

Safety and Wellbeing Due Diligence Deep Dive

Operation Team

Treatment and Reticulation



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 Treatment and Reticulation Teams
- 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
8 November
2021

Treatment and Reticulation Operations



Key Statistics – Get Home Safe Jobs



Aaron



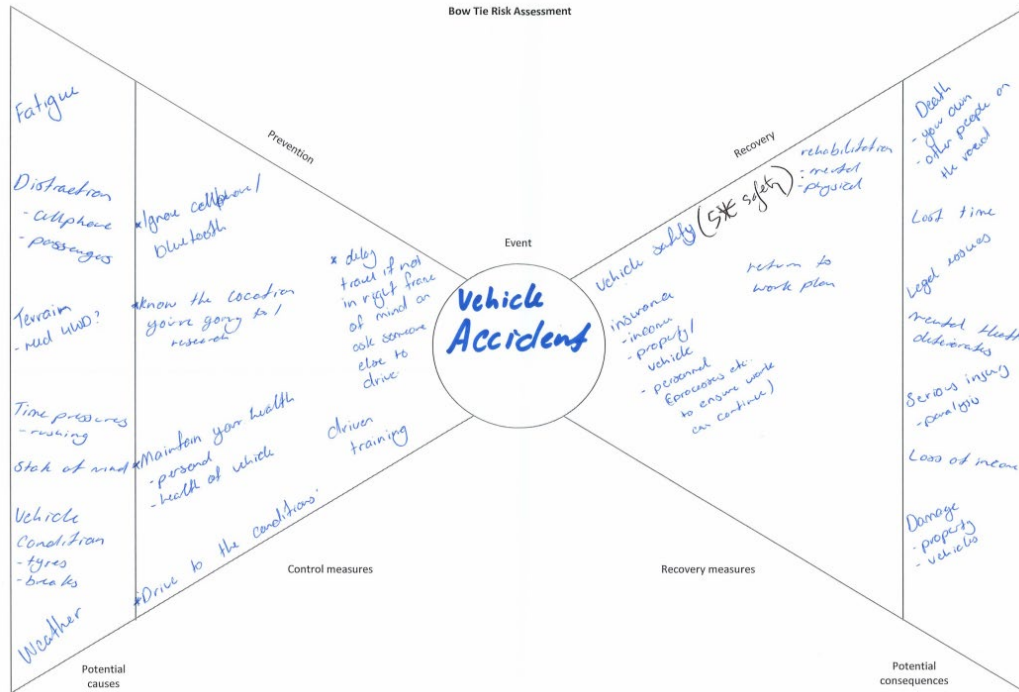
Kieron



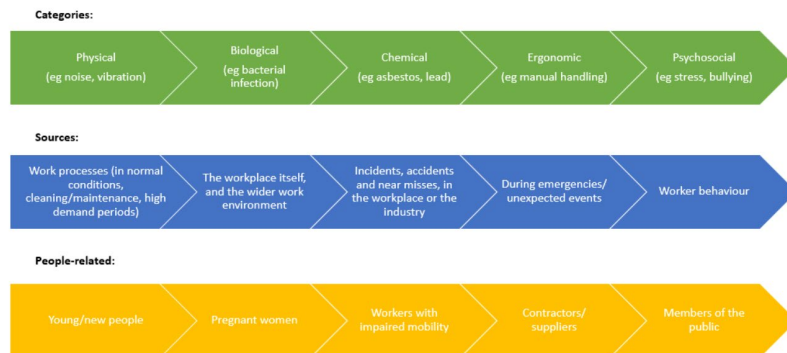
Mal

Health and Safety Representatives

Risk Process Reminder



		Consequences					
		No property damage or loss to council	Minor property damage	Property damage, no loss of reputation Financial costs	Significant property damage and/or Council reputation	Interruption to business continuity, reputation and financial costs	Prolonged interruption to business continuity, reputation and financial costs
		Minor injury, no lost time, first aid, no medical treatment	Medical treatment, no lost time	Medical treatment, injury resulting in lost time	Serious injury, hospitalisation but recoverable	Critical injury, disabled for three months but not permanent	Catastrophic: death, permanent disability
				Check if Notifiable	Notifiable	Notifiable	Notifiable
Likelihood	Almost certainly will occur	Potential to happen 6 or more times a year	Moderate	Moderate	High	Extreme	Extreme
	Frequently reported	Potential to happen once or twice a year	Moderate	High	High	Extreme	Extreme
	Good chance it will occur	Potential to occur every 1-2 years	Low	Moderate	High	High	Extreme
	Has occurred within the previous 2 years	Potential infrequent occurrence	Low	Moderate	Moderate	High	Extreme
	Likely to Occur	Has not previously occurred	Low	Low	Moderate	Moderate	High
	Has previously occurred within the last 3 years	Has occurred in the past more than 3 years ago	Low	Low	Moderate	Moderate	High
Highly unlikely to occur	Occurrence reported in a similar business	Low	Low	Moderate	Moderate	High	High



