



Otago Regional Council

Health and Safety Audit & Review

August 2014

NOTES TO REGISTRATIONS OF INTEREST

If you have any questions regarding the attached Terms of Reference, please phone Lesley Laing, Human Resources Manager, Otago Regional Council on 03 470 7489.

It is estimated that the work will take approximately four (4) weeks but a timeline and work plan will be agreed in discussion with you.

Please register your interest by sending a summary of your experience , expertise and qualifications along with a proposed basis of consultancy and pricing and any other relevant information to:

Lesley Laing
Human Resources Manager
Otago Regional Council
Private Bag 1954
Dunedin 9054

Or email this information to human.resources@orc.govt.nz

Note: Registrations of Interest close on Friday 22 August 2014

Terms of Reference

Health and Safety Audit & Review

PURPOSE:

The over-arching purpose of the audit and review is to:

1. Assess the readiness of the Otago Regional Council Chief Executive and staff to meet our responsibilities under the Health and Safety Reform Bill, which, when enacted will replace the Health and Safety in Employment Act 1992 from 1 April 2015.
2. Make recommendations from which we may develop and implement any changes that are required to ensure that we are prepared and ready to meet these responsibilities.

OBJECTIVES:

1. To gain a clear understanding of our responsibilities under the proposed Health and Safety at Work Act, including, but not limited to:
 - The roles, duties and liabilities of the Chief Executive, Executive Team, Health and Safety Co-ordinator, Managers, Team Leaders and staff.
Note: Specific reference shall be given to Part 2, Health and Safety Duties, of the Health and Safety Reform Bill, Subpart 1 – Duties of Persons Conducting a Business or Undertaking and Subpart 2, Duties of Officers, Workers and Other Persons.
 - The management of the hazards and risks associated with Council functions.
 - Development of the understanding of the key changes across all staff and what this means, for example, the duty to manage risk rather than potential harm and the move from “all practicable steps” to “reasonably practical steps”.
 - Worker engagement, participation and representation.
2. To establish any changes that are necessary to our health and safety policies, processes, systems, procedures, documentation, reporting and training to meet our obligations under the proposed Health and Safety at Work Act.

SCOPE:

The audit and review requires the objective and critical evaluation of all aspects of health and safety in respect of each Council function and each activity within each function. It will also examine the role and responsibility of each staff member specifically charged with a health and safety duty and the role and responsibilities of the Chief Executive, Executive Team and Staff Health and Safety Committee within the new legislative environment.

EXPECTED METHODOLOGY & TIMELINE:

As the following matters relate to the new health and safety legislative environment:

- Review corporate health and safety policies, procedures and documentation
- Review health and safety systems, procedures, processes and documentation across each activity within each Directorate. (Refer attached structure chart)
- Review motor vehicles, machinery and equipment as to suitability for purpose
- Review staff knowledge, preparedness and training
- Review management of contractors and contract documentation

These reviews are to be conducted by:

- Undertaking interviews/having conversations with the Chief Executive, directors, managers, team leaders, the H&S Co-ordinator, staff health and safety representatives and staff selected at random. (*Formal interviews will be arranged as required.*)
- Reading and assessing existing H&S documentation
- Observing work sites and work practices

Note: the final approach, work plan and timeline will be agreed with the successful consultant. It is estimated that the work involved and associated reporting will take approximately 4 weeks.

DELIVERABLES:

A suitably structured report is required which addresses each of the objectives and makes any recommendations for change and improvement. This report is to be provided to the Chief Executive and presented to the Executive Management Team.

