

**Ngāti Whatua Ōrākei Reserves Board Health and Safety actions and processes**  
**22 August 2016**

Key Aspect of Officer Due Diligence	Current actions/processes	Proposed actions/processes
<p><b>1. Keep up to date</b></p> <p>Take reasonable steps to acquire and keep up to date with H&amp;S knowledge (for example the legislation, health and safety best practice) and H&amp;S matters (for example hot topics, leadership, culture) for the Ngāti Whātua Ōrākei Reserves Board (Reserves Board).</p>	<ul style="list-style-type: none"> <li>- Staff have held a workshop session with Reserves Board members on the Health and Safety (H&amp;S) legislation and requirements under the Act, including changes and responsibilities.</li> <li>- Copies of the documents were circulated to all members and a presentation was made to the board on obligations under the Act.</li> </ul>	<ul style="list-style-type: none"> <li>- Brief Reserves Board members on updates and information relating to the H&amp;S legislation (such as developing case law and evolving understanding of the Act) as and when required.</li> </ul>
<p><b>2. Understand</b></p> <p>Take reasonable steps to understand the Reserves Board's operations and the associated hazards and risks</p>	<ul style="list-style-type: none"> <li>- In 2015 management arranged a site visit for Reserves Board members to enhance the members' understanding of the history, significance and operational activities on the Whenua Rangatira.</li> <li>- Management currently audit the H&amp;S of contractors that carry out maintenance work on the Whenua Rangatira and Pourewa Creek Recreation Reserve (Whenua and Pourewa).</li> <li>- Prior to any contractor engagement the Health and Safety plans and risk registers are reviewed and approved before any work is carried out on the reserve areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Members will be provided opportunities for specific site visits as issues arise or projects commence. This will also provide an opportunity to appraise any H&amp;S issues.</li> <li>- Gather Health and Safety information and audits and amalgamate into a risk register that captures all risks and actions for PCBU working on the Whenua</li> <li>- Make this risk register available for members to view on request and present on an agenda annually.</li> </ul>

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<p><b>3. Appropriate processes, resourcing, reporting and monitoring.</b></p> <p>Take reasonable steps to ensure the Reserves Board has appropriate resourcing and processes to:</p> <ul style="list-style-type: none"> <li>• eliminate or minimise risks to H&amp;S</li> <li>• receive information regarding incidents</li> <li>• implement processes for complying with any duty or obligation</li> </ul>	<ul style="list-style-type: none"> <li>- There are currently processes in place to eliminate or minimise risks to health and safety with particular regard to contract management.</li> <li>- The Reserves Board has a small team of staff supporting their work programme. However management have prioritised this work and are partnering with council staff from Legal and H&amp;S to leverage off their work and ensure we are well supported in this space.</li> <li>- Review of contractor's H&amp;S register noting incidents and follow-up.</li> <li>- Annual meeting with contractors to review contracts.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide the Reserves Board with a quarterly H&amp;S update within the Operational Expenditure Update report detailing current operations, associated risks and hazards and how we will remove/mitigate against them.</li> <li>- Encourage Members to raise questions or concerns so that staff are aware of the level of comfort members have on Health and Safety processes</li> <li>- Proactively advise the Reserves Board of any resourcing gaps or constraints and implications for discharging our H&amp;S obligations.</li> <li>- Include in the "Health and Safety" section in the Operational Expenditure report a summary of the risk register and highlight any risks and actions taken to remove or minimise risk.</li> <li>- Management are mindful that the primary duty of care is to ensure the health and safety of workers <b>so far as reasonably practicable</b> and the proposed actions reflect current levels of resourcing and what management believe is "reasonably practicable".</li> <li>- Proactively request lessees, contractors, board members and other people operating on or near the Whenua or Pourewa report to any risks/issues.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Receive contractor reports and notifications of incidents.</li> </ul>	<ul style="list-style-type: none"> <li>- Review health and safety provisions in leases as they come up for renewal or variation (or if otherwise necessary and appropriate)</li> </ul>
	<ul style="list-style-type: none"> <li>- All contractors have completed the Council pre-approval process where their H&amp;S policy and plan is reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>- Develop a process for how PCBU's will discharge their duty to "consult, co-operate, co-ordinate" with each other to share H&amp;S policies, processes and information.</li> <li>- Formalise agreements with concessionaries and other active commercial operators and ensure H&amp;S provision / reporting requirement is included into the formalised agreement.</li> </ul>