

# Health and Safety Due Diligence Deep Dive

Native Plant Nursery



# Today

- Due Diligence Requirements
- Site Visit
- Nature of Operations
- Key Statistics
- Worker Representation (Health and Safety Representatives)
- Reminder of Risk Process
- Key Risks for the Native Plant Nursery
- Questions

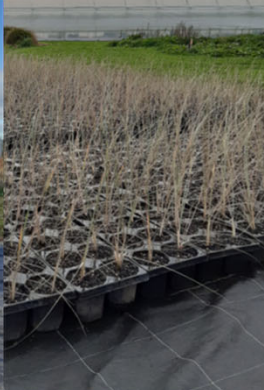
# Your Due Diligence Obligations

- 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

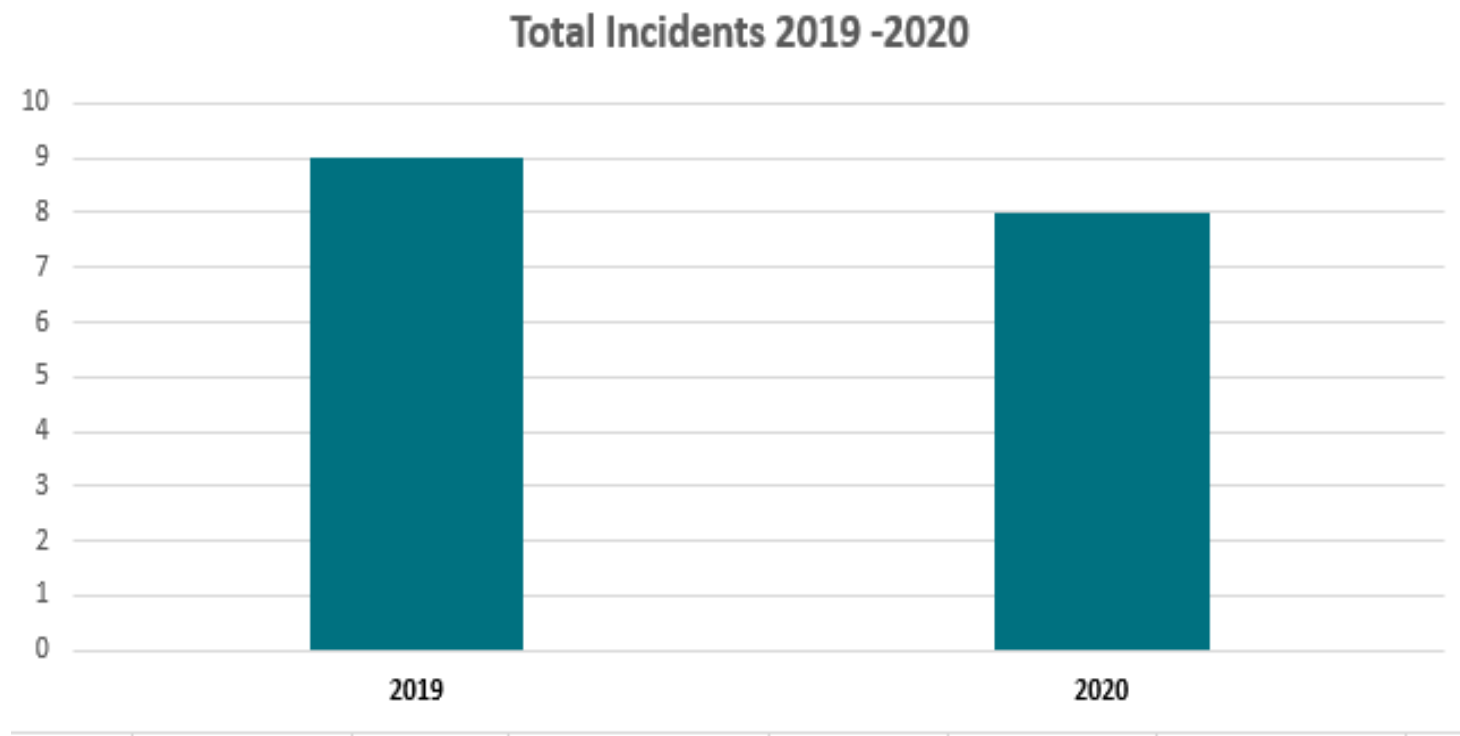
# Site Visit – 3 September 2020



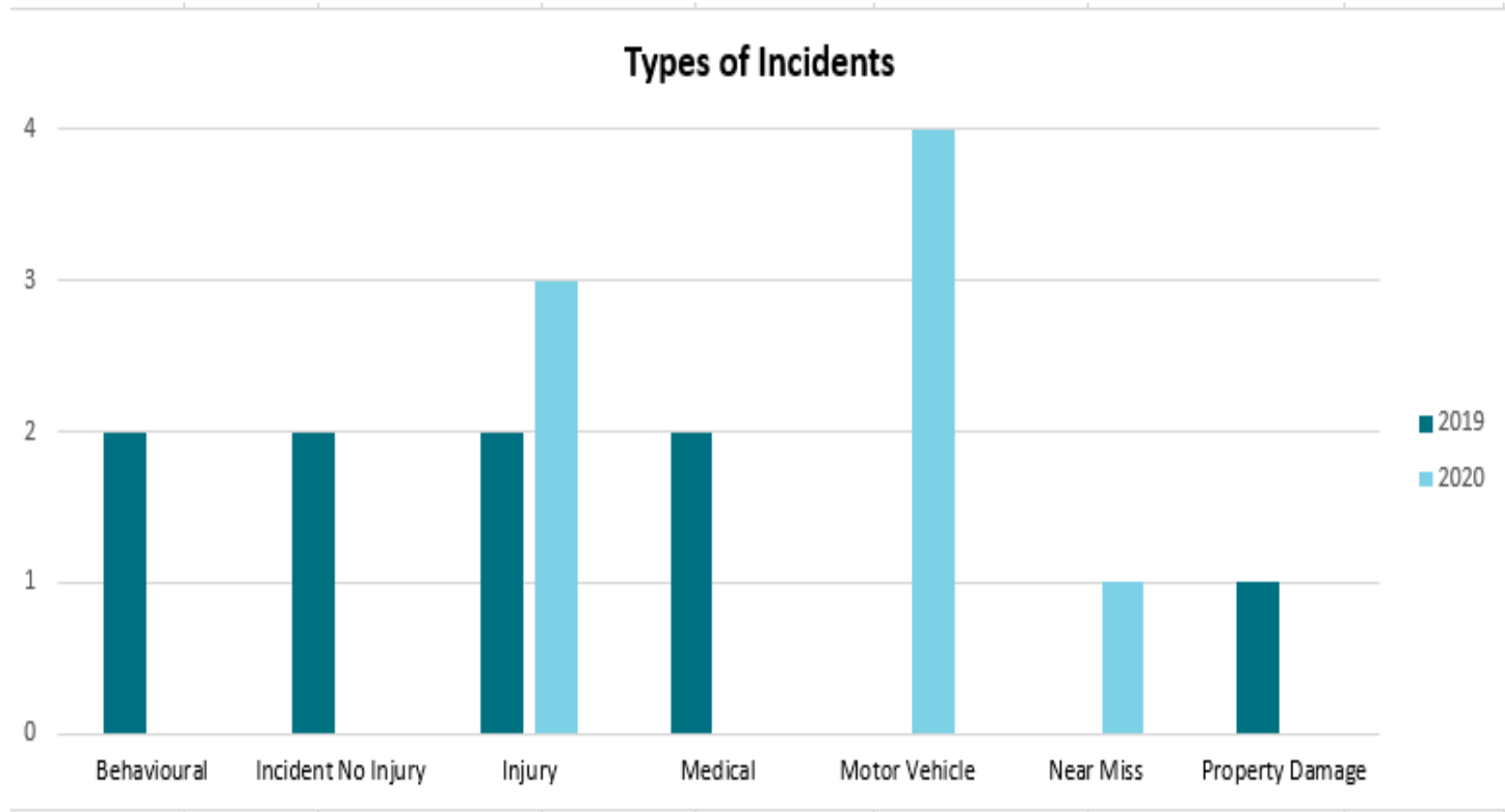
# Nursery Operations



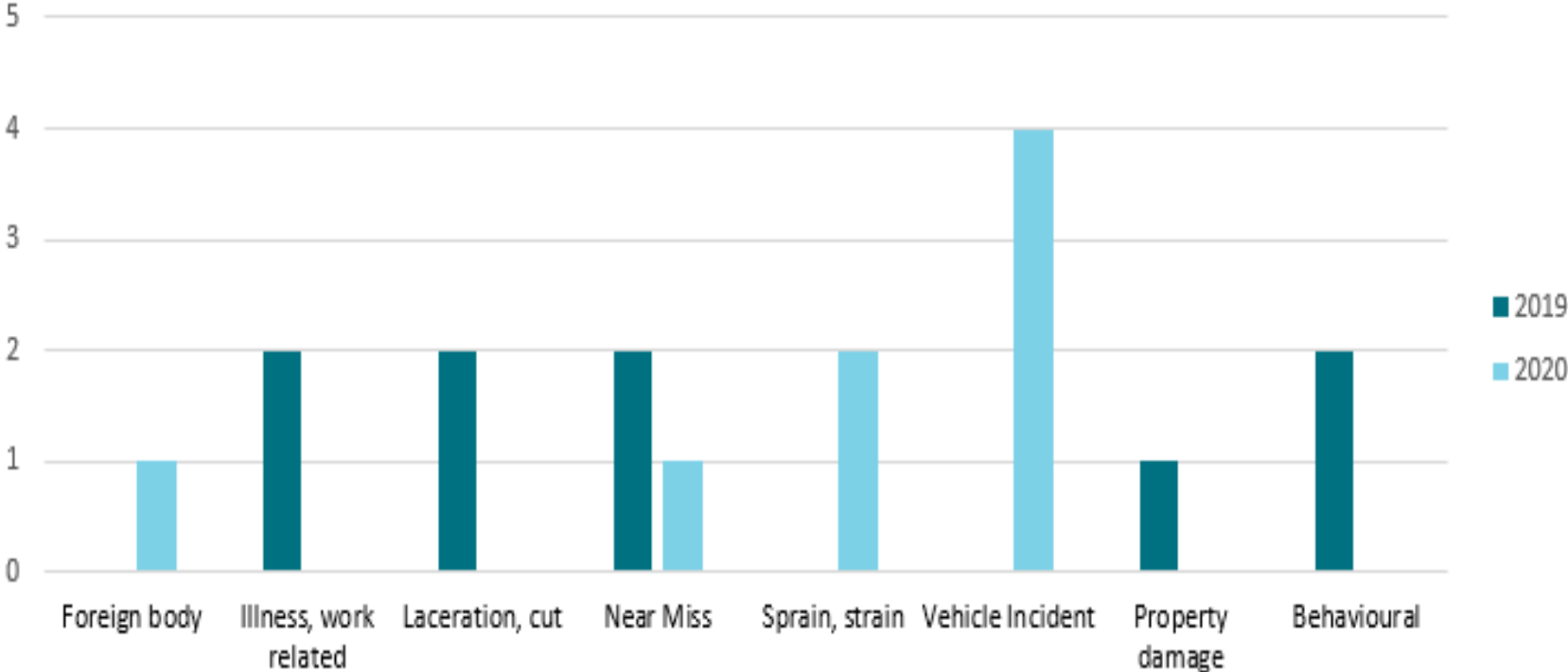