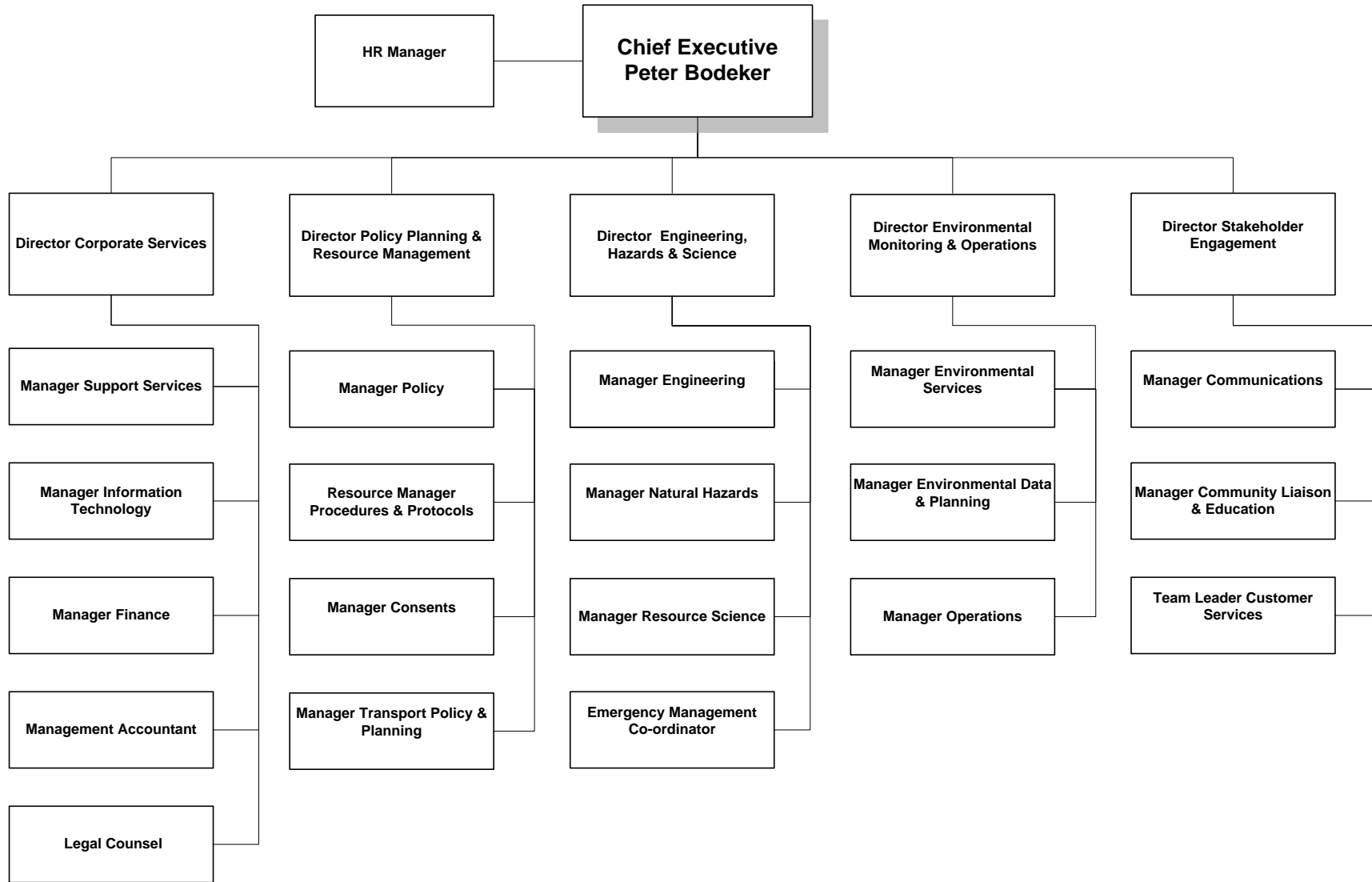
ACCOUNTABILITIES:

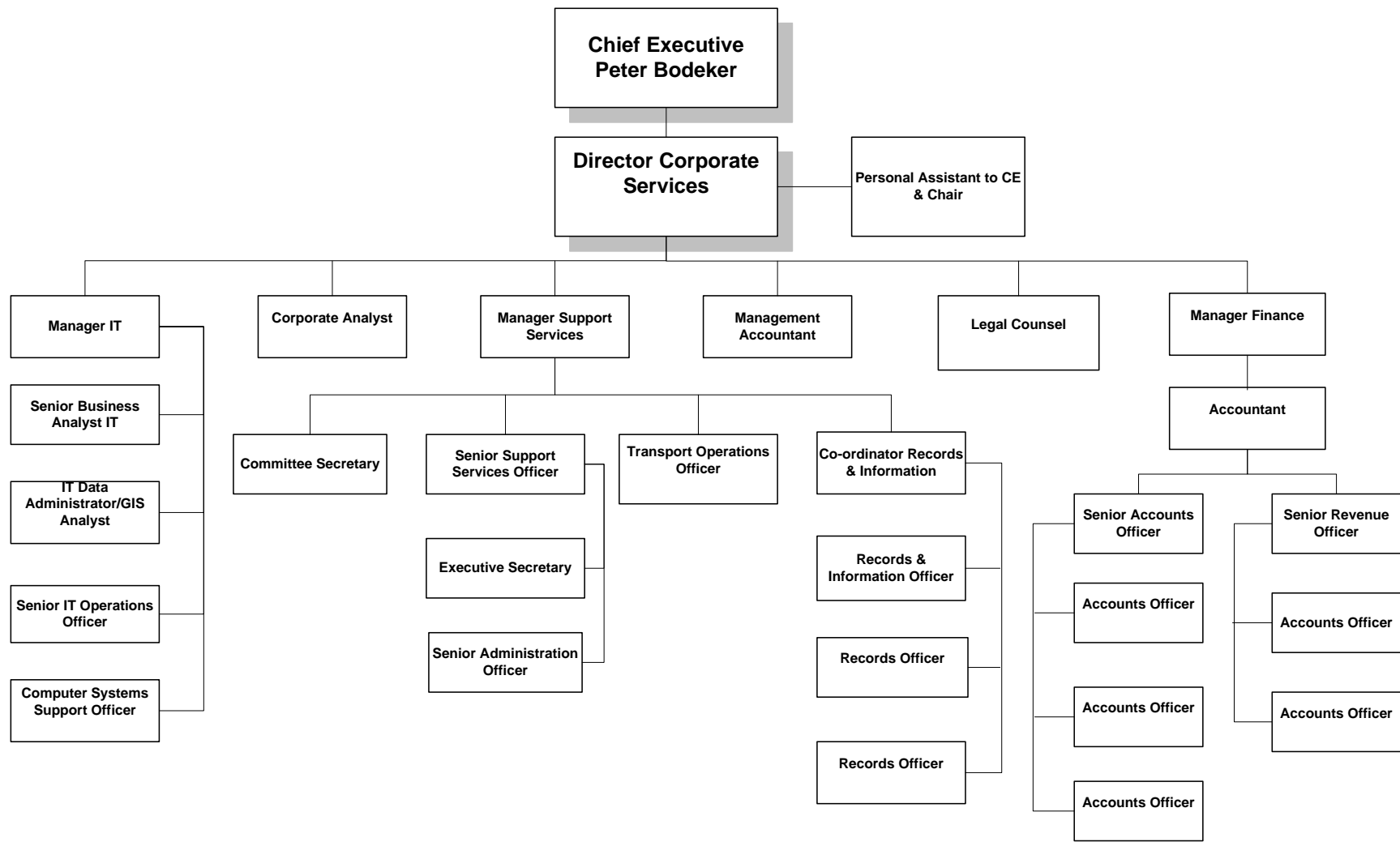
Accountability for the work is to the Chief Executive of the Otago Regional Council who shall receive weekly updates on progress.

