

CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

| General Information | |
|--|----------------|
| Contract: | Primary Works: |
| Authorized by: | Date: |
| Total Contractor Hours / Month | |
| Total Sub contractor Hours / Month (List below) | |
| Sub – contractor Company (Name) | |

LEAD INDICATORS

| KPI 1 Risk Management | | |
|-----------------------|---|---|
| 1a | Number of new hazards identified in the period | 0 |
| 1b | Number of critical risks identified | 0 |
| 1c | Number of SWMS, or JSA's completed in the period | 0 |
| 1d | Number of plant, substance or structure risks notified to Council | 0 |
| 1e | Number of Notifiable Work to WorkSafe NZ | 0 |
| 1f | Number of Permit to Work completed | 0 |

| KPI 2 Emergency Management | | |
|----------------------------|---|--------|
| 2a | Emergency response plans are current | Yes/No |
| 2b | Number of trials/tests of emergency response plan carried out in the period | 0 |

| KPI 3 Incident Management | | |
|---------------------------|---|---|
| 3a | Number of workplace health and safety near misses reported in the period | 0 |
| 3b | Number of those near misses with a risk score of high or above | 0 |
| 3c | Number of incident investigations completed in the period | 0 |
| 3d | Number of Corrective Actions implemented (Total CA's from risks, audits & incidents) | 0 |
| 3e | Number of workers tested for drugs and alcohol (NZDDA) post incident | 0 |



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

| KPI 4 Engagement, Participation, and Representation Practices | | |
|--|--|---|
| 4a | Tool box / health and safety briefings held in the period | 0 |
| 4b | Number of health and safety issues / initiatives raised by Workers in the period | 0 |
| 4c | Number of site visits conducted by Project Managers and 1 st or 2 nd tier managers | 0 |
| 4d | Number of safe / unsafe behavioral conversations | 0 |
| 4e | Percentage of trained Health & Safety Reps for work group | 0 |

| KPI 5 Training and Supervision | | |
|---------------------------------------|--|--------|
| 5a | Number of new worker health and safety inductions completed in the period | 0 |
| 5b | Required (industry and OHS) training for workers completed to schedule | Yes/No |
| 5c | Workers deployed on tasks are always appropriately trained and qualified | Yes/No |
| 5d | Supervision activity and corrective actions are carried out and documented | Yes/No |

| KPI 6 Monitoring | | |
|-------------------------|--|--------|
| 6a | Health and safety policies and procedures reviewed to schedule | Yes/No |
| 6b | Number of procedures reviewed in the period (SOP's, JSA's, SWMS's etc) | 0 |
| 6c | Number of inspections on plant, equipment, PPE | 0 |
| 6d | Number of audits completed (systems) | 0 |

| KPI 7 Health Monitoring | | |
|--------------------------------|---|--------|
| 7a | Does your organisation conduct noise / dust or contaminant monitoring on site | Yes/No |
| 7b | Is Health Monitoring available for employees | Yes/No |

| KPI 8 Sub-contractor Management | | |
|--|---|--------|
| 8a | Number of pre-qualification applications approved in the period | 0 |
| 8b | Number of existing pre-qualified contractors reviewed in the period | 0 |
| 8c | Number of audits on contractor health and safety management carried in the period | 0 |
| 8d | Consultation activity with partner PCBU on health and safety management is documented | Yes/No |



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

LAG INDICATORS

| KPI Incident Reporting | | |
|------------------------|--|--------|
| 1 | Number of First Aid Treatment Incidents | 0 |
| 2 | Number of Medical Treatment Injuries (MTI's) | 0 |
| 3 | Number of Lost Time Injuries(LTI's) | 0 |
| 4 | Fatalities or permanent disability injuries | Yes/No |
| 5 | Number of Incidents reported to Worksafe NZ – serious harm or notifiable event | 0 |
| 6 | Number of Incidents with a risk score of high or above | 0 |
| 7 | Have WorkSafe NZ inspectors issued any prohibition notices? | Yes/No |
| 8 | Number of Incidents – property damage or vehicle damage | 0 |
| 9 | Number of Incidents with significant environmental impact | 0 |
| 10 | Incidents or events involving Taupō District Council's critical risks? | Yes/No |

KPI Exception Reporting

Risk register

Please provide with this report a current copy of the risk register used to manage risk to health and safety. Critical Risks must be documented with controls signed off from management.

