



Bridge: Pohangina Valley

Health, Safety & Wellbeing Deep Dive – Emergency Management

28 September 2023

Today

- Due Diligence Requirements
- Site Visit
- Nature of Operations
- Worker Representation (Health and Safety Representative)
- Key Risks for the Emergency Management Team
- Questions

Your Due Diligence Obligations

- Acquire and update knowledge of health and safety matters
- Gain an understanding of the operations carried out by the organisation and the hazards and risks generally associated with those operations
- Ensure the Council has, and uses, appropriate resources and processes to eliminate or minimise those risks
- Ensure the Council has appropriate processes for receiving and considering information about incidents, hazards and risks and for responding to that information in a timely way
- Ensure there are processes for complying with any duty and that these are implemented
- Verify that these resources and processes are in place and being used

Site Visit – 26 September



Emergency Management Operations



Health and Safety Representative

John Jones



Health, Safety & Wellbeing: Key Risks for the BAU Emergency Management

August 2023



Injury from Equipment

- Correct PPE
- Regularly used equipment is maintained
- Essential equipment is secured
- ask for help or use trolleys to lift/carry heavy equipment



Driving

- Leave in plenty of time
- Drive to the conditions and obey all road rules
- Know the location you're headed and any risks associated with it
- Use Bluetooth/hands-free calling
- Undertake 4x4 driver training



Stress/Burnout/ Psychological Harm

- Know your own stress levels and triggers
- Have good sleep, diet and exercise patterns
- Good work/life balance
- Communicate your workload issues early with your team and manager
- Take annual leave regularly throughout the year
- Access independent, confidential counselling via Vitae (0508 664 981)



Ergonomics/ Sedentary Work

- Occupational Health/Ergonomic Assessments
- Micro pauses away from workstation
- Eye Exercises
- Use different equipment (mouse, mouse pad, keyboards)
- Standing Desks
- Be active during breaks



Working in Isolation/EM Duty Officer/Late night meetings/Community Events

- Use Get Home Safe App
- Tell family/friends where you are going and approximate time you will be returning & who to call to report non return
- Keep mobile phone on person
- Limit the number of night meetings scheduled
- Take time off to counter additional hours

Injury from Equipment

Risk Rating: **Low - Moderate**

Potential causes of something going wrong

- Distraction
- Actions of others
- Incorrect equipment
- Fatigue
- Carelessness
- Unaware of surroundings
- Faulty machinery
- Untrained staff

Current Controls

- Fit for purpose PPE
- Regularly used equipment is maintained
- Essential equipment is secured
- ask for help or use trolleys to lift/carry heavy equipment

Driving

Risk Rating: **Moderate**

Potential causes of something going wrong

- Fatigue
- Carelessness
- Loss of concentration
- Unaware of surroundings
- Faulty machinery
- Untrained staff

Current Controls

- Leave in plenty of time
- Drive to the conditions and obey all road rules
- Know the location you're headed, and any risks associated with it
- Use Bluetooth/hands-free calling
- Undertake 4x4 driver training

Stress/Burnout/Psychological Harm

Risk Rating:

Moderate

Potential causes of something going wrong

- Burnout
- Stress
- Fatigue
- Mental Health
- Staff turnover

Current Controls

- Know your own stress levels and triggers
- Have good sleep, diet and exercise patterns
- Good work/life balance
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Ergonomics/Sedentary Work

Risk Rating:

Moderate

Potential causes of something going wrong

- Musculo-skeletal issues
- Trips and Falls
- Eyestrain
- Headaches
- Cold and sickness

Current Controls

- Occupational Health/Ergonomic Assessments
- Micro pauses away from workstation
- Eye Exercises
- Ergonomic and adjustable furniture provided ie. standing desks, footrests
- Be active during breaks
- Staff to stay away from workplace when unwell.
- Flu vaccinations

Working in Isolation/EM Duty Officer/ Late night meetings/Community Events

Risk Rating:

Moderate

Potential causes of something going wrong

- Fatigue
- Accident
- Physical and mental wellbeing impacts

Current Controls

- Use Get Home Safe App
- Tell family/friends where you are going and approximate time you will be returning & who to call to report non return
- Keep mobile phone on person
- Limit the number of night meetings scheduled
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Next steps for Emergency Management

- Key risks during an event to be reviewed as part of the upcoming Risk Workshops
- This will include reviewing their controls and the effectiveness of the control

Manawatū District Council
Health & Safety Committee
Work Safe, Home Happy - Marutai Ki Te Mahi, Manahau Ki Te Kainga

Health, Safety & Wellbeing: Key Risks for the BAU Emergency Management
August 2023

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Questions?