

# **Health and Safety at UCOL Annual Report 2017**

**Approved by Council 28 February 2018**

## **Contents**

1.0 Recommendation.....	3
2.0 Executive Summary.....	3
3.0 Updates.....	3
3.1 Policies and Procedures.....	3
3.2 Act and Regulation Changes.....	3
3.4 Staff Inductions.....	4
3.5 Workers Participation.....	4
3.6 Identified Hazards and Risks.....	4
3.6.1 Asbestos Building Management .....	4
3.6.2 Working at Heights .....	4
3.6.3 The Height Safety Survey Report.....	4
3.6.4 Emergency Management.....	4
4.0 Reviews .....	4
4.1 Health and Safety Audits .....	4
4.2 Job Description Reviews.....	5
4.3 Health and Safety Management System Review .....	5
4.4 Due Diligence Checks.....	5
5.0 Staff Wellness Programme.....	5
6.0 Notifiable Injuries, Illnesses, Incidents and Events .....	5
7.0 Drug and Alcohol Testing .....	6
8.0 Health and Safety Annual Planner 2017 .....	6
9.0 Council Rolling Action List Update .....	6
9.1 Internal Audit.....	6
9.2 Student Placements.....	6
9.3 Student Behaviour Management .....	6
9.4 Employee Assistance Programme (EAP Services) .....	6
10.0 Council Due Diligence Visit Programme 2017.....	6
Appendix I Health and Safety Annual Planner .....	8
Appendix II Health and Safety Trends.....	9

## **1.0 Recommendation**

It is recommended that Council:

1. Receives the 2017 Health and Safety Annual Report.

## **2.0 Executive Summary**

This report is provided to assist Council in discharge of their responsibilities enabling them to exercise their due diligence under the Health and Safety at Work Act 2015.

The report captures information on what has transpired over this period and includes trend analysis in various areas. Highlights for the year include:

- Introduction of pre-qualification external contractors and student placement;
- Establishment of a strong Health and Safety Representative team; and
- Introduction of Drug and Alcohol Policy and Procedures.

## **3.0 Updates**

### **3.1 Policies and Procedures**

During this year the following policies and procedures have been published or reviewed and where applicable all training has been completed:

- Asset Management Policy
- Drug and Alcohol Policy and Procedure
- Health and Safety Policy
- Machinery Safe Usage Policy/Procedure (now called Plant and Equipment Safe Usage Policy / Procedure.
- Smoke Free Policy
- Fire Policy and Trial Evacuation Procedure (80% complete)
- First Aid Kits / Management
- Staff Induction Procedure
- Incident Report Form
- Positively Smokefree - All Campuses and sites (Information handout sheet).

### **3.2 Act and Regulation Changes**

With effect from 1 December 2017, the Hazardous Substances and New Organism Act 1996 (HSNO) has been incorporated into the Health and Safety at Work Act 2015.

### **3.3 Contractor Management/Inductions**

Pre-qualification of external contractors has commenced in Facilities Management and the Engineering and Applied Technology area. The Health and Safety Manager will retain final sign off all prequalification applications.

### 3.4 Staff Inductions

In 2017 this requirement was reviewed and we now have in place a comprehensive process that includes area induction, health and safety awareness sessions, and an all staff orientation programme which is run every quarter.

### 3.5 Workers Participation

The allowance paid to Health and Safety Representatives ceased this year. This resulted in some vacancies across all campuses. Over the year all vacancies were filled and training was completed as per the Health and Safety at Work Act 2015 requirements. In December the Chief Executive met and welcomed all health and safety representatives.

### 3.6 Identified Hazards and Risks

#### 3.6.1 Asbestos Building Management

The Director Facilities and Risk Management is reviewing the consultant's (Precise Consulting and Laboratory) proposal for asbestos management for Palmerston North and Whanganui campuses.

#### 3.6.2 Working at Heights

Training has been given to Facilities Management staff and is also being scheduled for the Trade and Technology Faculty within the first quarter of 2018.

#### 3.6.3 The Height Safety Survey Report

The draft report for Whanganui and Palmerston North campuses is being reviewed by the Director Faculties and Risk Management.

#### 3.6.4 Emergency Management

On 4 April 2017 due to extreme weather, the Emergency Management control centre was activated. The main campus affected was Whanganui, where a civil emergency was declared.

## 4.0 Reviews

### 4.1 Health and Safety Audits

The Health and Safety team have carried out 25 audits over 2017. This included spot and section audits along with incident investigations. Listed below are the areas audited along with two external consultant audits.

Areas	Location – Campuses
Hospitality	Palmerston North / Whanganui / Wairarapa
Trades – Furniture making	Palmerston North
Trades – Joinery	Palmerston North
Trades – Carpentry	Palmerston North
Trades – Engineering	Palmerston North
Trades – Panel and Paint	Palmerston North
Trades – Automotive	Palmerston North / Wairarapa (twice)

Areas	Location – Campuses
Trades – Construction (twice)	Wairarapa
Trades – C1.3.1 Workshop	Whanganui (twice)
Trades – Automotive	Whanganui
Nursing	Palmerston North
Hair and Beauty	Palmerston North / Wairarapa (twice)
Office Areas	Palmerston North / Wairarapa / Whanganui
Sports and Exercise	Palmerston North
Radiation Audit ( <b>external auditor ESP</b> )	Palmerston North
Building Cladding audit ( <b>external auditor</b> )	Palmerston North / Wairarapa / Whanganui
Health and Safety Internal audit ( <b>external auditor BECA</b> )	Palmerston North (affects all campuses)

#### 4.2 Job Description Reviews

All job descriptions have been reviewed and updated to reflect the Health and Safety at Work Act 2015.

