

Audit Tool Element	Element Objective	Findings	Recommendations	Responsibility	<a href="#">Current Action Plan Objective and Target Date</a>
<p><b>One – Commitment to safety management practices</b></p>	<p><i>GWRC is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace</i></p>	<p>With our new CEO GWRC’s core health and safety management system policies need to be updated to incorporate his sign-off.</p> <p>This review could be used to strengthen GWRC’s statements of intent to meet the principles of ‘due diligence.’</p>	<p>Complete a review of the GWRC policy and ensure sign-off by ELT and CEO.</p>	<p>R – CEO A – GM P&amp;C, Senior H&amp;S Advisers C – ELT, HSAG</p>	<p>Safe System – Aligned <i>June 2015</i></p>
		<p>Work with the CEO to review the H&amp;S Policy and KESAW to craft a new introductory message for the front section.</p>	<p>R – CEO A – GM P&amp;C, Senior H&amp;S Advisers C- ELT, HSAG</p>	<p>Safe System – Aligned <i>June 2015</i></p>	
		<p>Strengthen statements in the H&amp;S policy and KESAW relating to GWRC commitment to ensure we meet the recognised principles of ‘due diligence’ with regards to health and safety.</p>	<p>R- GM P&amp;C A – Senior H&amp;S Advisers C- ELT, HSAG</p>	<p>Safe System – Aligned <i>June 2015</i></p>	
		<p>While the P4P system provides an opportunity to track managers performance against specific health and safety objectives and the monthly ELT report tracks overall organisational health and safety performance, there is room to improve processes around monitoring managers’ performance against specific responsibilities as defined in various key HSMS documents. HaSMIS should be configured to monitor these responsibilities by providing dashboards and automated reporting.</p>	<p>Once the new HaSMIS has been selected, determine whether it is possible to configure the system to provide automated reports and dashboard monitoring of manager HSMS accountabilities/performance.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Advisers</p>	<p>Safe System – Improved <i>July 2015</i></p>
		<p>There have been several training and development opportunities for senior managers and several senior managers have also attended health and safety workshops and conferences. There is an opportunity to develop a more structured approach for on-going health and safety training and development for senior managers and people leaders.</p>	<p>Develop and implement a health and safety training programme for all GWRC people leaders.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Advisers</p>	<p>Safe People – Capable <i>December 2015</i></p>

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Two – Planning, review and evaluation	GWRC is able to demonstrate a focus on continuous improvement through a systematic approach to occupational health and safety that includes setting specific objectives, establishing and supporting systems or programmes to achieve objectives, regular review of progress and evaluation of outcomes.	<p>At an organisational level, GWRC can demonstrate robust organisational health and safety planning and review.</p> <p>Health and safety planning at the business area<sup>1</sup> level varies in extent and format. It was pleasing to see that for most plans there had been regular review of progress against objectives.</p>	<p>Establish where across the organisation health and safety plans that set out specific objectives for a business area are being developed and maintained. Review plans including reviews for their progress towards the stated objectives.</p>	<p>R – Senior H&amp;S Adviser A – GM’s S – Dept Managers, Elected H&amp;S Reps</p>	<p>Safe Workplaces - Coordinated <i>June 2015</i></p>
		<p>The process for reviewing the effectiveness of GWRC’s overall hazard management system is poorly defined as a process in both KESAW and the GWRC Hazard Management Policy. However there has been a variety of very useful and positive review exercises and activity that could be captured as a documented process.</p>	<p>Review the <a href="#">GWRC Business Area for Health and Safety Planning Guideline</a>. Work with business groups to consistently implement the use of the plan template. This could be a configuration opportunity to be included in the set-up of the new HaSMIS.</p>	<p>R - GM P&amp;C A – GM’s &amp; Senior H&amp;S Adviser S – Elected H&amp;S Reps I – Dept Mgrs</p>	<p>Safe System – Improving <i>July 2015</i></p>
		<p>Up until recently the processes and practices for identifying, communicating and confirming compliance with current health and safety legal requirements has been functioning relatively well. However with the pending workplace health and safety legislative changes (Act and regulations) more strategic communication and compliance processes will need to be developed and implemented.</p>	<p>Continue to ensure the organisation is kept up-to-date with the requirements of the pending workplace health and safety legislative.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser I - Managers</p>	<p>Safe People – Informed <i>September 2015</i></p>