The project co-ordinator will be the Health and Safety Co-ordinator (HR Manager)

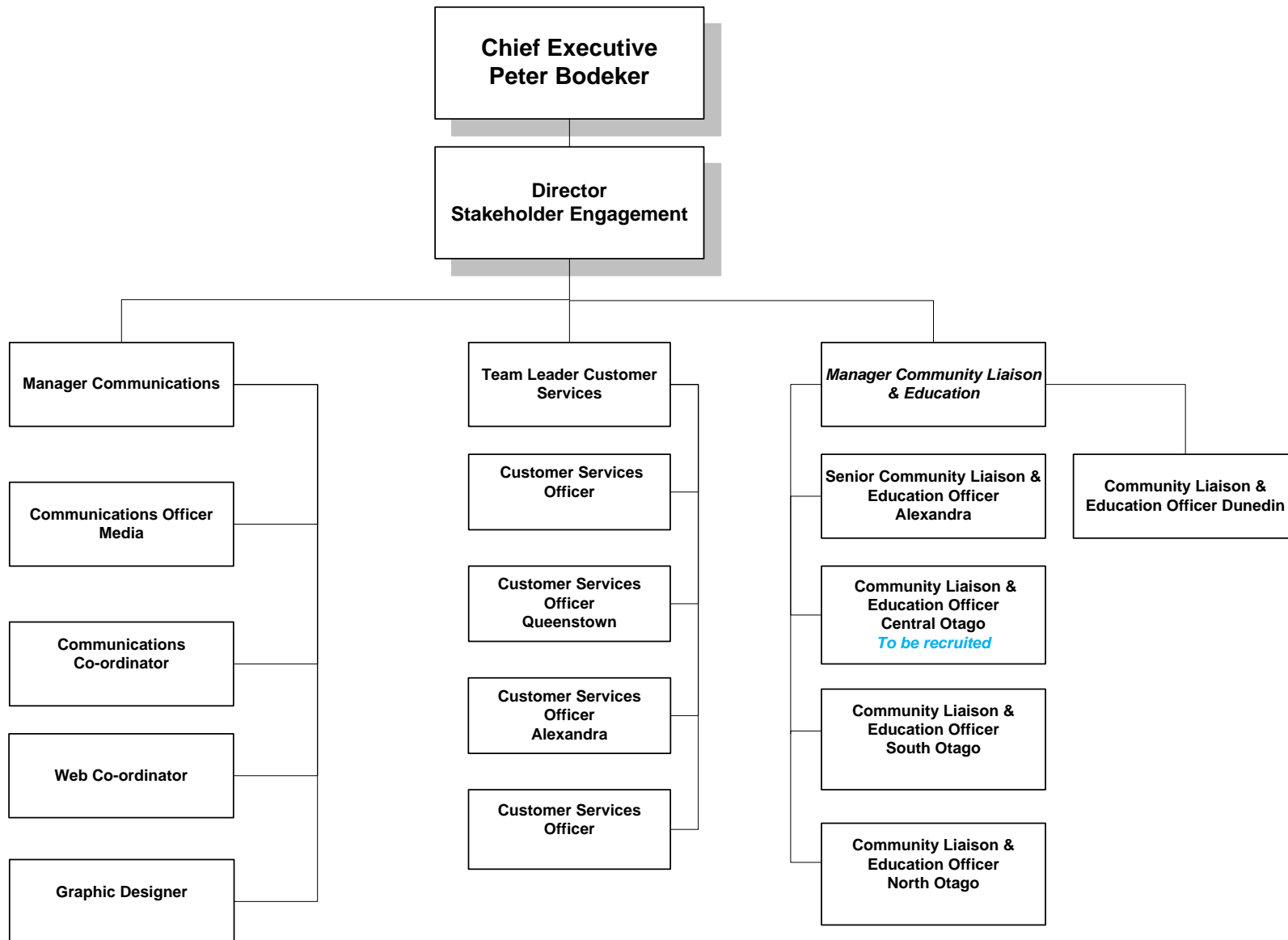
All staff will be expected to provide assistance to the project as required