# Key Statistics



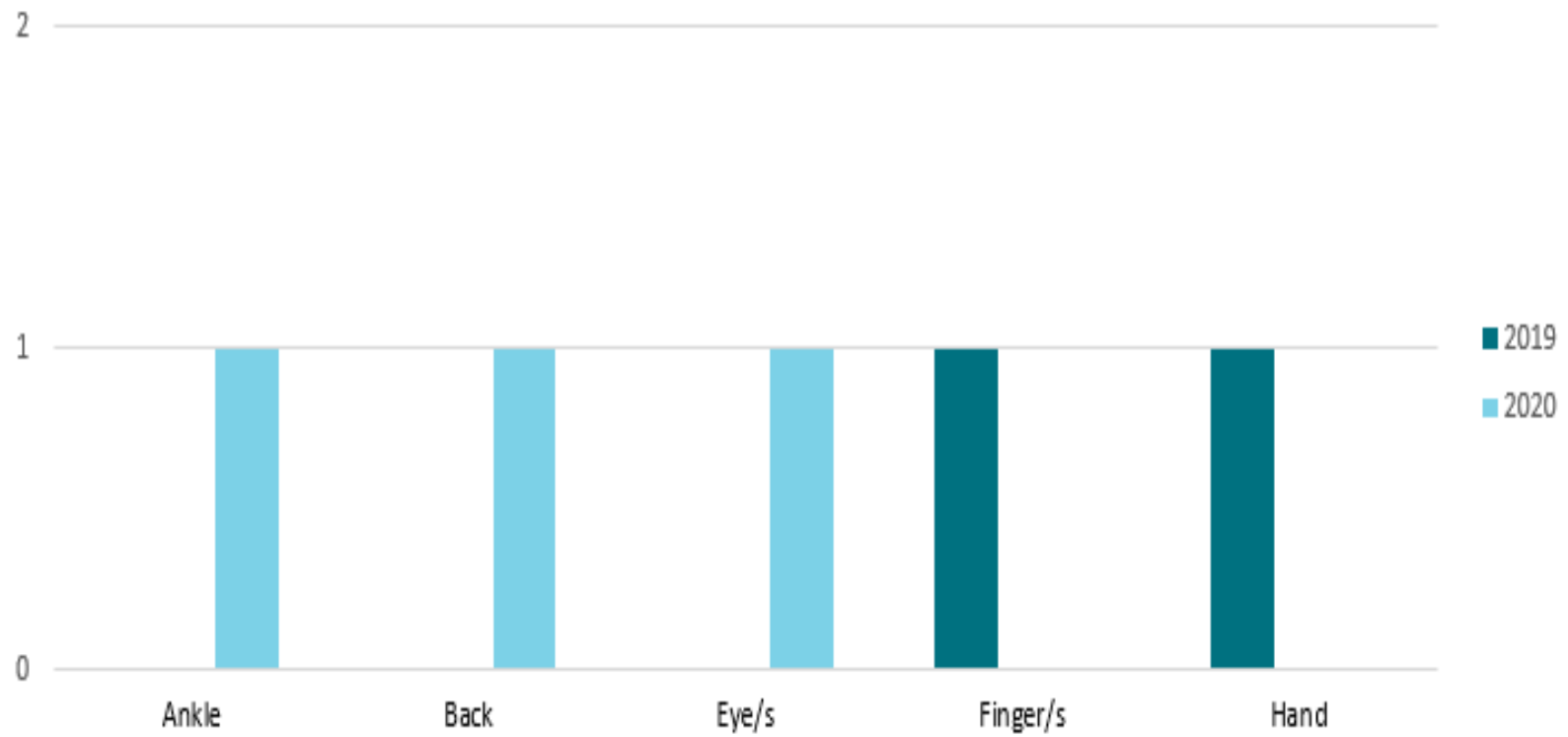
### Types of Incidents



### Nature of Injury/incident



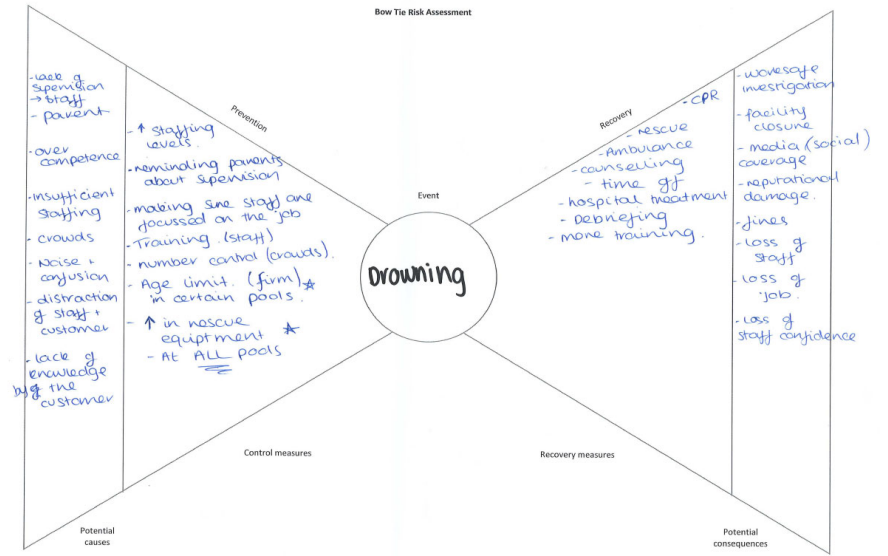
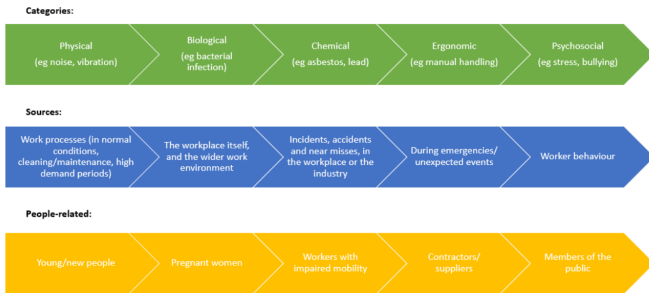
## Location of injury



