

Report 15.95  
Date 3 March 2015  
File E/12/04/04

Committee Risk and Assurance Committee  
Author Leigh-Anne Buxton, General Manager, People and Capability

## Health and Safety Self-Assessment Review

### 1. Purpose

To provide the Risk and Assurance Committee (the Committee) with an update on the recent review of our health and safety management system.

### 2. Background

Greater Wellington Regional Council (GWRC) participates in the ACC Workplace Safety Management Practice (WSMP) programme. We are currently assessed at tertiary level in this programme which means we receive a 20% discount on our ACC levies.

A requirement of our on-going participation in the programme is an annual self-assessment of our health and safety management system to review and improve the application of this system across the organisation. This year we reviewed the application of the health and safety management system at Shed 39 as Shed 39 will be the location of the 2015 bi-annual external ACC audit.

The review was conducted by health and safety representatives from across the organisation and a PSA organiser. The review team used our audit tool, which is based on the ACC WSMP audit tool, to identify findings and recommendations for improvement. A copy of the self-assessment report is attached as **Attachment 1**.

### 3. Comment

The self-assessment report identifies the eight elements of the ACC WSMP audit tool and the objective of each element. This is identified in columns one and two of the table.

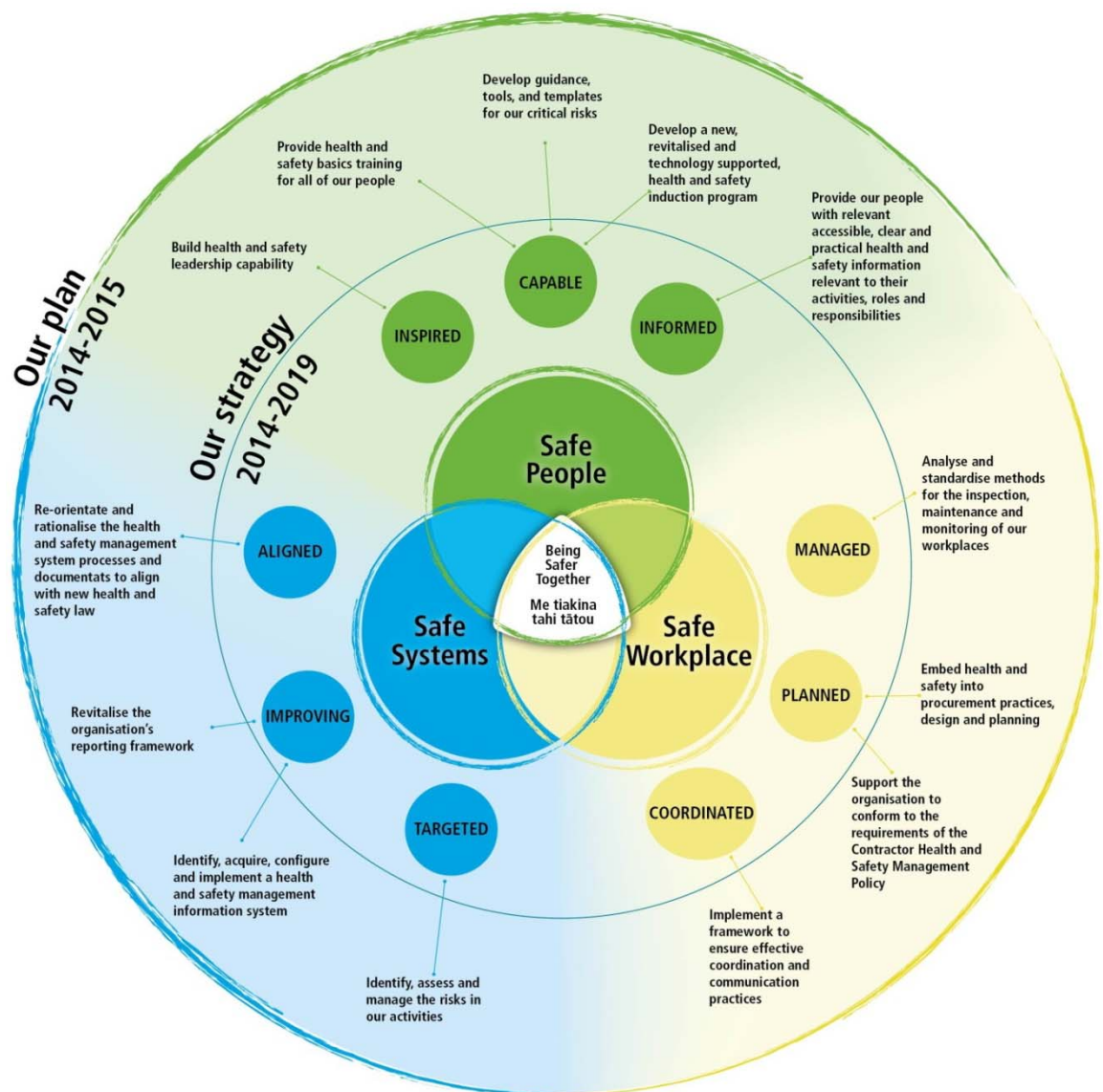
A brief summary of the findings made about GWRC's health and safety management system compliance is identified in column three of the table.

The recommendations for improvement are identified in the fourth column of the table.

The coding in the “Responsibility” column identifies the parties and roles responsible for completing the recommended actions. They are:

- **R**esponsible – The person/role who is the owner of the activity
- **A**ccountable – The person/role to whom R is accountable – the authority that approves work
- **S**upport – The person/role who provides resources or supports/facilitates implementation
- **C**onsult – The person/role who provides information, expertise or input
- **I**nform – The person/role who needs to be notified but not necessarily provide input into the activity

Where the recommendations align with the objectives in the current GWRC 2014-2015 Health and Safety Action Plan (refer to the diagram below), this is summarised in the last column of the table. This has been colour coded to align with the strategic themes of Safe People, Safe Workplace and Safe Systems.



#### **4. Communication**

No communication is required.

#### **5. The decision-making process and significance**

No decision is being sought in this report.

##### **5.1 Engagement**

In accordance with the significance and engagement policy, no engagement on the matters for decision is required.

#### **6. Recommendations**

*That the Committee:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report approved by:

**Leigh-Anne Buxton**  
General Manager, People and  
Capability

**Attachment 1: Self-assessment report**