**Otago Regional Council
Staff Structure
July 2014**

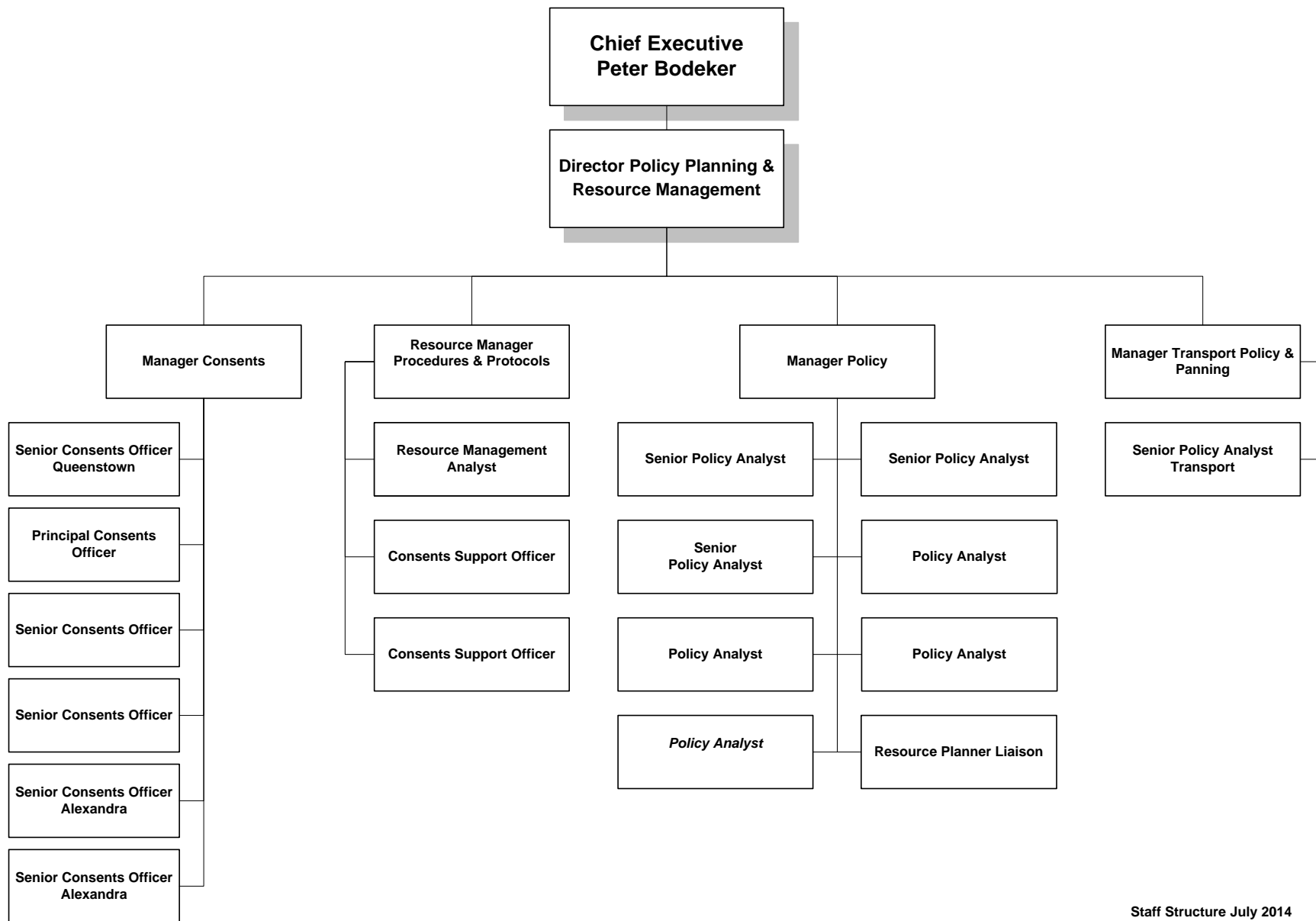