# Health and Safety Representative



# Risk Process Reminder



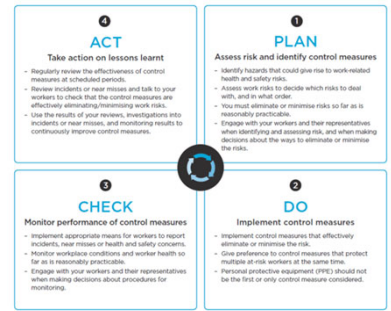
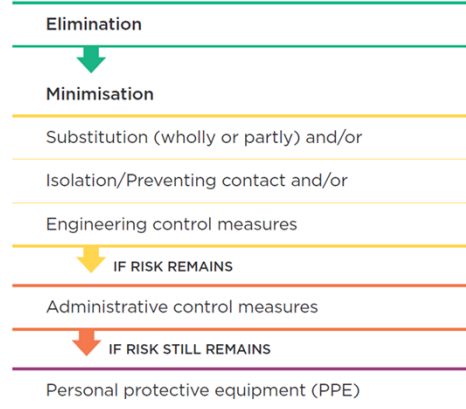
**MANAWATU DISTRICT COUNCIL**

**Likelihood Versus Consequences Risk Matrix**

Likelihood	Potential to occur	Consequences				
		No property damage or loss to council	Minor property damage	Significant property damage and/or Council reputation	Interruption to business continuity	Prolonged interruption to business continuity
Almost certainly will occur	Potential to happen 8 or more times a year	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Frequently reported	Potential to happen once or twice a year	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Good chance it will occur	Potential to happen once or twice a year	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Has occurred within the previous 3 years	Potential to occur every 3 - 2 years	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Likely to occur	Potential to occur every 3 - 2 years	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Has previously occurred within the last 3 years	Potential to occur every 3 - 2 years	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Unlikely to occur	Potential infrequent occurrence	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Has occurred in the past more than 3 years ago	Potential infrequent occurrence	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Highly unlikely to occur	Has not previously occurred	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability
Occurrences reported in a similar business	Has not previously occurred	Minor injury, no lost time, first aid, no medical treatment	Minor property damage, no lost time	Significant property damage and/or Council reputation	Interruption to business continuity for three months but not permanent	Catastrophic death, permanent disability

Most effective

Least effective





## Health, Safety & Wellbeing: Key Risks for the Native Plant Nursery

March 2020



### Chemicals

- Source non-hazardous or lower hazard chemicals
- Complete the annual SDS review
- Wear appropriate PPE including boots, overalls, gloves, breathing mask, safety glasses
- Undertake chemical training
- Ensure the spray equipment is clean and operating well
- Ensure eye-wash and other recovery processes are well known and working



### Potting mix

- Wash hands thoroughly before and after
- Ensure the workspace is well ventilated
- Ensure suitable weather conditions (not windy)
- Wet the soil down
- Wear appropriate PPE, including a face mask



### Falls

- Replace any matting that is unacceptably worn
- Make sure all visitors to the site are aware of the slippery surfaces (gorilla snot!) on the mats, and the uneven surfaces and potholes across the site
- Take extra care in cold, wet or frosty conditions
- Wear appropriate footwear (good safety boots) and clothing



### Stress/Burnout

- Know your own stress levels and triggers
- Have good sleep, diet and exercise patterns
- Keep realistic hours of work
- Communicate your workload issues early with your team and manager
- Take annual leave regularly throughout the year
- Build and rebuild mental resilience: go fishing, walk in the bush, hang out with your kids
- Access independent, confidential counselling via Vitae (0508 664 981)



### Skill Saws and Mechanical Tools

- Ensure adequate training, competence and confidence for anyone using mechanical tools
- Ensure all tools are appropriately and regularly maintained
- Make sure others know when the tool is in use
- Work clear of other people
- Check the machine thoroughly before use
- Allow plenty of time for the task
- Ensure the tool is tagged and tested

