


HEALTH & SAFETY		
TITLE	WORKING FRAMEWORK (MODEL) & ORGANISATIONAL CONTEXT	
LAST REVIEWED	06 2016	
REVISED		Page 1

Leadership

Senior Executive leaders in the Selwyn District Council (SDC) play a key role in the delivery of the core functions of the Service. They provide high quality policy advice to Local Government (LG) and implement LG programs, including delivering services to the community. They have a particular accountability to ensure the delivery of outputs that contribute to the achievement of outcomes are conducted safely and that practices and processes are transparent and compliant with relevant legislation.

Under the H&S at Work Act 2015 accountability sits with the CEO as “Officer” for the safety of all “persons” involved directly or indirectly with council functions.

Compliance ultimately is the goal which equates to standards, the recommended standard is WSMP (Workplace Safety Management Practices) Tertiary level.


ACC Workplace Safety Management Practices (WSMP) rewards businesses (more suitable for employers with more than 10 employees). In exchange for putting health and safety systems in place – Levies could net a discount of between 10-20% reductions in work levies.

This document details a structural framework (or model) that sets to support ‘compliance’ requirements.

Framework

The attached “Model” Framework details:

- The working relationships between the Executive Leadership team, H&S Governance Committee and H&S Representatives.
- Operational outputs of the Health & Safety Representative (HSR)
- Escalation processes

HEALTH & SAFETY		
TITLE	WORKING FRAMEWORK (MODEL) & ORGANISATIONAL CONTEXT	
LAST REVIEWED	06 2016	
REVISED		Page 2

Attachment 1

An overview the parties above and the key relationships with working documents (detailed further in this document.

Attachment 2

Governance Committee

- Setting the standards to ensure compliance,
- develop and maintain an overall H&S policy,
- training standards
- reporting & analysis

Attachment 3


Representatives (Group)

Appointed by group (i.e.: from within disciplines) and supported by legislation this body of employees provide an operational value to H&S outcomes.

Central to Representatives are "Risk registers" that are specific to each group but follow the same basic framework of Risk identification, measurement and management (mitigation processes).

Risk registers identify risk in work practices and prompt threshold decision making based on "severity of risk".

Risk Score	Severity	Required Action
20.0 to 25.0	Extreme	Do not proceed with any risk at this level without specialist assistance. If not already obtained, this level of risk requires executive leadership team (ELT) level attention prior to approval.
10.0 to 16.0	Very High	This level of risk requires ELT signoff, must maintain attention to risks and ensure remedial action is performed to schedule.
4.5 to 8.0	High	Requires ELT awareness. Remedial action should be identified and implementation commenced with appropriate priority. Departmental Managers or their approved delegates can accept risk at this level.
2.0 to 4.0	Moderate	Line Management attention is required to determine if remedial action/ treatment is required and can be cost effectively put in place. Permanent acceptance of risk at this level requires Line Management approval. Reporting to ELT required
0 to 1.5	Low	While control issues may still exist at this level, impact will be low. Line Management is expected to review the three factors (consequence, likelihood and frequency) and where controls are less than satisfactory remedial action should be implemented.

HEALTH & SAFETY		
TITLE	WORKING FRAMEWORK (MODEL) & ORGANISATIONAL CONTEXT	
LAST REVIEWED	06 2016	
REVISED		Page 3

Attachments 4 &5

Safe Work Procedure (SWP) – flow

A control document to support approval of work

SWP's must be developed for all work outputs – generic production is acceptable as long as the factors remain constant.

Attachment “5” is a printed example from Vault – the SWP is populated within Vault by the responsible “officer” and is measured against the risk register also within Vault.

Attachment 6

Representatives will “support” SWP's with advice from working knowledge of the risk register.

SWP's will be written by staff who are initiating work outputs – initially this will require some investment of managers and staff with a “suite” for each group ultimately forming.

SWP's will be discussed at least monthly within groups at Management meetings – representatives are expected to be a part of this discussion.

Secondary functions of representatives

Train, participate and practice emergency evacuation processes – strive for improvement from trial evacuations, escalate to management as required. Provide feedback to the “Chief” warden to fulfill reporting requirements.

Maintain first aid kits (for each group), report gaps to the People & Safety Advisor at least monthly.

Attachment 7


Escalation process

Management of risk can be a fluid process, environments may change (which includes safety provisions) – trained representatives in partnership with group staff manage change as a part of risk management processes.

This flow chart shows a simple “managed – yes/no” escalation process.

The act allows for representatives to have the power to issue a “PIN” Provisional Improvement Notice” when all other processes have been exhausted and the risk has been communicated to management (includes CEO).

Issue of a “PIN” should be a final option.

HEALTH & SAFETY		
TITLE	WORKING FRAMEWORK (MODEL) & ORGANISATIONAL CONTEXT	
LAST REVIEWED	06 2016	
REVISED		Page 4

What is a PIN? (Worksafe NZ)

A Provisional Improvement Notice (PIN) is a written notice issued by a Health & Safety Representative (HSR) to a person or a business, telling them to address a health and safety concern in the workplace. A PIN can only be issued by an HSR who has completed initial or additional HSR health and safety training specified in the Regulations for Worker Engagement, Participation and Representation.

An HSR can issue a PIN to a person or business if the HSR reasonably believes that person is contravening, or is likely to contravene, a provision of HSWA or the Regulations. 'Contravene' means doing something that breaks a law.

The PIN tells the person what the health and safety issue is and can include recommendations to resolve the issue (e.g. by fixing or preventing a problem) by a certain date.

However, the HSR must not issue a PIN to a person or business unless they have first consulted that person or business.

An HSR must not issue a PIN if a WorkSafe inspector has already issued an improvement notice or a prohibition notice about the same matter.