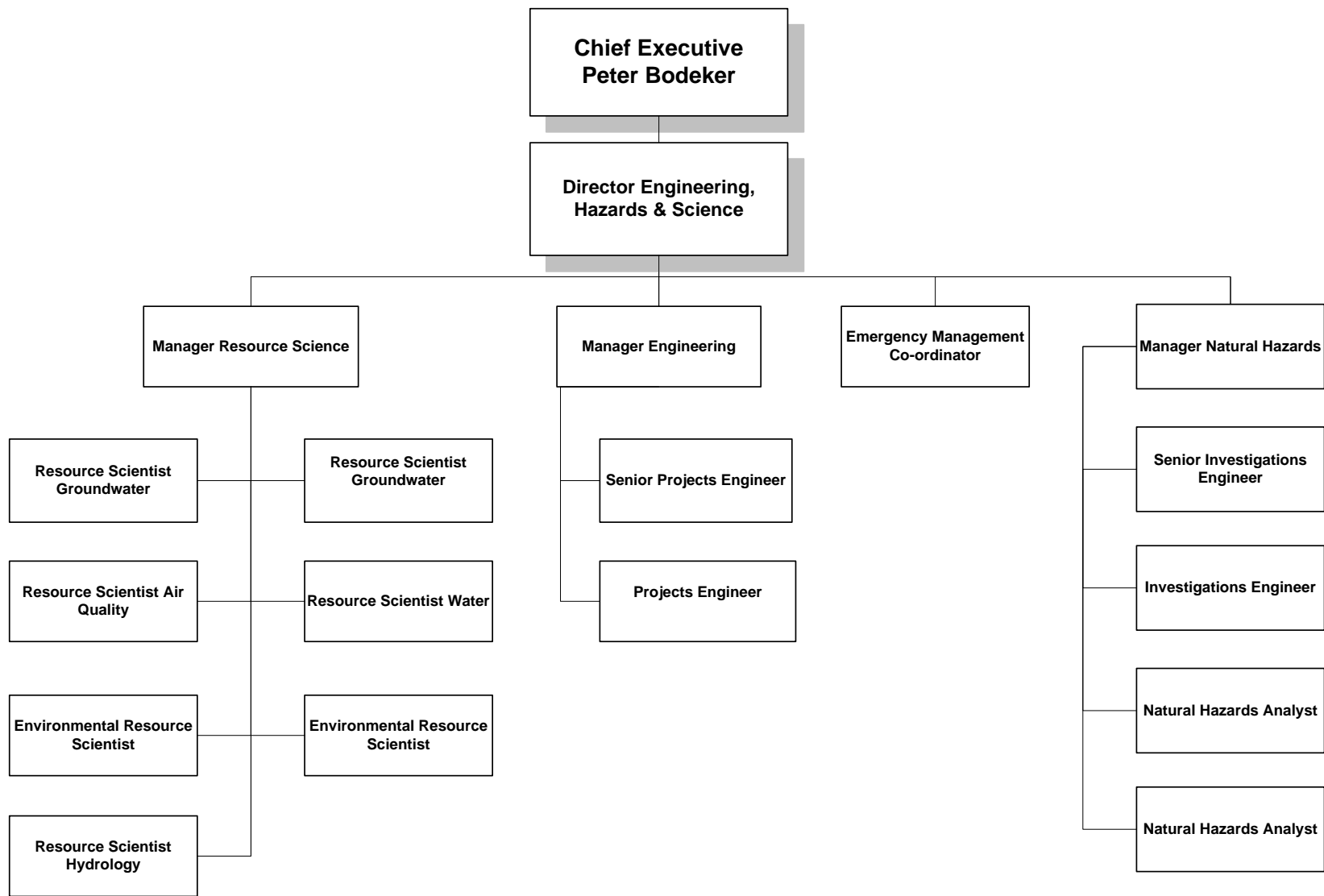
Staff Structure
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