

STAFF REPORT

TO: Corporate Services Committee

FROM: Barbara McDonald
Health & Safety Advisor

DATE: 12 November 2009

SUBJECT: Health and Safety Update Report

PURPOSE/REASON FOR REPORT

To update the Corporate Services Committee of Council, on the latest health and safety activity and projects.

COMMENT/DISCUSSION

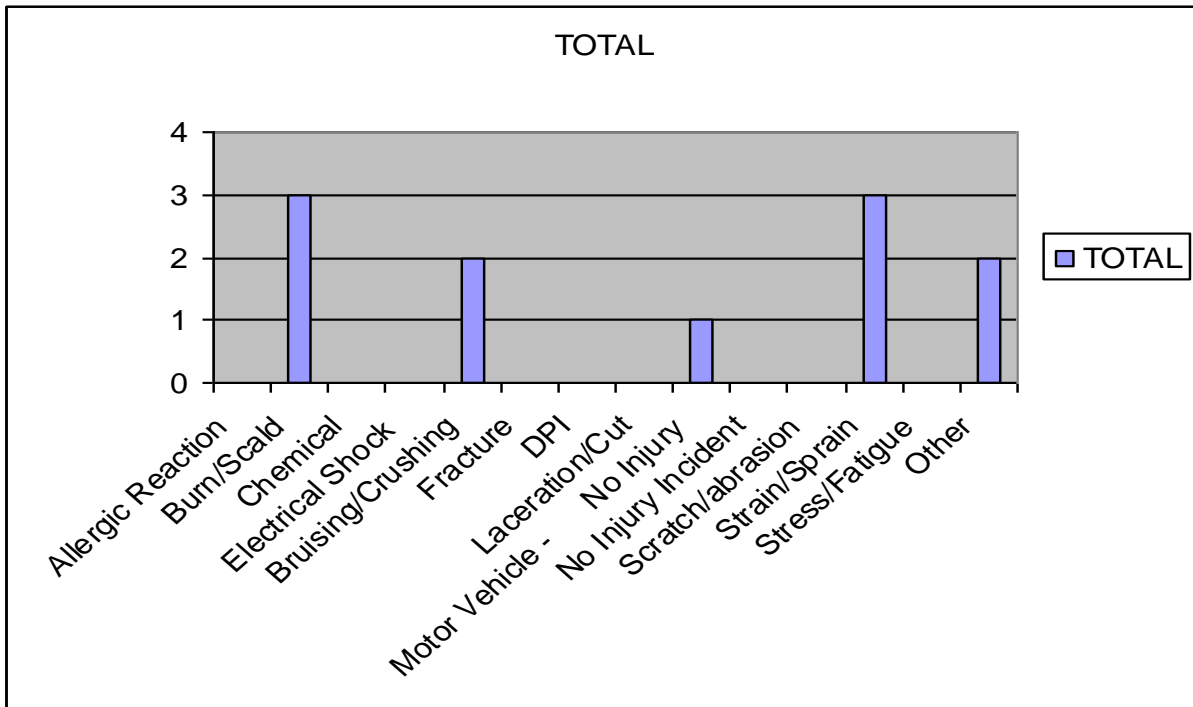
- 1 **Contractors:** To date 80 Contractors have applied to be on the "Approved Contractor List". The majority have been approved.
- 2 **H&S Committee:** Elections for new H&S representatives are being held this month. This is a two year term.
- 3 **Appliance Testing** (AS/NZ standard 3760): All appliances used in workplaces are required to be tested and tagged.

Murchison, Motueka and Takaka Service Centres and Libraries have been tested. Several faulty appliances were identified and either repaired or replaced. The Richmond Main office is scheduled to be completed in 3 stages. Ground floor November, first floor in December and the 2nd floor will be January.

- 4 **Health, Safety Objectives** have been set for the 2010 financial year. Objectives included:
 - Reviewing serious harm incident procedures / train members of serious harm incident team
 - Manual handling and armed holdup training to be implemented
 - Promote use of "Approved" contractors policy and procedures and carry out required spot checks and annual reviews of safety performance on contractors
 - Include specific H&S coordination roles at senior management levels. (Include in job descriptions of senior management)
 - Review all TDC sites approved evacuation plans. (NZ Fire Service requirement)
- 5 **Training:** July to December
 - 4WD
 - Defensive driving
 - Anti skid
 - Height safety
 - First aid refreshers
 - Emergency wardens

- 6 Hazard Register:** The annual review of hazards has been completed with some minor changes made. The hazard register has been modified slightly with the idea of making it a training tool for managers.

Accident Stats from 1 July 2009 – 30 September 2009



Accidents and Incidents reported for this period: **11**

DPI self reported 1st July – 30th September 2009: **5**

Note:

DPI (Discomfort Pain and injury) has been separated from our accident stats unless it is accepted as a work place injury. DPI covers many conditions of the muscles and bones:

- gradual process injuries
- simple back pain
- strains and sprains

These generally arise gradually over time, rather than sudden events, it is a culmination of many events that have gone on before.

RECOMMENDATION

That the Health and Safety report dated 17 November 2009 be received.

Barbara McDonald
Health and Safety Advisor