#### 4.3 Health and Safety Management System Review

A system review was completed in August 2017 which identified gaps in our management system. This will be addressed with an upgrade to version three of Vault (our current health and safety management system). There will be a review of the system within two years to ensure that it is meeting our requirements.

#### 4.4 Due Diligence Checks

The Chief Executive and the Chief Financial Officer both carried out independent due diligence checks on External contractors who were working at heights on service delivery contracts on the Palmerston North Campus.

### 5.0 Staff Wellness Programme

Influenza inoculations were offered to all staff again this year and 120 employees (25.13%) participated in this programme across the three campuses.

### 6.0 Notifiable Injuries, Illnesses, Incidents and Events

There was one notifiable event in June this year. This occurred in the Applied Science Medical Imaging department and involved students who reported receiving an electric shock off x-ray machines. The outcome was it was caused by static electricity. WorkSafe have closed this event.

Notifiable Injuries/Illnesses	Nil
Notifiable Incidents	One

## 7.0 Drug and Alcohol Testing

The following table identifies testing that was done this reporting period.

Date	Area	Random	Reasonable Cause	Post Incident	Result
Oct	Automotive – Palmerston North	0	0	2	Negative

## 8.0 Health and Safety Annual Planner 2017

The updated Annual Planner is attached (ref: [Appendix I](#)). A Planner will be completed for 2018 covering 3 years once the internal audit report has been received from BECA the external auditor.

## 9.0 Council Rolling Action List Update

### 9.1 Internal Audit

BECA consultants have completed the internal health and safety audit. A draft report has been received with a final report due February 2018.

### 9.2 Student Placements

As part of due diligence, Council has approved a process for pre-qualification of other Person Conducting a Business or Undertaking (PCBU) when placement of students for work experience is required. The Health and Safety Manager will start working with the Faculties to commence this process.

### 9.3 Student Behaviour Management

Due to the number of incidents this year, we have introduced the Ministry of Education workshops for “Understanding Behaviour – Responding Safely”. A draft Proactive Model Response to Managing Risk (for staff) is currently being developed and will be part of the package.

### 9.4 Employee Assistance Programme (EAP Services)

The number of employees who utilised the Employee Assistance Programme (EAP) in 2017 is detailed in the Health and Safety Trends, along with national trend information supplied by EAP Services (ref: [Appendix II](#)).

## 10.0 Council Due Diligence Visit Programme 2017

The Council completed all due diligence visited to the Palmerston North, Whanganui and Wairarapa campuses. This programme will be continued and in 2018 will extend to include the Office of the Chief Executive (OCE) management group.

**Sylvie Hickton (Health and Safety Manager) for  
Leeza Boyce  
Chief Executive**

Date: 23 February 2018

**i) Appendices**

- Appendix I - Health and Safety Annual Planner
- Appendix II - Health and Safety Trends