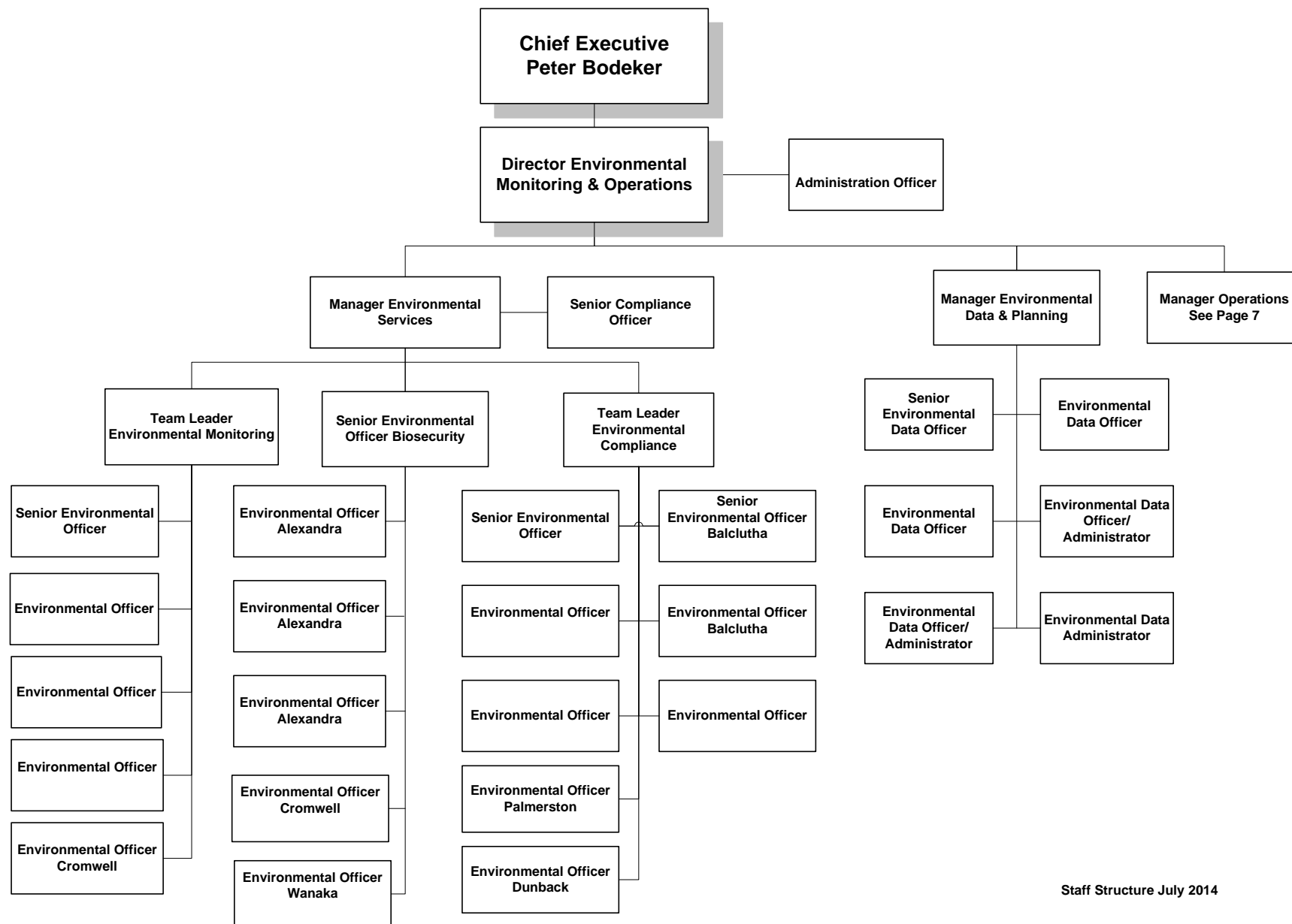
Staff Structure July 2014