<sup>1</sup> The term “business areas” refers to teams or departments who have similar or identical levels of potential health and safety risk under the responsibility of the same General Manager. The teams or departments can be grouped together to have one operational plan which covers those teams or departments. Where the business area covers two or more departments, the Department Manager remains accountable for health and safety risks within their department. Where the business area covers two or more teams within a department or across departments, the Team Leaders and Department Managers remain accountable for the health and safety risks within their teams/departments. (From KESAW)

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<b>Three – Hazard identification, assessment and management</b>	<i>GWRC has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which the employer has authority or influence.</i>	<p>Multiple business areas (e.g. Environmental Science, Biodiversity, and Sustainable Transport) had some form of hazard and risk register relating to their routine work and worksites. These registers had all been reviewed and revised recently. Additional work is required to complete the risk classification or identified controls for some worksites.</p>	<p>Continue the work at business area level to complete the development of health and safety risk registers.</p>	<p>R – GM P&amp;C  A – Senior H&amp;S Adviser, GM's</p>	<p>Safe System – Targeted  <i>April 2015</i></p>
		<p>The majority of business areas undertaking higher risk work had health and safety training in place as part of their risk management, particularly where an external course and/or specific qualifications were required. There is a need to ensure this practice is completed for all roles that perform higher risk tasks (e.g. driver training when a staff member is expected to drive a GWRC vehicle for work purposes) even if it is predominantly office based.</p> <p>This will be an important configuration requirement for the new HaMIS to ensure consistency and consolidation. This will be particularly important for areas such as controls, PPE, training and health monitoring.</p>	<p>Ensure the opportunity is taken with the final configuration of the new HaSMIS to drive a consistent methodology for capturing and managing of health and safety risk management information for all business areas.</p>	<p>R – GM P&amp;C  A – Senior H&amp;S Adviser</p>	<p>Safe System – Improving  <i>July 2015</i></p>
		<p>There is opportunity to improve the connection between occupational health monitoring results from across the organisation to inform the review of the hazard and risk management processes.</p>	<p>Promote the existence and use of the <a href="#">writeable Job Safety Sheet (JSR)</a>, now available on the GWennie Health and Safety pages, to assist with routine health and safety planning for work.</p>	<p>R - GM P&amp;C  A – Senior H&amp;S Adviser  I – Managers, Elected H&amp;S reps</p>	<p>Safe People – Capable  <i>March 2015</i></p>

		<p>There is a need to develop and deliver refresher training to staff – both field staff and managers – in the practices and methods for effectively identifying and managing the hazard/s and risk/s associated with their work. Improvements can be made in both work planning and site management.</p> <p>The Site Safe Passport and Site Supervisor training course were recommended as suitable training courses for field based roles and staff who have responsibilities for worksites involving others e.g. contractors, volunteers, other GWRC departments.</p> <p>Need to consider a centrally accessible information source on the main hazardous substances that are used across the organisation and associated safety information (Safety Data Sheet's – SDS's).</p> <p>Need to update the external expertise information and the process for accessing their assistance in the Hazard Management Policy.</p> <p>When buying or replacing or designing equipment, we need to reinforce the importance of incorporating health and safety requirements into the planning stages of that design or procurement to ensure that we maximise the opportunity to design/buy safe equipment.</p>	<p>Consider the opportunity through HaSMIS, Sharepoint or GWennie to create central access points for manufacturer's health and safety information for hazardous substance work.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser</p>	<p>Safe System – Improving <i>July 2015</i></p>
		<p>When reviewing the Hazard Management Policy update sections relating to:</p> <ul style="list-style-type: none"> <li>• Current information on and access to external expertise</li> <li>• The requirement for all positions to have identified health and safety training needs relevant to their health and safety risk profile</li> <li>• Incorporating consolidated occupational health monitoring results into the review of the hazard management process</li> <li>• Defining what is covered in hazard and risk management training for staff in different types of role/ incorporating site supervision training where necessary</li> <li>• Reviewing process requirements for the inclusion of health and safety planning in the design and/or procurement of equipment</li> </ul>		<p>R – GM P&amp;C A – Senior H&amp;S Adviser</p>	<p>Safe System Aligned &amp; Targeted <i>December 2015</i></p>
		<p>Shed 39, unlike other GWRC sites, does not maintain a visitor register. A visitor register is important for recording the presence of supervised visitors coming into Shed 39, particularly those that are going through into the public areas such as Meeting Room 1, Chambers, Committee Room and Executive area.</p>	<p>Review the need and possible solution for a visitor register for Shed 39.</p>	<p>R – GM P&amp;C A – Manger F&amp;S, Senior H&amp;S Adviser I – Shed 39 staff</p>	<p>Safe Workplace – Managed <i>April 2015</i></p>