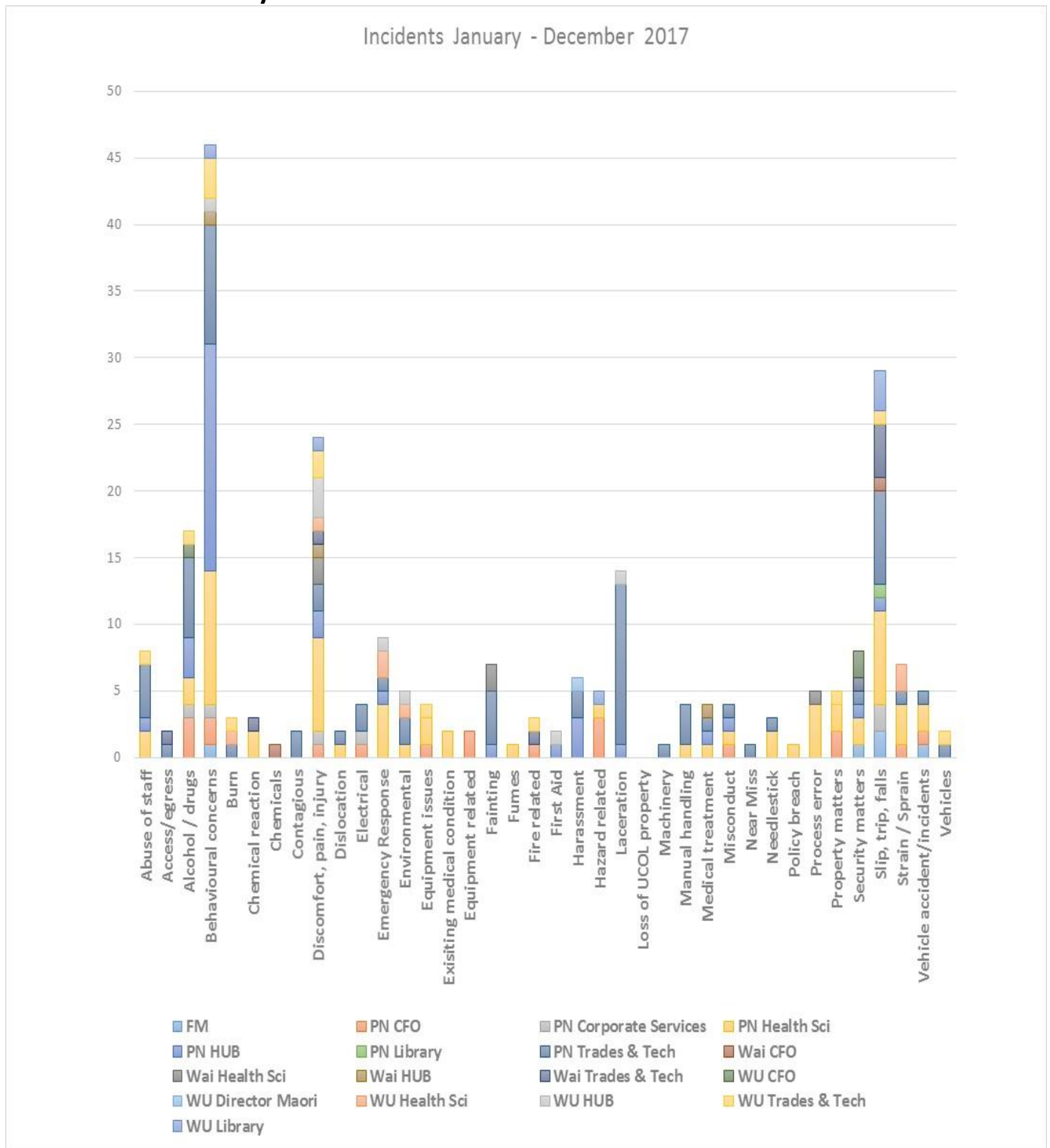
Health and Safety Annual Planner – Traffic Lights 2017			
As at 31 December 2017			
Task	Priority	Status	
Health and Safety Representatives – Finalisation of Expectations/Allowance		Completed	
Upskilling and Updating Council (understanding their responsibilities. Site visits 2017)		Completed	
Earthquake (completed) and Asbestos Buildings with FM due date 01/04/2018 (review/identification)		Not commenced	
Fire Wardens – Training/Confirmation groups		Completed	
Working Alone procedure		Completed	
Sports and Exercise – Review of procedures/risks		Completed	
Emergency Management systems/Rapid Response programme		Not commenced	
Trades Review – Emergency Evacs/Inductions/Hazard/Risk Register		Completed	
Contractor Management Review includes Pre-qualifications		Completed	
Utilization of other sites outside UCOL – Risk Assessment		Completed	
Special Needs HandS requirements’ – review application stages.		Completed	
Incident/Investigation upskilling – Managers/Staff		Completed	
Update Intranet Health and Safety sections		Completed	
Policy reviews – update to reflect HSWA and procedures.		Completed	
Health and Safety Induction process – Staff/Contractors		Completed	
Update HandS Dashboard and reporting functions		Completed	
Review platform for managing Health and Safety policy and procedures.		Completed	
Hazard/Risk Register – check documentation on system/s		Completed	
Fire Drills – check current system		Completed	
Review Crisis trauma policy and desk top training live simulation.		Not commenced	
Contingency Plans updating		Not commenced	
Update Health and Safety responsibilities in Job Descriptions		Completed	
Upskill managers, tutors, H&S Reps re understanding their responsibilities and requirements (on-going)		Completed	
Status Definitions		Not commenced	Completed
Traffic Lights:	Not commenced	started	completed

As commenced but not completed tasks are on-going, they are now part of our standard operating procedures and show as completed.

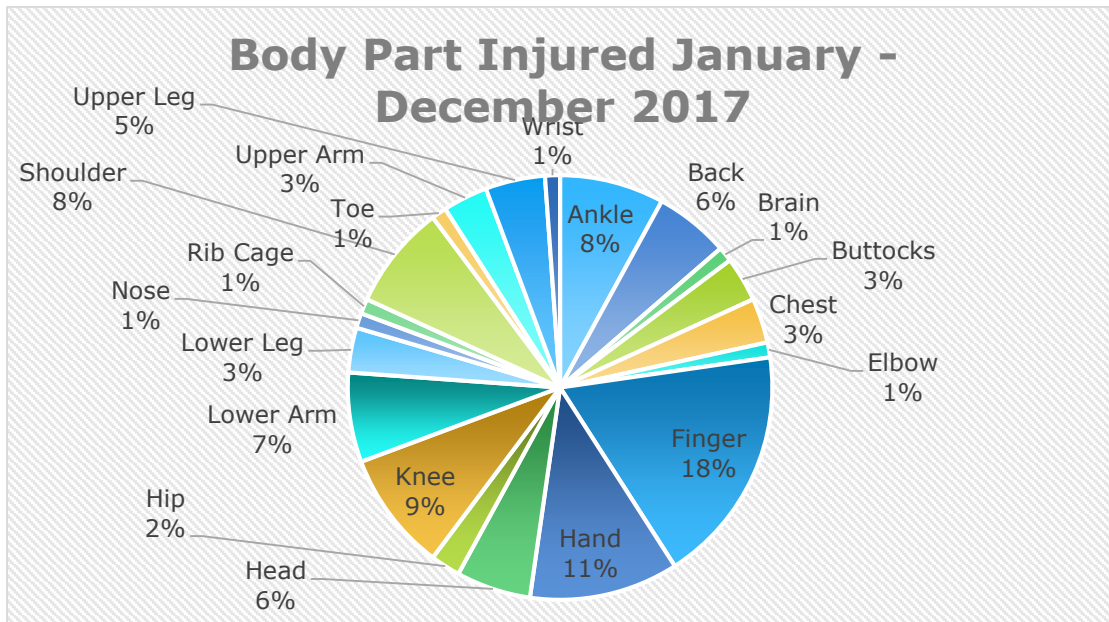
The Fire Warden training was delivered by Facility Management in November 2017. This training is done internally and not by an external provider. The Hazard / Risk registers are part of the internal audit review and Contingency plans will be completed following the Emergency Management review.



