leads not tested and tagged	Electrocution, equipment damage, fire	7
3	Working at heights	Loss of bodily function, loss of consciousness, death	4	Fire	Burns, asphyxiation, death	7	Electrical extension leads	Trips, falls/personal injury, electrocution	7
4	Allergies & other medical conditions	Loss of bodily function, loss of consciousness, death	5	Public access to unused Electric wall sockets	Electrocution, burns, death	7	Fire	Burns, asphyxiation, death	7
5	Vehicle drivers and machine operators limited vision	Crush, impalement injuries, death	7	Contractors and maintenance staff	Protection of employees, visitors and others from hazards and harm created by contractors and service providers whilst working on site	8	Inadequate Exit Signage	Unable to locate exit during an emergency	7

INFO CENTER			LIBRARY			WATER TREATMENT PLANT			
IDENTIFIED HAZARD	IDENTIFIED RISK	RAN	IDENTIFIED HAZARD	IDENTIFIED RISK	RAN	IDENTIFIED HAZARD	IDENTIFIED RISK	RAN	
1	Public computer cords	Electrocution	7	Home made polystyrene cutter	Electrocution	4	Electric motors exposed spinning shafts	Entanglement, death	1
2	Power point by fridge	Electrocution, burns, death	7	Multiplug exposure to public	Electrocution, burns, death	7	Working above ponds between walkways	Drowning, trip, slip fall injuries	1
3	Power points front access ramp door corner	Electrocution, burns, death	7	Fire	Burns, asphyxiation, death	7	Noise	Hearing loss	1
4	Photocopier unused electrical sockets	Electrocution, burns, death	7	Exposed power points	Electrical burns, death	7	Working at night	Trip, slip, fall injuires, death, lack of consciousness, drowning, exposure	2
5	Fire	Burns, asphyxiation, death	7	Electrical plug multiboards	Electrocution, fire	7	No fire equipment, only one way out	Burns, death	2

5 highest perceived health and safety risks in Council 'workplaces'. Please note this is a work in progress and is linked to the Risk Register Review process.

#	Who is exposed	Risk	Initial Risk Rating	Residual Risk Rating	Possible Risk Rating	Controls in place
1	All front line positions, and workers visiting private dwellings and public places	Exposure to aggressive members of the public	Critical	High	Possible Risk Score medium high	<p>In place: Training provided e.g. 'dealing with difficult people', trespassing, reporting encouraged, advice to retreat from situation & work in pairs in high risk situations.</p> <p>Still to do: Development of new procedures.</p>
2	Employees throughout council	Working alone, various injuries including death	Critical	High	Med- High	<p>In place: Efforts made where possible to ensure staff are not in work alone situation, communication devices, emergency duress button installed in all vehicles.</p> <p>Still to do: Development of new procedures, investigate use of lone worker transmitter and personal locators.</p>
3	Contractors undertaking work for council	Contractors injuring themselves undertaking council work or while at council workplaces & especially risky if uncertified	Critical	Critical	Med- High	<p>In place: Good certification, review and monitoring processes.</p> <p>Still to do: However, still incidents where staff have engaged contractors without checking they are certified and have good systems in place. This places us at risk</p>

4	Employees throughout council	Work overload and long hours leading to potential OOS, stress and fatigue	Critical	High	Possible Med - High	<p>In place: Awareness, some pertinent policies, EAP (Employee Assistance Programme)</p> <p>Still to do: More ease to report might minimise, but perceived stigma attached to reporting stress, development of Fatigue Prevention Policy</p>
5	All staff	Slips and trips on wet or slippery surfaces	High	High	Possible Med -High	<p>In Place: Awareness, signage, mats, safety footwear.</p>

RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Confidential Minutes of Previous Meeting
2. Audit Management Report 2015 Progress Tracker

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) to the passing of this resolution
Confidential Minutes of Previous Meeting	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:</p> <p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons;</p> <p>(b) protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;</p> <p>(c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—</p> <p>(i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or</p> <p>(ii) would be likely otherwise to damage the public interest; or</p> <p>(h) enable any local authority</p>	<p>48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:</p> <p>(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]</p>

	<p>holding the information to carry out, without prejudice or disadvantage, commercial activities;</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	
<p>Audit Management Report 2015 Progress Tracker</p>	<p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons;</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]</p>