

Finance and Performance Committee

Meeting of 23 September 2026

Business Unit: People

Date Created: 10 September 2026

Safety and Wellbeing Report

Purpose Te Aronga o te Pūrongo

The purpose of this report is to update the Finance and Performance Committee on the latest Safety, Health and Wellbeing information relating to Council operations and H&S strategy.

Recommendations Ngā Tūtohunga

That the Audit and Risk Committee receives the Safety and Wellbeing report for Quarter 4 of the 2025-26 year.

Report prepared by:

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Safety and Wellbeing Adviser

Approved for submission by:

Kate Jarvis

General Manager - People

1 Background Ngā Kōrero o Muri

- 1.1 The Finance and Performance Committee receives this report on a quarterly basis for its information and oversight.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Not applicable as this is an operational item.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 Please note that we have incorporated MDC's 12 recently agreed Critical Risks. We will discuss these with you in more detail at the workshop on 16 September 2026.
- 3.2 Identified trends and any remedial actions or options for consideration.

4 Risk Assessment Te Arotake Tūraru

- 4.1 Not applicable.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 There are no known community considerations associated with the matters addressed in this report.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

8.1 Primary duty of care (s36 HSWA)

Council must ensure, so far as is reasonably practicable, the health and safety of workers and others affected by council work.

8.2 Due diligence duties (s44 HSWA)

Elected members, must exercise due diligence to ensure the council complies with its duties.

8.3 Worker engagement, participation and representation (Part 3 HSWA)

Council must engage with workers and support participation practices.

8.4 Health and Safety at Work (Hazardous Substances) Regulations 2017

Council must ensure hazardous substances are identified, managed, stored, and used safely, with appropriate controls, training, and emergency procedures in place.

8.5 Notifiable events (ss23–24 HSWA)

Council must notify WorkSafe of any notifiable event, including serious injury, illness, or incident, and preserve the site until authorised otherwise.

8.6 Notification of particularly hazardous work (reg 26 Health and Safety in Employment Regulations 1995)

Council must ensure WorkSafe is notified 24 hours before particularly hazardous work begins, including where contractors are responsible for submitting the notification.

8.7 Critical risks (ss22A, 25B–25C HSWA)

From 1 April 2027, Council, as a large PCBU, must prioritise critical risks when meeting its duties under HSWA and associated regulations. Critical risks must be identified based on Council's work, the hazards involved and the potential for death, notifiable injury or illness, a notifiable incident, or specified occupational disease.

Prioritising critical risks includes managing these risks before other risks, reviewing and monitoring their controls more frequently, and applying a higher proportion of risk management resources to them.

9 Next Steps Te Kokenga

9.1 The next steps will be guided by the Committee's discussion and any actions agreed at the meeting.

SAFETY & WELLBEING DASHBOARD

Quarter 4 2025/26 | For the period ending 30 June 2026



Notifiable incidents 0 Goal 0	New staff inductions 100% Goal 100%	Contractor pre-qualification 94% Goal 100%	HSW engagement score 78% Goal 80%	Significant incidents 1 This quarter	Injuries reported 26 This quarter
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Reported Events

Group	Q4 24/25	Q1 25/26	Q2 25/26	Q3 25/26	Q4 25/26
Employee	5	2	5	14	15
Contractor	7	18	24	22	21
Member of public	12	18	14	33	26

Employee Event Profile This Quarter	
Near miss	3
Injury	8
Incident no injury	1
Hazard identified	3
Total employee events reported: 15	

Overall Event Profile This Quarter	
Near miss/hazard identified	11
Injury	26
Incident no injury	14
Behavioural	11
Total overall events reported: 62	

Audits & Governance

Site Audits	MWLASS Work Group Update	Deep Dive
MCHL, MDC Animal Pound	SafePlus assessments are currently underway across the 5 participating Councils. MDC's assessment took place on the 14/15 September.	Health and Safety at Work Act 2015 (HSWA) reforms and what that means for MDC.

SAFETY & WELLBEING DASHBOARD

Quarter 4 2025/26 | For the period ending 30 June 2026



Critical Risk Reporting

Status legend

On track	Watch	Action required	Not assessed
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Critical risk	Status	Key gaps / current situation / actions required	Critical Risk	Status	Key gaps / current situation / actions required
Frontline work	Action required	Deep dive/bow tie completed with S&W Committee. Areas of opportunity identified currently being investigated.	Breaking ground	Not assessed	
Work environment	Not assessed		Working at height	Not assessed	
Driving	Not assessed		Working around water	Not assessed	
Lone/remote worker	Not assessed		Confined spaces	Not assessed	
Hazardous substances	Not assessed		Powered tools and plant	Not assessed	
Mobile plant	Not assessed		Asset failure	Not assessed	

Key Matters for Governance Attention

Since March, there have been six instances of alcohol being found or consumed at MCHL. MCHL staff continue to be diligent in identifying and responding to these incidents. MCHL leadership and the People and Culture team are also working closely with Feilding Police to identify the individuals involved and reduce the likelihood of further occurrences.

The serious incident involved a contractor whose ladder collapsed beneath them while they were working at height. The contractor narrowly avoided falling by holding onto the roof. An MCHL staff member heard the ladder fall and assisted the contractor to get down safely. The subsequent investigation identified that the contractor had not followed their company's own procedures. A second person was required to remain at the base of the ladder to keep it stable but had left the area to retrieve something from their work vehicle, leaving the ladder unsupported and at risk of becoming unstable. The contractor company has been followed up with and asked to provide assurance around the controls they will put in place to prevent a similar incident occurring again. This includes requiring a Job Safety Analysis each time they undertake work for MDC, regardless of whether the work involves one of Council's identified critical risks.

Work is also underway to identify suitable locations where permanent ladder attachment points could be installed, as well as considering temporary attachment points that could be made available for facilities where required.

Strategic Activities

Goal:
1.4 Create process for better reporting and review of critical risks: A framework was developed to better report on and review process and controls to support better Council's critical risks.
Goal:
2.3 Design and implement a mobile tool for regular auditing of contractors: The process has begun to create audit tools within DoneSafe, beginning with Roding and Community Assets teams.

Health, Wellbeing & Training

Workstation assessments	4
Vitae	3
Health checks	2
Noise cancelling headphones/eye checks	3
Flu vaccinations	67