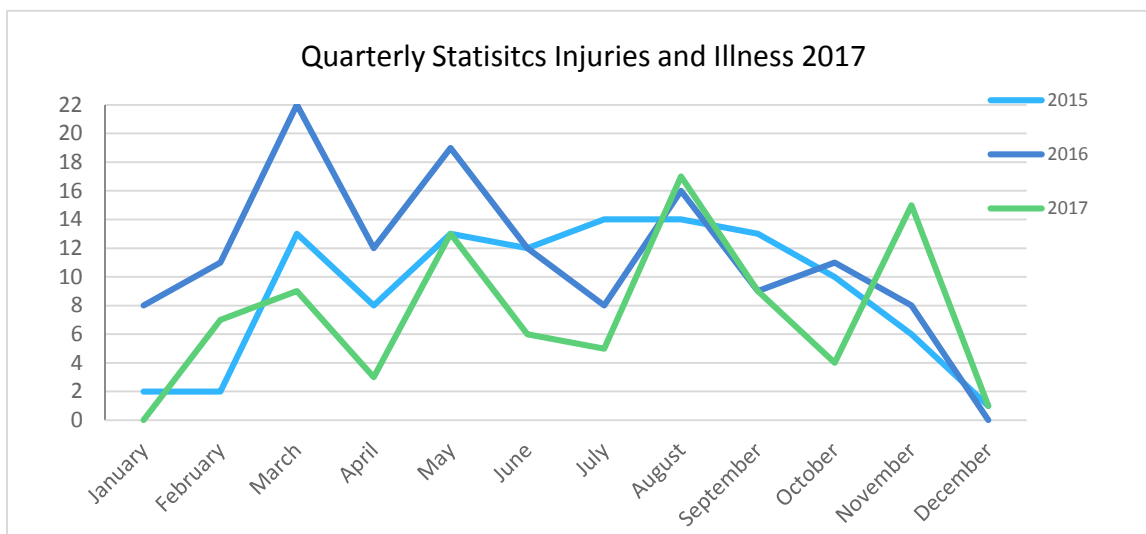
### Health and Safety Trends



Palmerston North (PN) Hub had 17 behavioural issues and PN Health Science had 10. Slips, trips and falls are still the largest group of incidents overall with PN Trades and Technology and PN Health Science both having 7 incidents in 2017, all were minor. PN Trades and Technology had 12 lacerations with some requiring medical treatment, however most were minor.



The highest injured body parts over the year are finger, hand, upper/lower arm and shoulder. The majority of these incidents were minor.

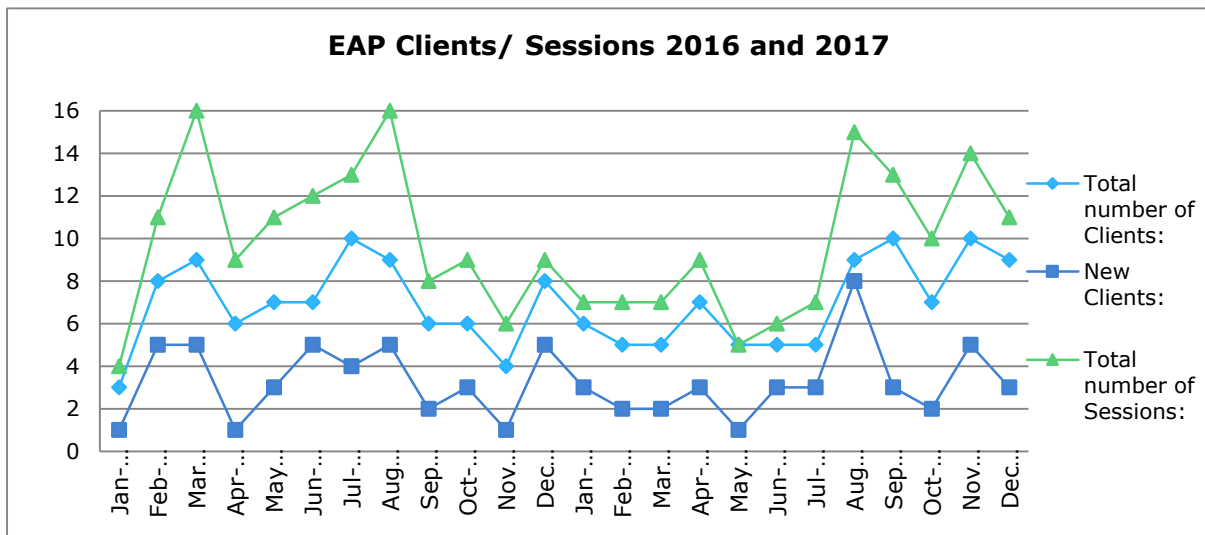


There was a spike in injuries and illnesses during November 2017 due to slips, trips and falls. December 2017 shows a significant decrease due to the end of the 2017 semester. Compared with previous years 2017 is showing a downward trend of injuries in the workplace.