Most effective

Least effective

Elimination

Minimisation

Substitution (wholly or partly) and/or

Isolation/Preventing contact and/or

Engineering control measures

IF RISK REMAINS

Administrative control measures

IF RISK STILL REMAINS

Personal protective equipment (PPE)





Health, Safety & Wellbeing: Key Risks for MDC Operations Treatment & Reticulation

August 2020



Drowning

- Don't go near the ponds unless necessary
- Never work alone if accessing the ponds
- Ensure no visitors go near the ponds
- Conduct inductions for contractors or other workers on the site so they're aware of the risks
- Ensure the mowers don't get too close to the edge
- Ensure signage and barriers are in place while a longer term solution (perhaps a full perimeter fence) is sought



Machinery

- Don't use any machinery unless trained and confident
- Know the SOPs
- Report any faults or maintenance issues immediately and lock the machine out if possible
- Undertake any training and refreshers required
- Do not operate machinery if fatigued, impaired or lacking concentration
- Wear all appropriate PPE
- Ensure any guards are in place and functional



Confined spaces

- Use the Permit to Work system
- Only enter a confined space if you have the appropriate accreditation and training
- Ensure at least 3 people are available: worker, spotter, runner
- Follow the SOPs and plan the work in advance
- Use gas monitoring/detection equipment
- Wear all appropriate PPE
- Ensure adequate structure support, harnesses and equipment are available
- Do not enter a confined space if fatigued or impaired



Traffic

- Ensure suitable traffic management is set up
- Undertake traffic management training
- Use all necessary traffic management apparatus, such as road cones, physical barriers
- Use stop/go management where appropriate
- Consider closing the road where necessary
- Ensure adequate staff are involved (call on those in other teams if necessary for emergency work)



Biological hazards

- Wear correct PPE
- Understand the network and the likely risks
- Ensure good communication between staff
- Undertake training for biological hazards
- Wash hands thoroughly before eating
- Wash clothing after working on the sewer network
- Use disinfectant/hand sanitiser
- Ensure your vaccinations are up-to-date
- Carry an extra set of clothing

Health, Safety & Wellbeing: Key Risks for RDC Operations Treatment & Reticulation

August 2020



Driving

- Leave in plenty of time
- Drive to the conditions
- Know the location you're headed and any risks associated with the site
- Use hands-free calling
- Keep the vehicle in good condition
- Obey all road rules
- Keep your eyes on the road
- Let your family know when you're expected back and if you're running late
- Undertake advanced and off-road driver training



Chemicals

- Undertake suitable training
- Ensure chemical set-ups are regularly serviced by a qualified contractor
- Report any equipment faults immediately
- Investigate charcoal filters for the chlorine vent
- Don't interact with chemicals if fatigued or impaired
- Use the Safety Data Sheets
- Use team debriefs to share any issues that have arisen



Trenches

- Contract out any jobs where the trench is likely to be deeper than [1.5m????]
- Ensure adequate staffing for the job
- Use signage and fencing to keep the public out
- Use benching and shoring where appropriate
- Do not enter the trench if fatigued or impaired



Traffic

- Ensure suitable traffic management is set up
- Consider weather conditions
- Undertake traffic management training
- Use all necessary traffic management apparatus, such as road cones, physical barriers
- Use stop/go management where appropriate
- Consider closing the road where necessary
- Ensure adequate staff are involved (call on those in other teams if necessary for emergency work)



Biological Hazards

- Don't go near the ponds unless necessary
- Never work alone if accessing the ponds
- Ensure good communication between staff and site inductions for visitors
- Wear appropriate clothing and PPE
- Undertake training for biological hazards
- Wash hands thoroughly before eating
- Ensure your vaccinations are up-to-date