# Potting mix and compost

Risk Rating: **Extreme**

Potential causes	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none"><li>• Potting mix particles in the air</li><li>• Closed environment</li><li>• Inappropriate PPE</li></ul>	<ul style="list-style-type: none"><li>• Ventilated workspace</li><li>• Wash hands thoroughly before and after</li><li>• Ensure suitable weather conditions (not windy)</li><li>• Wet the soil down</li><li>• Wear appropriate PPE, including a face mask</li></ul>	<ul style="list-style-type: none"><li>• Periodic testing of soil/compost for contaminants</li></ul>

# Mechanical tools

Risk Rating: **High**

Potential causes	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none"><li>• Lack of training</li><li>• Distraction, impairment, fatigue</li><li>• Something bumps into worker while using tools</li><li>• Time pressure, rushing</li><li>• Poor maintenance/fault in the tool</li></ul>	<ul style="list-style-type: none"><li>• Regular maintenance and testing/tagging is planned and carried out</li><li>• Let others know the tool is being used</li><li>• Work clear of other staff</li><li>• Check tool/machine before use</li><li>• Report any faults immediately and make sure no-one else uses it</li><li>• Ensure appropriate time is allocated for the task</li></ul>	<ul style="list-style-type: none"><li>• Create a preventative maintenance plan for all nursery tools and equipment</li></ul>

# Chemicals (contact with)

Risk Rating: **High**

Potential causes	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none"><li>• Wrong dilution</li><li>• Lack of training</li><li>• Rushing the job</li><li>• Inappropriate PPE</li></ul>	<ul style="list-style-type: none"><li>• Minimise use of chemicals</li><li>• Use less hazardous chemicals wherever possible</li><li>• Safety Data Sheets</li><li>• Appropriate PPE to be worn – including boots, overalls, gloves, breathing masks, safety glasses</li><li>• Chemical handling training</li><li>• Ensure spray equipment is clean and operating well</li><li>• Eye-wash facilities</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>

# Stress/burnout

Risk Rating: **High**

Potential causes	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none"><li>• Workload</li><li>• Inadequate training</li><li>• Disorganisation</li><li>• Non-work stress</li><li>• Drugs and alcohol</li><li>• Mental illness (either aware or not)</li><li>• Changes in the workplace</li></ul>	<ul style="list-style-type: none"><li>• Self-awareness and self-care</li><li>• Talking with colleagues</li><li>• Managing workload</li><li>• Take regular breaks</li><li>• Asking for help</li><li>• Vitae (EAP) programme</li><li>• Using annual/sick leave</li><li>• Identify the underlying cause of the stress</li><li>• Build mental resilience (go fishing, walk the dog...)</li><li>• Good sleep, exercise and diet habits</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>

# Falls

Risk Rating: **Moderate**

Potential causes	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none"><li>• Gorilla snot</li><li>• Frosty conditions</li><li>• Wet, slippery surface</li><li>• Dips in mats</li><li>• Potholes in the carpark</li><li>• Weather conditions</li></ul>	<ul style="list-style-type: none"><li>• Replace any matting that is unacceptably worn</li><li>• Make sure all visitors to the site are aware of the hazards</li><li>• Take extra care in cold, wet or frosty conditions</li><li>• Wear appropriate footwear (good safety boots) and clothing</li></ul>	<ul style="list-style-type: none"><li>• Reseal the carpark and driveways to get rid of the potholes</li></ul>

# Strategic Activity Plan Updates

Goal	Status	Comments
1. Improve risk management processes	Good progress	Slight Covid delay, but team risk meetings are taking place with good feedback
2. Improve contractor management processes	Good progress	99% of contractors now pre-qualified; new announcement expected re CHASNZ; next action around better supporting contract managers
3. Create a mental health framework	Good progress	New Wellbeing Policy drafted; in consultation with staff/PSA
4. Create a H&S recognition process	Complete	New process working well, with good feedback
5. Establish remote worker policy and practices	Good progress	Almost ready to launch Get Home Safe app and InReach Remote Devices with PNCC afterhours call centre monitoring

# Strategic Activity Plan Updates

Goal	Status	Comments
6. Establish a PPE register and process	Complete	Automated Jarvis register and process established.
7. Establish a training/competency matrix and process	Not yet started	For action in 2020-21.
8. Establish a health monitoring process	Not yet started	For action in 2020-21.
9. Build on the new H&S system	Good progress	The system is seeing good use; would like to add more video content.
10. Improve H&S communication with RDC shared services staff	Behind schedule	Some initial conversations with RDC managers; actions not fully progressed (on both sides), and now turn-over of key staff. Will re-engage when management roles are filled.

# Questions?



# This Deep Dive: Your feedback on the process