### Employee Assistance Programme (EAP Services)

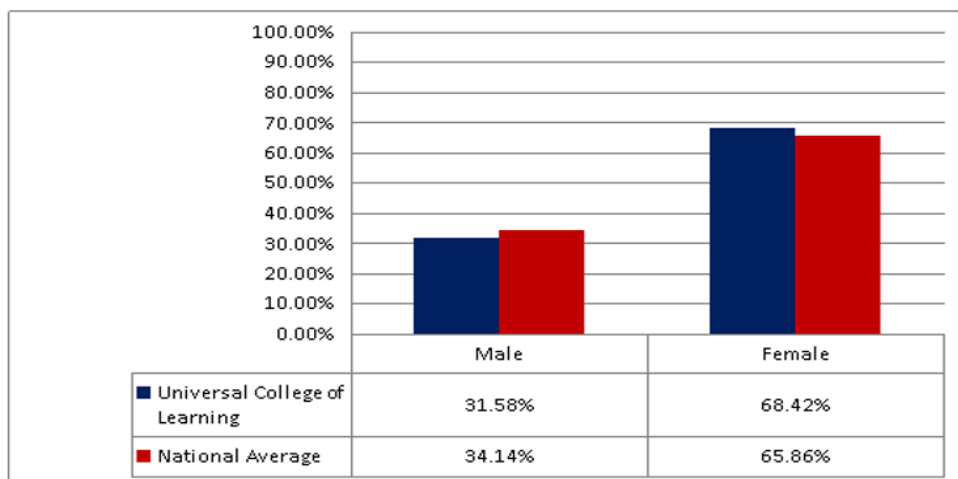
EAP usage has increased during 2017 in comparison with 2016. The main areas above the national average are – Career and workplace issues, anxiety, family and personal issues. These observations are weighted due to the composition of staff.

**(National average = All organisations throughout NZ that have programme with EAP)**



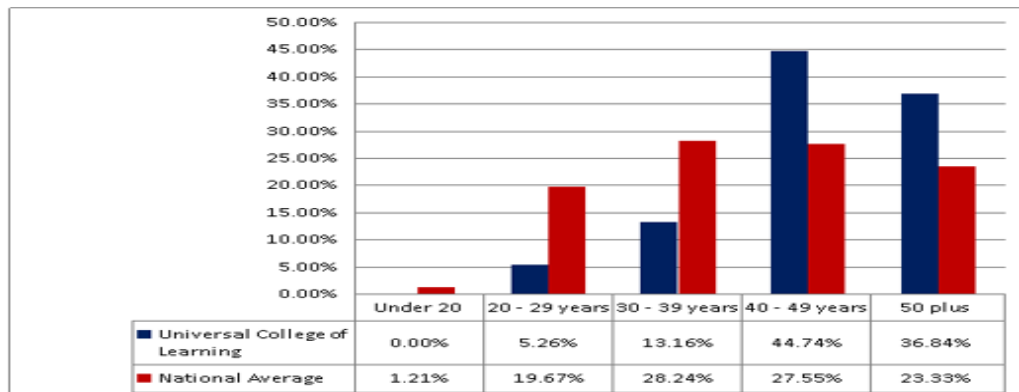
### National trend analysis based on gender

Male	Female
12	26



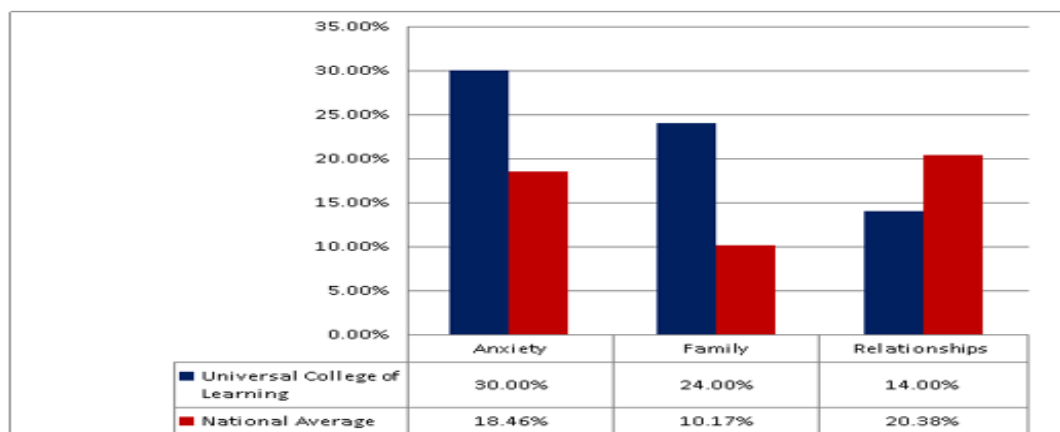
National trend analysis based on age group:

No. of Clients	Age Group	Percentage	National Average
0	Under 20	0.00%	1.21%
2	20 - 29 years	5.26%	19.67%
5	30 - 39 years	13.16%	28.24%
17	40 - 49 years	44.74%	27.55%
14	50 plus	36.84%	23.33%