Incident reports

Please provide with this report a summary of any health and safety incidents. This should include for each; Date/ time occurred; what took place; cause of incident; controls/ actions taken; monitoring and review action plan.

Near Misses involving critical risks and Serious Harm Incidents must be supported with a full investigation and these incidents are Notifiable Events to WorkSafe NZ



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

Key Performance Indicator (KPI) and Performance Criteria (PC) reference table
Active (Lead) Indicators

| KPI 1 Risk Management - Risks to the health and safety of workers carrying out Council controlled work. | |
|--|---|
| PC | <p>1a Number of new hazards identified in the period How many new workplace hazards work have been identified by workers in your business within the reporting period?</p> |
| | <p>1b Identified Critical Risks - assessments and control plans completed in the period Has your business met its PCBU obligation to manage <u>critical risks</u> to health and safety of workers by reviewing and renewing current hazard and risk controls, and implementing new controls for any newly identified and assessed hazard and risk?</p> |
| | <p>1c Number of SWMS or JSA's in the period Does your business have adequate procedures in place relevant to the risk? For High risk work- Safe Work Method Statement (SWMS) or equivalent documentation. For non-routine low risk work- Job safety Analysis (JSA)</p> |
| | <p>1d Structure and plant hazards/incidents notified to Council Have all new hazards relating to plant, substance or structure supplied by council, been notified to council through the contract management line of authority?</p> |
| | <p>1e Number of 'Particularly Hazardous Work' Notified to WorkSafe NZ Prior to commencement of task – Notifiable Work has been completed online to WorkSafe NZ</p> |
| | <p>1f Number of Permit to Work completed Does your business manage high risk work through a permit to work system or work under a council permit to work system?</p> |
| | |
| KPI 2 Emergency Management | |
| PC | <p>2a Emergency response plans are current Emergency response plans are reviewed as required, and are relevant to the current operational environment?</p> |
| | <p>2b Number of trials/tests of emergency response plans carried out in the period Trail evacuations, fault detection system tests, response procedure trials are carried out, recorded and any improvements made.</p> |
| | |
| KPI 3 Incident Management – Near Misses reported & Corrective Actions actioned while carrying out Council controlled work. | |
| PC | <p>3a Number of workplace health and safety near misses in the period How many workplace health and safety near misses or near hits have been actively reported by employees and sub-contractors?</p> |
| | <p>3b Number of high potential near misses with a risk score of high or above How many near misses have occurred in the reporting period that have taken place while the worker(s) involved was engaged in council work, with a risk score of high or above when scored using the contractors assessment matrix?</p> |
| | <p>3c Number of incident investigations completed in the period Have the investigations of incidents that have been reported through your businesses health and safety incident reporting system been investigated as soon as is practicable?</p> |
| | <p>3d Number of workers involved in incidents and have undertaken post incident Drug and Alcohol testing. (NZDDA)</p> |

CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

| KPI 4 Engagement, participation, and representation practices - Provide Workers with opportunity for ongoing involvement in the management of risk to their health and safety (HSWA 2015 Part 3). | |
|--|--|
| PC | <p>4a Number of tool box / health and safety briefings held in the period Is health and safety a regular topic at tool box meetings? Or does your business have specific health and safety briefings or meetings? Are these regular and are they documented? How many have occurred?</p> |
| | <p>4b Number of health and safety initiatives / issues raised by employees documented and responded to in the period Workers are encouraged to contribute to health and safety matters and their ideas, suggestions and concerns are listened to and responded to? Is there evidence of this engagement? How many safety initiatives / issues were raised and responded to?</p> |
| | <p>4c Visible presence of Project Managers and 1st or 2nd tier managers Number of site visits by the contractor project managers and 1st or 2nd tier managers.</p> |
| | <p>4d Number of behavioral observations /conversations – safe or unsafe acts Does the company or organisation promote a culture of ‘mates looking out for mates’ and have a system to report on these behavioral conversations? Is there evidence of this documented – how many? These safety conversations effectively engage the work force to manage risks that have been normalized due to routine exposure to the workplace risks.</p> |
| | <p>4e Does your business utilize Health and Safety Representatives? Under the Health & Safety at Work (Worker Engagement, Participation & Representation) Regulations 2016, high risk sectors or industries defined in Schedule 2, the prescribed minimum ration of health and safety representatives for a work group is 1 Representatives: 19 Workers.</p> |
| KPI 5 Training and supervision - Providing and maintaining the skills required for Workers to work safely. | |
| PC | <p>5a Number of new Worker health and safety inductions completed in the period Of all new workers (including new subcontractors) who have started work for your business in the period, what percentage of workplace health and safety inductions have been completed on time?</p> |
| | <p>5b Required (industry and OHS) training for workers completed to schedule Is the system used to manage your business' training requirements for Workers up to date? Is all of the training that workers in your business are required to have in order to carry out certain tasks up to date? Can you produce evidence of this (a register)?</p> |
| | <p>5c Workers deployed on tasks are always appropriately trained and qualified Are appropriately qualified and trained workers the only ones assigned to task that require a trained and qualified operator?</p> |
| | <p>5d Supervision activity and corrective actions are carried out and documented Is all supervision of Workers that takes place and any improvements to work practices consistently documented?</p> |
| KPI 6 Monitoring - Maintaining an effective health and safety management system | |
| PC | <p>6a Health and safety policies and procedures reviewed to schedule A periodic review cycle of your health and safety management system is present. This cycle is documented and the outcomes recorded. The timeframe for the review cycle is met.</p> |
| | <p>6b Standard Operating Procedures reviewed following an incident Have all relevant SOPs been reviewed following a health and safety incident? Can you produce evidence of this?</p> |
| | <p>6c Number of safety inspections on plant, equipment & PPE</p> |
| | <p>6d Number of H&S audits completed Audits look at the systems supporting health and safety practices within your company.</p> |



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

| KPI 7 Health Monitoring | |
|-------------------------|--|
| PC | 7a Does your organisation monitor the working environment? Are noise levels around plant and machinery within the acceptable decibel range? Is there risks of contaminants that workers may be exposed to? |
| | 7b Is Health monitoring available to your workers? |

| KPI 8 Contractor Management - Sub-contractors engaged in Council controlled work (included as your Workers). | |
|--|--|
| PC | 8a Number of pre-qualification applications approved in the period Of the total number of health and safety pre-qualification applications received by your business from contractors seeking to work for Council under your control, how many have been approved? |
| | 8b Number of existing pre-qualified contractors reviewed in the period Has your business reviewed and re-qualified any contractors seeking to work for Council under your control, who have previously pre-qualified with your business more than 2 years ago? |
| | 8c Number of audits on contractor health and safety management systems and practices carried in the period Has the programme of periodic audits that your business uses to maintain an understanding of your contractors health and safety performance been adhered to? How many audits have been carried out? |
| | 8d Consultation, co-operation and co-ordination with PCBU on health and safety management is documented Occasion of compliance with the PCBU Duty to Consult (Section 34, HSWA 2015) been documented |

CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

Key Performance Indicator (KPI) and Performance Criteria (PC) reference table

Reactive (Lag) Indicators

KPI Incident Reporting - Incidents taking place while carrying out Council controlled work.

| | |
|----|--|
| PC | 1 -4 Number of workplace health and safety incidents in the period How many workplace health and safety incidents, non-injury, injury, lost time, serious injury, serious illness incidents have occurred in the period? Include those reported by sub-contractors engaged to carry out Council controlled work. |
| | 5 Number of Incidents (Events) reported to WorkSafe NZ- Serious harm or Notifiable Event |
| | 6 Number of incidents with a risk score of high or above How many incidents have occurred in the reporting period that have taken place while the worker(s) involved was engaged in council work, with a risk score of high or above when scored using the contractors assessment matrix? |
| | 7 Number of prohibition notices issued by a WorkSafe NZ inspector Has WorkSafe NZ investigated any workplace incidents resulting in prohibition notices issued? |
| | 8 Number of incidents involving damage to property, plant or vehicles |
| | 9 Number of incidents/ events resulting in significant environmental impact Events to include spills, loss of containment, erosion and sediment run off |
| | 10 Did any incidents involve Taupō District Council's Critical Risks? |

KRA 8 Exception reporting

These should include additional data from subcontractors employed by your business to carry out Council controlled work



GREAT LAKE TAUPO
Taupō District Council