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<b>Four – Information, training and supervision</b>	<i>GWRC will ensure that all employees are informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace. The employer will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials</i>	<p>There are still weaknesses in the health and safety induction processes for new staff and others working in GWRC offices. The current action plan is to have this work completed by December 2015.</p>	<p>Complete the planned update of GWRC health and safety Induction processes.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser</p>	<p>Safe People – Capable <i>December 2015</i></p>
		<p>Health and safety training plans were evident in parts of the organisation that routinely complete safety critical work – e.g. working at heights, 4WD. There was little or no evidence of health and safety being considered for lower risk work. There is a need to better manage the release and promotion/socialisation of revised or new health and safety systems documentation and information to ensure staff are aware of their responsibilities.</p>	<p>Complete training needs analysis for specific roles. Establish a robust system to ensure that training is delivered and where necessary competence is appropriately assessed.</p>	<p>R – GM's A – Dept Mgr, Senior H&amp;S Advisers</p>	<p>Safe People – Capable <i>July 2015</i></p>
		<p>The new GWennie should help to link necessary information and documents together relevant to specific subjects.</p>	<p>Complete the health and safety communication plan, including the promotion of new or revised health and safety management system documentation and other significant health and safety information.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Advisers I – ELT, HSAG &amp; Elected H&amp;S Reps</p>	<p>Safe People – Informed <i>March 2015</i></p>

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<b>Five – Incident and injury reporting, recording and investigation</b>	<i>GWRC has an active reporting, recording and investigation system that ensures incidents and injuries are reported and recorded, and the appropriate investigation and corrective actions are taken. The terms incidents and injuries in this context include all "near miss" or "near hit" events, work-related illnesses and injury events that harmed or might have harmed any employee during the course of their work.</i>	<p>All staff members involved in the self-assessment had completed the ICAM's investigation training course. They have found the skills and methodology applicable in their work beyond health and safety.</p> <p>They expressed a desire to refresh and build on their investigation skills by working with other investigators on investigations and reviewing completed investigations.</p>	<p>Routinely bring together staff trained as ICAM investigators to share learnings and build skills.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser S – GM's I – ICAM investigators</p>	<p>Safe People - Capable <i>First time March 2015 then ongoing</i></p>
		<p>They commented that they had to chase people to close off agreed actions. This would benefit from an effective organisational wide system for tracking the completion of agreed actions, including the ability for oversight from senior managers.</p>	<p>Continue to make use of opportunities for <a href="#">ICAM Investigators</a> to participate/collaborate/support investigations in other parts of the organisation.</p>	<p>R – GM's A – GM's &amp; Senior H&amp;S Adviser S – Dept Mgrs I – ICAM Investigators</p>	<p>Safe Workplace – Managed <i>Ongoing</i></p>
		<p>Easy access to the incident/hazard report form was also discussed to ensure incidents are quickly and accurately reported and recorded.</p>	<p>Ensure that the opportunity is taken with the configuration of the new HaSMIS to create, track and report on workflows associated with corrective actions and accountabilities.</p>	<p>R - GM P&amp;C A – Senior H&amp;S Adviser</p>	<p>Safe System – Improving <i>June 2015</i></p>
		<p>Business areas need to document (e.g. meeting minutes, file notes) when incident investigation reports and recommendations have been reviewed with corrective actions agreed and assigned.</p>	<p>Work with the Communications Department to create a Writeable PDF version of the incident/hazard report form.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser, Communications</p>	<p>Safe People – Capable <i>March 2015</i></p>
		<p>Business areas need to document (e.g. meeting minutes, file notes) when incident investigation reports and recommendations have been reviewed with corrective actions agreed and assigned.</p>	<p>Implement periodic reviews of business area incident investigations – including findings, recommendations and corrective actions.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser I &amp; S - Managers</p>	<p>Safe Workplace – Managed <i>June 2015</i></p>