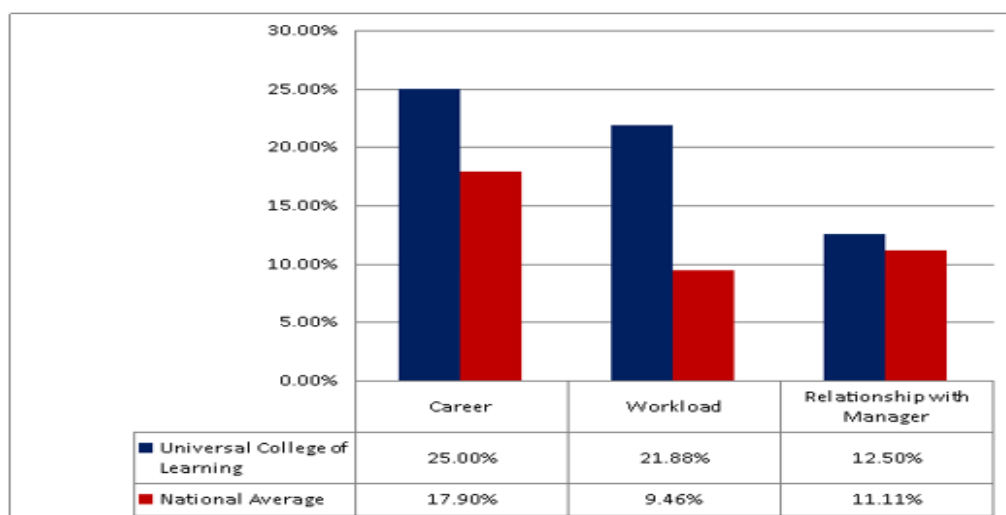
National trend analysis based on personal issues:

Personal Issues	Total	Percentage
Abuse	1	2.00%
Anxiety	15	30.00%
Confidence	2	4.00%
Depression	2	4.00%
Family	12	24.00%
Financial	2	4.00%
Grief	2	4.00%
Health/Medical	3	6.00%
Parenting	1	2.00%
PTSD	1	2.00%
Relationships	7	14.00%
Trauma	2	4.00%



### National trend analysis based on all workplace issues

Work Issues	Total	Percentage
Career	8	25.00%
Discipline	1	3.13%
Environment	3	9.38%
Performance	1	3.13%
Redundancy	3	9.38%
Relationship with Co-Worker	2	6.25%
Relationship with Manager	4	12.50%
Restructuring	2	6.25%
Work Hours	1	3.13%
Workload	7	21.88%



### Occupational Nurse Services

Due to an internal review, there were two providers of Occupational Nurse services to UCOL during 2017. OK Health Services Limited took over the service from our previous providers, Midway Health Services on 1 October 2017.

### OK Health Services Limited period 1 October to 31 December 2017

OK Health Service’s main focus has been workplace assessments and personal consultations. The checks have covered blood pressure checks, hearing checks and health monitoring.

Site of assessment	Count of Health Monitoring	Count of Personal Consultation	Count of Personal WOF	Count of Rehab-Assessment and follow up	Count of workplace Assessment New Starter	Count of workplace Assessment – Standard	Count of workplace Assessment – Follow up	Count of WPA DPI New Notification
Wairarapa		2	3			2	4	1
Palmerston North		17	4	1	3	26	17	8
Whanganui	1	2	3			6	1	
<b>Grand Total</b>	<b>1</b>	<b>21</b>	<b>10</b>	<b>1</b>	<b>3</b>	<b>34</b>	<b>22</b>	<b>9</b>

### Midway Health Services 1 January to 30 September 2017

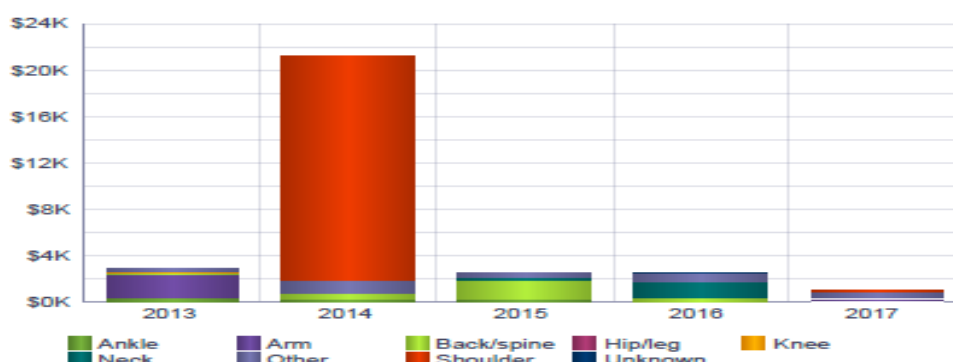
The health and safety communication area covered a lot of different activities. This included the administration associated with the visits by the Occupational Health Nurse. A breakdown of this area was provided in the last quarterly report.

Type of Consultation	PN	Wg	Wai	Total
<b>Computer Workplace Assessment</b> - new staff or those requiring monitoring	23	10	7	40
<b>Health and Safety communications</b> - primarily with managers, or for miscellaneous communication with employees not falling into the other categories noted in this report	89	65	5	159
<b>Personal health</b> - BP monitoring for GP; stress issues; other clinical concerns	33	10	0	43
<b>Work related consultations</b> - reports of DPI / niggles / other task issues	14	1	0	15
<b>Heart health checks</b> - includes a specific programme; BP; height; weight; total cholesterol and blood sugar levels	1	1	0	2
<b>Audiometry (hearing) Tests</b>	23	0	0	23
<b>Spirometry (Lung function Tests)</b>	0	0	0	0
<b>Skin Assessments - hairdressing / beauty</b>	0	0	0	0
<b>Total Consultations YTD 2017</b>	<b>183</b>	<b>87</b>	<b>12</b>	<b>282</b>
<b>Referrals - Personal health</b> - BP monitoring for GP; stress issues; other clinical concerns	2	0	0	2
Referrals - Audiometry (hearing) Tests	2	0	0	2
<b>Total Referrals YTD 2017</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>

### ACC – Claims statistic for UCOL over a five year period.

The following statistical data covers 5 years which allows for a comparison against different years. The Experience Rating levy is impacted by the costs of each type of injury UCOL's discount from the Experience Rating Programme for 2015/2016 was -39.56%, 2016/2017 - 27.55% and for 2017/2018 it has been set at -32.98%.

