

Workplan 2018			Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Leadership & Capability	1.1 Business Leaders Health and Safety Forum	1.1.1 Facilitate group membership of the Forum for core agencies and promote membership to invited agencies				
	1.2 Accountability Guidelines	1.2.1 Develop model accountability guidelines endorsed by SSC and WorkSafe NZ that set out the accountabilities of Chief Executives and senior leaders in core agencies				
	1.3 Governance Good Practice Guide	1.3.1 Develop a good practice guide endorsed by WorkSafe NZ, the Institute of Directors and SSC for the governance of health and safety for government agencies operating without boards				
	1.4 Executive Development Events	1.4.1 Provide at least three Chief Executive opportunities for development and networking in health & safety in conjunction with the Business Leaders Health and Safety Forum				
1.4.2 Provide at least four tier two opportunities for development and networking in health & safety in conjunction with the Business Leaders Health and Safety Forum						
2. Resources	2.1 Government Health and Safety Website	2.1.1 Build and release an accessible website supporting government agencies in H&S with at least ten new resources, guides, templates, and frameworks developed in 2018				
	2.2 Networking for Health and Safety Practitioners	2.2.1 Establish a means by which health & safety practitioners in government can share information and resources by utilising Yammer				
	2.3 Information sharing for high risk individuals or locations	2.3.1 Contribute to the proposed Fixated Threat Assessment Centre led by Police				
		2.3.2 Facilitate, with support from the Privacy Commission, practical options for sharing information about high risk individuals or locations between agencies that share common clients, work in shared premises or visit clients				
2.4 Reporting Guidelines	2.4.1 Develop a good practice guide, in conjunction with the Office of the Auditor General and SSC, for the reporting of health and safety information in the annual reports of core agencies					
3. Assurance & Data	3.1 Maturity Model	3.1.1 Facilitate all core agencies to utilise WorkSafe's SafePlus as a maturity model and develop a sector average to enable relevant comparisons between agencies				
	3.2 Comparative Data & Benchmarking	3.2.1 Develop a knowledge bank of health and safety measures and indicators commonly used in core agencies and other sectors				
		3.2.2 Develop a health and safety measure for inclusion in the SSC's Human Resources Capability report				
3.3 Ministerial Engagement	3.3.1 Provide regular reporting to responsible Ministers on sector health and safety performance and the functional lead's activities					
4. Workforce Development	4.1 Future Workforce	4.1.1 Establish a government health and safety intern programme as a means of developing a pipeline of future health and safety professionals in the sector				
	4.2 Key Appointment Support	4.2.1 Provide assistance with the promotion of vacancies, interview support and encouraging cross-agency movements for health and safety workforce professionals				
	4.3 Current Workforce Development	4.3.1 Provide at least six professional development opportunities for current health and safety professionals on common sector health and safety priorities				
5. Advisory	5.1 Advisory Service	5.1.1 Establish a small specialist health and safety support and advice service to Chief Executives and senior leaders of core agencies to complement agency resources				
	5.2 Consultancy Panel	5.2.1 Work with the government procurement functional Lead to simplify access to health and safety consultancies				
	5.3 Emergency Event Support	5.3.1 Identify specialists within agencies and externally that could be deployed to assist agencies on request in times of health and safety crisis, significant risk and hazardous events				
6. Procurement (working with MBIE)	6.1 Achieving better H&S outcomes through procurement and contract management	6.1.1 Work with the government procurement functional lead to achieve better health and safety outcomes through procurement and contract management				
	6.2 Strengthening health and safety assurance of non-government organisations working with government	6.2.1 Investigate with the government procurement lead and MSD how the health and safety capability of NGOs working with government can be strengthened and assured				
	6.3 Case study – Good practice procurement and contract management	6.3.1 Develop a case study on good government procurement and contract management practice from the perspective of health and safety outcomes				
7. Critical Sector Priorities	7.1 Driving	7.1.1 Undertake a comprehensive risk identification and management analysis. Collate and make sector and external resources available and develop common resources where appropriate				
	7.2 Lone Worker/ Off-site Safety	7.2.1 Undertake a comprehensive risk identification and management analysis. Collate and make sector and external resources available and develop common resources where appropriate				
	7.3 Mental Health	7.3.1 Undertake a comprehensive risk identification and management analysis. Collate and make sector and external resources available and develop common resources where appropriate				
	7.4 High Risks	7.4.1 Facilitate collaborative capability development across Fire & Emergency NZ, NZ Defence, Corrections and Police				
	7.5 Physical Security	7.5.1 Undertake a review of the Good Practice Guides available on the Knowledge Bank				
7.5.2 Undertake a stocktake of agencies' National Office physical security measures						