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<b>Six – Employee participation in health and safety management</b>	<i>GWRC will ensure that all employees have ongoing opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe workplace practices.</i>	<p>The opportunities for employee engagement continues to be very good across the organisation from worksite level through to the Health and Safety Advisory Group (HSAG).</p> <p>The make-up of the membership of the HSAG has been reviewed following Water Supply moving to Wellington Water with a new business area and General Manager representatives coming onto the group.</p> <p>GWRC is operating with a full contingent of Elected Employee Health and Safety Reps and all reps have received training in the last 12 months.</p>	<p>Continue to work with Elected Health and Safety Reps to identify opportunities for their input and participation in the development of health and safety resources, processes and capability amongst staff.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser, Convenor Elected H&amp;S Reps, Elected H&amp;S Reps</p>	<p>Safe People – Capable &amp; Informed <i>Ongoing</i></p>
<b>Seven – Emergency planning and readiness</b>	<i>GWRC has an effective emergency plans to manage emergencies likely to occur within any part of the organisation's operation and to comply with legislative requirements.</i>	<p>Evacuation trials for Shed 39 have been managed by CentrePort and have occurred at 6 monthly intervals.</p> <p>While Shed 39 Fire Wardens have received short course training in their role, they have not reviewed their roles and responsibilities through the process in the <a href="#">GWRC – Internal Fire Warden Refresher Training Guideline</a>.</p>	<p>Ensure copies of the trial evacuation reports and debrief from Safety First (CentrePort's Fire Safety and Evacuation Management contractors) are obtained and held on file by the Chief Fire Warden.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Rep, Shed 39 Chief Fire Warden</p>	<p>Safe Workplace – Managed <i>On-going</i></p>
		<p>Emergency information is up and displayed around Shed 39 but could benefit from a review.</p>	<p>Review and update the Emergency/Health and Safety information posters for Shed 39.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser, Manager F&amp;S</p>	<p>Safe People – Informed <i>April 2015</i></p>
		<p>It was also pointed out that many of the staff originally trained to support the Evac Chair situated on Level 5 of RCC no longer work near its new location on the 1<sup>st</sup> floor at Shed 39.</p>	<p>Arrange for additional Evac training. Promote to staff who would like a refresher or become trained.</p>	<p>R – GM P&amp;C A – Senior H&amp;S Adviser</p>	<p>Safe People – Capable <i>April 2015</i></p>

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		Several staff have refreshed their First Aid training through one of the recent pilot Outdoor/Survival – Workplace First Aid refresher courses. These courses included scenarios associated with remote and/or lone working situations. The feedback from these courses has been very positive and it will be worthwhile to organise refresher training for all staff who perform field based work.	Add the ‘Outdoor/Survival-Workplace First Aid’ refresher course to the core training programmes – including drafting a course information sheet to go on the Training Hub.	R – GM P&C A – Senior H&S Adviser, Trainer Co-ordinator	Safe People - Capable <i>February 2015</i>
		The content of the emergency cabinets have not been reviewed since moving to Shed 39. This needs to be completed including a review of Pandemic Plan supplies to ensure that the cabinets can support responses to a broader range of potential emergencies.	Complete a review and restock of the Emergency Cabinets in Shed 39.	R – GM P&C A – Senior H&S Adviser, Manager F&S	Safe Workplace – Planned <i>May 2015</i>
<b>Eight – Protection of employees from on-site work undertaken by contractors and sub-contractors</b>	<i>GWRC has a systematic approach to ensure that contractors, subcontractors and their employees do not cause harm to the employees of the principal while undertaking the work required by the contract.</i>  <i>(NB: There are other specific duties required of the employer as a principal under the</i>	There is increasing evidence of staff undertaking health and safety planning, including agreed risk identification and controls, when engaging contractors.	Continue coaching staff managing contractors/sub-contractors.	R - GM P&C A – Senior H&S Adviser I & S – Managers	Safe Workplace – Planned <i>June 2015</i>
		There is a need to ensure this information is captured in the Qualified Contractor Database. This will help to strengthen the quality of these working relationships and avoid unnecessary future rework.	Socialise, promote and provide access to the Qualified Contractor Database via GWennie.	R – GM P&C A – Senior H&S Adviser I & S - Managers	Safe Workplace - Planned <i>June 2015</i>
		There was some concern with contractors working in Shed 39, particularly those engaged by CentrePort as the landlord. It was felt that there is an opportunity to review	Confirm with CentrePort the induction process for contractors working in Shed 39.	R – GM P&C A – Senior H&S Advisor, Manager F&S	Safe Workplace – Coordinated <i>April 2015</i>



	<i>terms of the health and safety in employment legislation that are not part of this programme's requirements.)</i>	how they set up their temporary worksites to ensure they do not expose staff to unnecessary risks from their activities. There is a need to confirm the induction process for contractors working in Shed 39.			
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