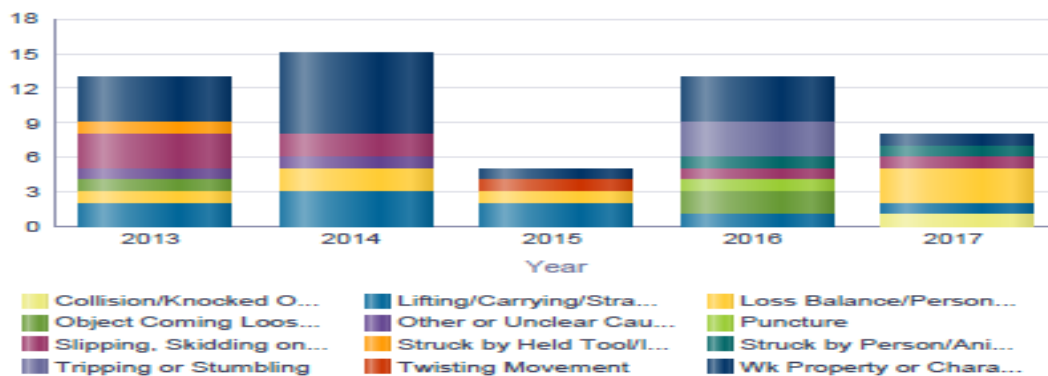
Primary Injury Site Group	Claim Count	Calendar Year				
		2013	2014	2015	2016	2017
Ankle	\$484	\$274	\$84	\$84		\$43
Arm	\$2,178	\$1,947				\$232
Back/spine	\$2,570	\$87	\$479	\$1,704	\$300	\$0
Hip/leg	\$74	\$74				
Knee	\$141	\$86	\$56			
Neck	\$1,633	\$127		\$166	\$1,309	\$32
Other	\$3,049	\$337	\$1,116	\$547	\$687	\$362
Shoulder	\$20,135	\$100	\$19,479	\$113		\$443
Unknown	\$129	\$0	\$33		\$96	
<b>Grand Total</b>	<b>\$30,394</b>	<b>\$3,031</b>	<b>\$21,246</b>	<b>\$2,613</b>	<b>\$2,393</b>	<b>\$1,111</b>



### Claim Profile by Injury Cause

This group of ACC statistics identify ‘work property or characteristics’ as the main area of incidents. In 2017, significant progress has been made to reduce risks in the workplace reflected in the reduction of injuries from 13 to 8.

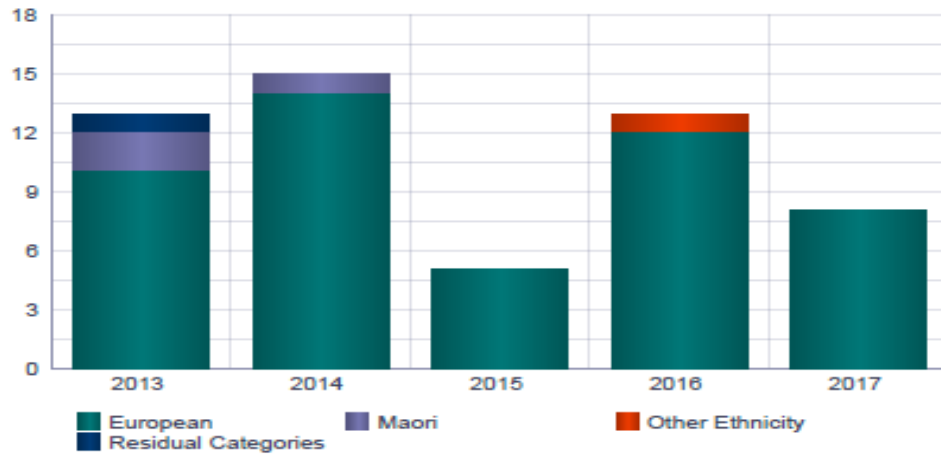
Injury Cause	Claim Count	Calendar Year				
		2013	2014	2015	2016	2017
Collision/Knocked Over by Obj	1					1
Lifting/Carrying/Strain	9	2	3	2	1	1
Loss Balance/Personal Contrl	7	1	2	1		3
Object Coming Loose/Shifting	3	1			2	
Other or Unclear Cause	2	1	1			
Puncture	1				1	
Slipping, Skidding on Foot	7	3	2		1	1
Struck by Held Tool/Implement	1	1				
Struck by Person/Animal	2				1	1
Tripping or Stumbling	3				3	
Twisting Movement	1			1		
Wk Property or Characteristics	17	4	7	1	4	1
<b>Grand Total</b>	<b>54</b>	<b>13</b>	<b>15</b>	<b>5</b>	<b>13</b>	<b>8</b>



The following ACC statistics are by ethnicity, gender and age group at time of accident. Based on the following data the greatest group at risk for UCOL are European ethnicity and females within the age group of 55 to 59 years old. This reflects the demographics of the UCOL workforce, and is, therefore, unsurprising.