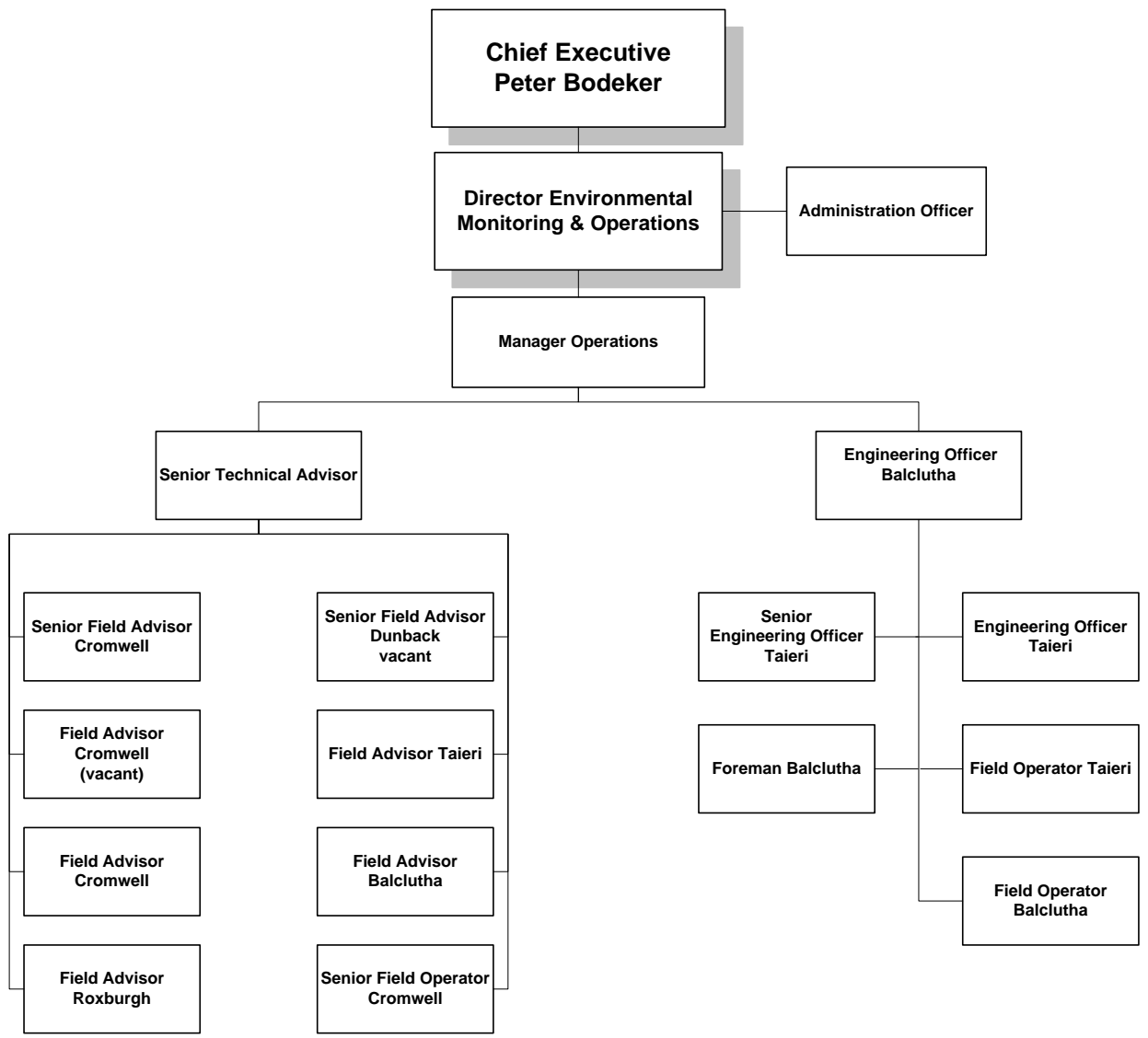
Staff Structure July 2014



Staff Structure July 2014



Staff Structure July 2014



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