



**Date:** Tuesday, 7 August 2018  
**Time:** 1.30pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Late Reports**

## **Finance, Audit & Risk Committee Meeting**

**7 August 2018**

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@wairoadc.govt.nz)

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## 8 GENERAL ITEMS

### 8.2 HEALTH & SAFETY REPORT - JULY 2018

**Author:** Kevin Stevenson, Zero Harm Officer

**Authoriser:** Donna Moorcock, Interim Corporate Services Manager

**Appendices:** Nil

#### 1. PURPOSE

- 1.1 The purpose of this report is to update the Finance, Audit & Risk Committee on Council's health and safety (H&S) matters. No decisions are required by the Committee relating to this report.
- 1.2 This information only report is a standing agenda item as requested by the Committee.

#### RECOMMENDATION

*The Zero Harm Officer RECOMMENDS that the Committee receive the report.*

#### 2. BACKGROUND

- 2.1 Regular reporting of health and safety compliance ensures that 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.
- 2.2 Consideration of this matter contributes to Council's vision of 'Connected Communities; Desirable Lifestyles; Treasured Environments', it also contributes to the following community outcomes:
  - A safe and secure community.
  - A lifetime of good health and well-being.
  - A safe and integrated transport system.
  - Strong district leadership and a sense of belonging.
  - Safe and accessible recreational facilities.

#### 3. CURRENT SITUATION

- 3.1 **Hazard Identification/Register/Accident or Near Miss Reports:** Six minor incidents have been reported for the period since the Committee's last update in June 2018. No trends are obvious.  
  
**SiteWise:** Work on this initiative continues regionally. Assessments are continuing. Currently working on a plan to assist the smaller contractors to be able to comply with the Councils overall requirements.
- 3.2 **iAuditor:** The program has been continuing with most contractors that have seen the system are happy with the results.

- 3.3 **Joint procurement:** Joint procurement with neighbouring Councils continues to be investigated, the current project is to investigate the possibility of specialist training for our staff over the regions councils. A meeting of the Councils concerned is to be held on Thursday the 2-8-2018 in Napier to compare pricing.

Ergonomic assessments on new chairs and a trail has been completed. An order has now been placed for the purchase of new ones

3.4 **H&S Committee:**

The H&S Committee met on the 25-7-2018 and continues to meet regularly. The committee discussed the need for Safety Representatives to have some time in the field to assist in onsite safety audits. This will give them a better understanding of how the I-Audit system works. Accident and near miss incident were tabled and discussed. The committee decided to monitor these incident to see if any trends were developing.

**Safety Audits Summary – July 2018**

Two safety audits were completed in July. Due to bad weather some auditing had to be discontinued until conditions improve. No major issues were identified. The committee were asked to consider and investigate some changes to the Site safe program to assist some of the smaller contractors to comply with Councils requirements.

- 3.5 The Committee is asked to consider the content of this report and advice of any practice or process changes.

**Further Information**

<http://www.worksafe.govt.nz/worksafe/>

<https://www.sitesafe.org.nz/>

<http://www.guardianangelsecurity.co.nz/>



**Background Papers**

Not applicable.

**References (to or from other Committees)**

Not applicable.

## Signatories

	
Author Kevin Stevenson	Approved by Donna Moorcock