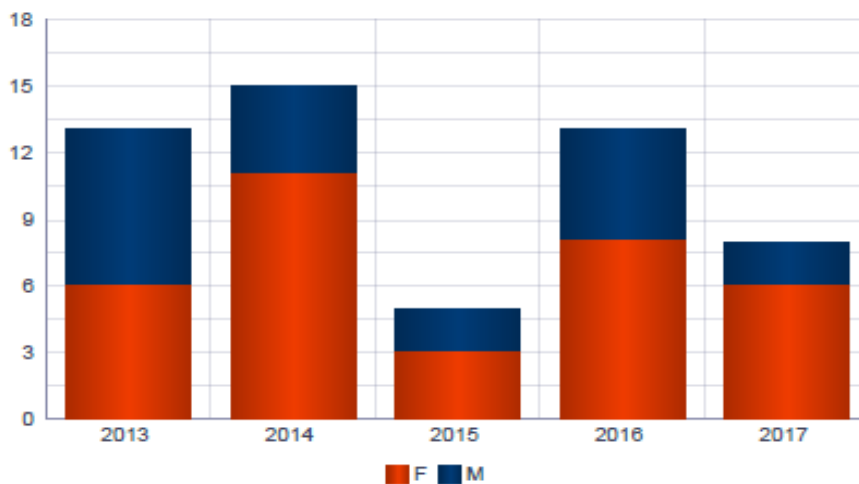
### Profile by Ethnicity Prioritised

Ethnicity Prioritised	Claim Count	Calendar Year				
		2013	2014	2015	2016	2017
European	49	10	14	5	12	8
Maori	3	2	1			
Other Ethnicity	1				1	
Residual Categories	1	1				
<b>Grand Total</b>	<b>54</b>	<b>13</b>	<b>15</b>	<b>5</b>	<b>13</b>	<b>8</b>



### Claim Profile by Gender

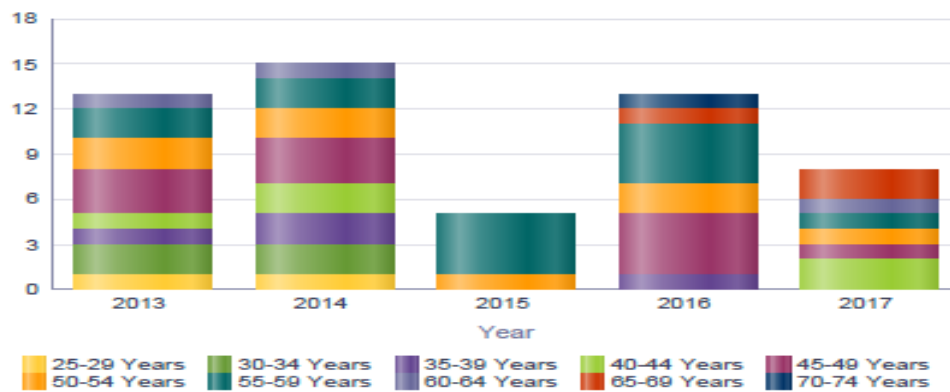
Gender	Claim Count	Calendar Year				
		2013	2014	2015	2016	2017
F	34	6	11	3	8	6
M	20	7	4	2	5	2
<b>Grand Total</b>	<b>54</b>	<b>13</b>	<b>15</b>	<b>5</b>	<b>13</b>	<b>8</b>





### Claim Profile by Age at Accident

Age at Accident (5 year bands)	Claim Count	Calendar Year				
		2013	2014	2015	2016	2017
25-29 Years	2	1	1			
30-34 Years	4	2	2			
35-39 Years	4	1	2		1	
40-44 Years	5	1	2			2
45-49 Years	11	3	3		4	1
50-54 Years	8	2	2	1	2	1
55-59 Years	13	2	2	4	4	1
60-64 Years	3	1	1			1
65-69 Years	3				1	2
70-74 Years	1				1	
<b>Grand Total</b>	<b>54</b>	<b>13</b>	<b>15</b>	<b>5</b>	<b>13</b>	<b>8</b>



### Heat-map Profile (JCAD) - Health and Safety Related

The table below covers all hazards/risks identified and reported into the Health and Safety system over the 2017 reporting period.



#### Detailed Risk Information

Current Rating	Ref	Risk Description	Assigned	Review
12	HS0012	Failure to meet the requirements of the Health and Safety at Work Act 2015 could result in reputational damage.	Sylvie	6/02/2018
9	HS0013	Saturation or overabundance of Health and Safety policies, procedures, and forms and Standard Operating procedures.	Sylvie Hickton	6/02/2018
9	HS0014	Poor organisational culture (buy-in) relating to health and safety, including duties of due diligence / responsibilities for workers and officers. Not understanding their responsibilities under the Act and various regulations	Sylvie Hickton	6/02/2018
9	SS0006	Managing at-risk students - self harm, harm to others, or property	Nicky Van der Bergh	16/09/2017
9	TRT0001	Injury from use of Plant, Equipment, Tools, & Engines	Danny Reilly	18/12/2017
9	TRT0003	Injury from use of welding plant, equipment, or associated processes	Danny Reilly	19/12/2017
9	TRT0005	Student with impaired motor skills - risk of injury	Danny Reilly	19/12/2017
8	DIR0013	Failure to undertake appropriate pre-employment tests; Police Criminal Conviction Check; Police vetting in relation to the Vulnerable Children's Act (VCA); testing as per UCOL's Alcohol and Drug Policy. Failure to ensure that the appropriate tests are carried out could result in unsuitable candidates being employed who could cause harm to students, and is a reputational risk to UCOL.	Nicky Sawers	1/03/2018
6	TRT0004	Injury to visitors or non Trades staff who want to enter the workshops	Danny Reilly	2/01/2018
6	TRT0006	Injury from use or handling of Hazardous Materials	Danny Reilly	16/12/2017