



Date: Tuesday, 11 June 2024
Time: 12:30 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Late Reports

Finance, Assurance & Risk Committee Meeting

11 June 2024

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Benita Cairns, Cr Melissa Kaimoana

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

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8 GENERAL ITEMS

8.1 HEALTH, SAFETY AND WELLBEING REPORT

Author: Michelle Warren, Health, Safety and Wellbeing Officer | Kaiurungi Hauora, Haumaru me te Oranga

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. Health, Safety and Wellbeing Report [↓](#)

1. PURPOSE

- 1.1 This report provides information for the Committee on significant health, safety and wellbeing risks and the measures in place to mitigate those hazards and risks at Wairoa District Council. No decisions are required by Committee at this stage.

RECOMMENDATION

The Health, Safety and Wellbeing Officer | Kaiurungi Hauora, Haumaru me te Oranga RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 Attached as Appendix 1 is the Health, Safety and Wellbeing report for the committee to consider that aims to address governance level concerns and provides key information on these matters.

Health, Safety and Wellbeing Report

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|-------------------------|---------------------------------------|
| Meeting | Finance, Assurance and Risk Committee |
| Date of Meeting | June 2024 |
| Reporting Person | Health, Safety and Wellbeing Officer |

Purpose

To update the Finance, Assurance and Risk Committee (FARC) with information on significant health, safety and wellbeing risks and the measures in place to mitigate those hazards and risks at Wairoa District Council (WDC).

Recommendation

That the Finance, Assurance and Risk Committee receives the Health, Safety and Wellbeing Report.

Context

This report aims to address governance-level concerns and provide key information on these matters.

WDC Health, Safety and Wellbeing Officer (HSWO) for the past month has been reviewing systems, processes and planning for the next three years for Health, Safety and Wellbeing continuous improvement.

Continuous Improvement

WDC is committed to continuous improvement. The HSWO is identifying and investigating the options of:

- Internal auditing of current systems.
- A gap analysis.
- A Health, Safety and Wellbeing Strategy for 2024-2027.
 - The Strategy, on completion, will be submitted to FARC.
- A HSW program of work on a priority basis, for the next three years.

Health, Safety and Wellbeing Framework

While Council does not follow a formal health and safety management system such as ISO 45001, we will develop our own internal system that ensures legislative compliance and maintains flexibility to mitigate key hazards, risks and engage workers. This goal will be embedded into the HSW Strategy being developed.

WDC has a 3-tiered Framework approach, which encompasses a health and safety policy, procedures, guidelines, and associated documents which will be reviewed regularly by the health and safety committee and the Senior Leadership Team.

Fatal and Critical Risks

WDC staff have identified the health and safety fatal and critical risks to the business, and these should be revised annually.

- Staff review the risks, give feedback to the Health and Safety Representatives, the HS Reps report back to the Health, Safety Committee meetings for discussion on any recommendations. (Employee Participation)
- The committee will communicate with the Senior Leadership Team on any recommendations, who in turn will respond accordingly.
- Currently, the Health and Safety Committee are reviewing the fatal and critical risks.

Contractor Management

The WDC Framework Tier 2, includes a Contractor Management Section. Contractors who are engaged by WDC are required to be pre-qualified with either SiteWise or another prequalification system that is approved by WDC. The Health, Safety and Wellbeing Officer (HSWO) is tasked with training out the Contractor Management process and use of SiteWise to all staff. The training is on the current training plan with a high priority.

WDC acknowledge that some contractors may struggle with getting into SiteWise. The HSWO will liaise and work closely with those contractors to help them through the process or dependent on the risk level, be exempt in SiteWise.

Health, Safety and Wellbeing Reporting

EcoPortal is the health, safety, and wellbeing reporting system where employees can report, near misses, pain and discomfort, new hazards and associated risks with mitigations, safety observations, audits, and has many more modules for a much wider scope for future planning. For example, inductions, contractor management.

At present the EcoPortal system is underutilised and in the proposed HSW Strategy the goal is to investigate the modules in the system further, plan, develop and use the system more effectively throughout the business, ensuring training of staff is a key part of the process. When the system is being utilised and is fit for purpose, this will improve the level of reporting to Management and FARC.

Wellbeing

Wellbeing is a key focus for the Chief Executive and the Senior Leadership Team. The HSWO is currently putting together a plan for the next 12 months for Wellbeing. This includes and is not limited to:

- Resilience Training
- Thriving at Work Workshops
- Mental Health Awareness
- My Everyday Wellbeing
- Pink Shirt Day
- Psychological Safety Management
- Stress Management and Toolkit
- Fatigue Management.