Drowning

Risk Rating: **High**

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Slip or trip when working next to a pond• Driving alongside the ponds• Member of the public gets into a site	<ul style="list-style-type: none">• E Roads	<ul style="list-style-type: none">• Better site fencing at MWWTP

Machinery

Risk Rating: **High**

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Lack of maintenance on machinery• Inexperienced user• Being in a hurry• Not isolating correctly	<ul style="list-style-type: none">• Maintenance on machinery is kept up to date• Training is given on all machinery• Safety features such as guards are used on applicable machinery	

Confined Spaces

Risk Rating: **Extreme**

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Leaking pipe work underground• Contractors carrying out work underground• Work on pumps located in chambers	<ul style="list-style-type: none">• Permit to work• Gas detectors• Breathing Apparatus kits• General PPE• Harness + Spotter• Not a task that would be carried out alone• Confined space entry training	

Traffic

Risk Rating:

Extreme

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• No traffic management• Poor site setup• Environmental conditions• Poor driving through a site• Poor visibility if working on a corner• Public not paying attention to what's happening around them	<ul style="list-style-type: none">• Traffic management• Correct set up using a traffic management plan• Stop/Go• Physical barriers• Road closures• Training	<ul style="list-style-type: none">• New STMS training system implemented by Waka Kotahi.

Biological Hazards

Risk Rating:

High

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Not washing equipment after use• Not washing hands• Absorption through cuts or abrasions	<ul style="list-style-type: none">• Wear correct PPE• Use disposable gloves and overalls for certain jobs• Hep B Vaccinations• Wash clothing after working on the sewer network• Good hygiene practices	

Driving

Risk Rating:

Extreme

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Fatigue• Distractions• Difficult terrain• Off-road driving• Time pressure• Vehicle condition or failure• Weather• Drugs and alcohol	<ul style="list-style-type: none">• Drive to the conditions• Hands-free calling• Vehicle maintenance• Obey road rules• Driver training (including 4WD)• E-roads• Use of 5-star safety vehicles• Random Drug and alcohol testing• Workers who have been on call get a break	

Chemicals (Chlorine Leak)

Risk Rating: **High**

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Poor connection• Faulty regulator• Incorrect installation• Tube leak• Broken tube• Poor servicing• Cylinders become loose	<ul style="list-style-type: none">• Ongoing training• Chemical Handler Certifications• Good relationship with chemical provider IXOM• Regular servicing of applicable equipment• PPE• Cylinders to be chained up	<ul style="list-style-type: none">• Getting all treatment staff qualified as Certified Handlers

Trenches

Risk Rating:

High

Potential causes of something going wrong	Current Controls	Actions underway or under consideration
<ul style="list-style-type: none">• Lack of fencing• Unstable soil• No shoring or benching• Water getting into the trench• Machinery parked too close to trench• Nosey public• Too many people in the trench	<ul style="list-style-type: none">• Shoring if deeper than 1.5m• Benching• Pumping any water out of the trench• Signage and fencing to warn public• Training – Working in Trenches• Never work alone doing this type of work• Contract out big jobs	

Strategic Activity Plan Update

Goal	Status	Comments
1. Improve risk management processes	Good progress	More actions to come in 2021-22 including better digital processes and control monitoring.
2. Improve contractor management processes	Good progress	Contractor management training with IMPAC completed for staff. Working on digital contractor induction and audit tool.
3. Create a mental health framework	Good progress	Currently seeking expressions of interest from staff to be part of Diversity & Inclusion Working Group before finding a suitable specialist to help guide us in this space.
4. Create a H&S recognition process	Complete	New process working well, with good feedback.
5. Establish remote worker policy and practices	Good progress	Get Home Safe use is steady.

Strategic Activity Plan Update

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	Good progress	Working with the Jarvis Team to create workflows and processes for a digital process. Likely to be mid 2022 before this is able to be kicked off.
8. Establish a health monitoring process	Good progress	Working with the Jarvis Team to create workflows and processes for a digital process. Likely to be mid 2022 before this is able to be kicked off.
9. Improve incident management	Good progress	Working with the Jarvis Team to create an easier to access incident report form with workflows in the background.
10. Improve H&S communication with RDC shared services staff	Behind schedule	Speaking with our RDC counterparts on how we might like to approach this.



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

Questions?