

## COUNCIL MEETING - October 2019

# Health Safety and Wellness Report

Month	Number of Near Misses reported/or identified	Number of Incidents reported/or identified	First Aid Incidents reported/or identified
October 2018	0	0	0
November 2018 – January 2019	0	3	0
February – March 2019	2	0	0
April – May 2019	0	2	1
June – August 2019	0	0	0
September – October 2019	0	0	0

### Summary

There were no incidents reported since the last Council meeting.

- Monthly Hazard walks have taken place and have not identified any new hazards. The Hazard Register has been published in the Internal Wiki page for staff's reference and will be updated regularly.
- Fire Extinguishers had all been checked and tested following the audit in August 2019 by an Fire Safety personnel

- Electrical tag and test had been done in most of the work spaces in the Wellington office to ensure that devices and office equipment are safe to use. Another schedule is yet to be organised to check the other areas including the Auckland office.
- The INZ Group Health, Safety & Wellbeing Committee met on 3 September 2019.

## Health and Safety System

H&S policy is still pending for approval and has been added on to the agenda for the October Council meeting.

Three staff are due to attend the H&S rep training on 3rd October and 7th November.

## Wellbeing

The HS&W committee has been using a new matrix for wellbeing which gets added to the HS&W Committee meeting as a standard agenda item. See chart below for below for Council's reference:



One of the key actions that came up from the last HS&W Committee meeting regarding this matter was promoting social activities to staff such as team lunchtime walks which were very popular during Mental Health week in September.

## Recommendation

THAT the Health Safety and Wellbeing update be received.