

## Government Health and Safety Lead - 2021 Work Programme

As at 15 Feb 2021

Lifting H&S Capability - Build H&S capability across agencies (leaders, H&S practitioners, H&S representatives and employees)		Jan-Mar	Apr-June	Jul-Sept	Oct-Dec
<b>Events (conferences and forums)</b>					
2021 - 4th annual H&S Representative of the Year Awards	Half day HSR awards event to be held 6 May 2021				
H&S Representatives Conference (online)	Online conference/hub for HSRs - to replace previous one day HSR conference				
<b>Regular H&amp;S Forums (every 2 months)</b>					
Heads of H&S Forums	Forum for GM/Director or National H&S Managers (larger agencies) - bi monthly				
Small & Med Agency Forums	Forum for small agency DCE's with H&S responsibility - bi monthly				
H&S Practitioner Forums	Forum for experienced H&S practitioners - bi monthly				
<b>H&amp;S Professionals/Practitioners' Development</b>					
H&S Professional Career Pathways Project	Work with HASANZ, NZISM and agencies to develop a H&S career pathway				
H&S Summer Intern Programme (annual)	Annual summer intern programme to showcase H&S careers in government				
Early in career H&S development workshops (new for 2021)	Structured development workshops for new H&S practitioners (grad-coordinator-adviser)				
H&S Graduate Programme (commences 2022*)	18 month programme for H&S graduates - recruitment starts Sept / grads start Mar 2022				
* subject to sufficient agency demand/placements					
<b>Executive Development / Support</b>					
Officer Development Programme (new programme)	Development programme for senior public service leaders with officer duties under HSWA.				
Quarterly Chief Executive Newsletters	Newsletter from Ray Smith to agency CE's focusing on a core H&S topic. Includes case studies, articles and resources.				
<b>NOTE: Each quarter the GHSL will focus on a particular "theme/ topic". This theme will be the focus of our quarterly CE newsletter and at least one of the Small Agency, Heads of H&amp;S and Practitioner Forums. Where appropriate, case studies and/or resources will also be developed and released in that quarter.</b>		Risk Management	Worker Engagement & Representation	Overlapping Duties	TBC
Harm Reduction - Focus on common sector critical risks and sector initiatives focused on harm reduction		Jan-Mar	Apr-June	Jul-Sept	Oct-Dec
<b>Violence and Aggression</b>					
Engage with sector and PSA re Social Sector Forum recommendations	Engagement via workshop(s) to discuss recommendations and identify sector priorities and initiatives for 2021				
Promote and coordinate Worksafe Reps de-escalation training	Ongoing offering for de-escalation training course throughout 2021				
<b>Driving for Work</b>					
Continue to work with NZTA and Worksafe to support agencies to effectively manage their work related driving risk	Engage with and provide agencies access to resources, research and guidance to reduce harm and increase the sectors driving risk management maturity				
<b>Health (incl. mental health)</b>					
Progress work with sector to focus on 'better work' to support good mental health and psychosocial risk management.	Continue to align with WorkSafe's programme of work in this area, supporting agencies through workshops, seminars etc.				
Work with agencies and WorkSafe NZ to identify health-related areas of focus for the sector	Progress work to better understand the sector's risk profile in regards to work related health and to identify potential priorities or initiatives.				
Sector Initiatives - Initiatives that provide greater benefits or results if driven at a sector level		Jan-Mar	Apr-June	Jul-Sept	Oct-Dec
<b>Agency Guidance and Resources</b>					
Develop a CE/Officer Risk Management Maturity resource	Develop a tool/framework to support agencies to identify their current risk management maturity and where to focus				
Develop Worker Participation & Engagement guidance	Work with SSC and the PSA to develop model wording to describe worker participation (Transferred from 2019)				
Release good practice examples of overlapping duties frameworks, tools, resources	Collate and/or develop resources to support agencies to meet their overlapping duties responsibilities.				
Release agency (H&S manager/practitioner) guidance on mentally healthy work	Finalise guidance following final consultation with WorkSafe, sector and subject matter expert input.				
<b>Other Sector Initiatives</b>					
Covid-19 Agency support and guidance	Coordination and support activities relating to Covid-19 e.g. monitoring and extracting lessons learned from different approaches.				
Coordinate annual renewal process for sector personal accident insurance (syndicated procurement)	Coordinate renewal process with Corrections (procurement lead), allowing additional agencies to join as required.				
Sector Performance - Help lift sector performance and maturity		Jan-Mar	Apr-June	Jul-Sept	Oct-Dec
Share examples of good practice for H&S reporting in annual reports	Review agency 2020 annual reports to identify good practice examples and promote these to encourage further uptake on Treasury recommendations.				
Monitor and report on agency completion of SafePlus	Conduct annual review of agency SafePlus uptake and evaluate combined results (for inclusion in sector dashboard)				
Conduct a third annual Health Safety and Wellbeing (HSW) Workforce survey	Conduct an annual review of the sector's HSW workforce as a comparison to previous years (for inclusion in sector dashboard)				
Develop an annual sector performance and maturity dashboard for release to agency Chief Executives.	Conduct research and/or compile available data (WorkSafe, ACC and agency) to develop and produce an annual sector dashboard				
Support Positive & Safe Workplaces		Jan-Mar	Apr-June	Jul-Sept	Oct-Dec
Work with Te Kawa Mataaho and the NZ Intelligence Community to support the Positive Workplace Culture Programme.	Project co-sponsored by Ray Smith and Rebecca Kitteridge. 2021 plan yet to be determined				

**NOTE: The above work programme links to the GHSL's Four Year Plan 2019-2023 - <https://www.healthandsafety.govt.nz/reports/strategies/government-health-and-safety-lead-four-year-plan/>**