

Safety Integration – Incident Reporting

For decision:

For noting:

Te tūtohunga / Recommendation

That the Auckland Transport Board (board):

- a) Approve the recommended Incident Reporting process to the board and the executive leadership team (ELT)

Te whakarāpopototanga matua / Executive summary

1. In line with our Vision Zero approach and recent Auckland Transport (AT) efforts to encompass both transport safety and health and safety into a combined safety function, it is proposed to expand the categories of incidents that are to be immediately notified and subsequently reported on, to the board and ELT.
2. Our incident management process encompasses five key steps, which includes incident notifications through to initial reporting, investigations, close out and monitoring of key recommendations. Providing relevant and timely advice is key to ensure that the board and ELT requirements are met through this process. While the current approach provides a consolidated view as part of the board meeting cycle, the intent is to provide the board and ELT with known facts relating to incidents earlier in the incident management process, increasing visibility of harm and risk.
3. These categories of incidents will continue to include notifiable events to regulators as per the current approach to board and ELT. This will also be supplemented with safety events on the transport network which lead to death, as well as incidents with the potential to cause significant adverse public relations, e.g. multiple serious injuries where AT has responsibility. High Potential Events (HPE) may be elevated to the board at discretion of the ELT as well as continuing to be reported on a monthly basis.

Ngā tuhinga ō mua / Previous deliberations

4. Not applicable.

Te horopaki me te tīaroaro rautaki / Context and strategic alignment

5. Our Vision Zero Strategy sets the goal of no deaths or serious injuries on the transport network by 2050. Critical to achieving this goal is improving the visibility of incidents that are reported to the board and ELT. This was also highlighted in both the Road Safety Business Improvement Review (2018) and Health and Safety Business Improvement Review (2018). Over time, this increased visibility will support a maturing view of a total risk picture across the transport network.
6. The AT procedure for Incident Management, HS13-01, is currently under review to better reflect the combined approach for transport safety and health and safety.

Ngā matapakinga me ngā tātaritanga / Discussion and analysis

7. There are three categories of incidents which are proposed to be notified to the board and ELT, with ELT also provided with initial incident reporting as a fourth category relating to High Potential Events (HPE). These are:
 - a. Notifiable events (Worksafe, Maritime NZ etc).
 - b. Death(s) on the transport network¹.
 - c. Incident with the potential to cause significant adverse public relations.
8. One further category, HPE, will continue to be reported to the ELT as an initial incident report. This may be elevated to board level at the discretion of the ELT at that time. HPE will continue to be reported to the board as part of the Monthly Operational Performance Report.
9. The table below outlines the proposed changes to Incident Reporting.

Incident type	Current state	Proposed
Notifiable Events - Worksafe, Maritime NZ etc	Incident notification as soon reasonably practicable. Initial Incident Report within 3 working days.	No change.

¹ Transport network includes, but is not limited to, roads, ferry wharves, cycleways and footpaths, essentially all the elements of the transport network for which AT has a responsibility.

Incident type	Current state	Proposed
Death(s) on the Transport Network ²	Summary data included in Monthly Operational Performance Report	Initial Incident Report within 3 working days. <i>Note: this will include suspected suicides.</i>
Incident with the potential to cause significant adverse public relations or reputational risk.	Notification to board dependent upon circumstance.	Incident Notification as soon as reasonably practicable. Initial Incident Report within 3 working days.
HPE - Any incident or near miss that could, in other circumstances, have realistically resulted in one or more serious injuries or fatalities.	Initial Incident Report to ELT. Consolidated report included in board Monthly Operational Performance Report.	No change.

Ngā tūraru matua / Key risks and mitigations

10. The key risk relates to the timely provision of accurate information to the board and ELT regarding serious safety incidents. If not optimised, the board and ELT response may be unnecessarily restricted and/or lacking factual basis to take appropriate action. This is both for the immediate short-term and in relation to the longer-term risk profile of the transport system, as trends emerge. Improved incident reporting approach will provide board and ELT with increased transparency to make appropriate decisions in relation to resources and risk allocation, when appropriate.

Ngā ritenga-ā-pūtea me ngā rauemi / Financial and resource impacts

11. It is expected that this process will be undertaken using existing resources within the Safety team, given that regulatory notifications are already undertaken.

² Includes a death occurring as the result of injuries sustained in a road crash within 30 days of the crash. If a suspected medical event, AT are not required to complete fatal crash investigations for medical events.

Ngā whaiwhakaaro ō te taiao me te panonitanga o te āhuarangi / Environment and climate change considerations

12. Not applicable.

Ngā reo o mana whenua rātou ko ngā mema pooti, ko ngā roopu kei raro i te maru o te Kaunihera, ko ngā hāpori katoa / Voice of mana whenua, elected members, Council Controlled Organisations, customer and community

13. It is anticipated that improvements in incident reporting will enable better information provision to elected members and customer and community education efforts.

Ngā whaiwhakaaro haumaruru me ngā whaiwhakaaro hauora / Health, safety and wellbeing considerations

14. Transparency regarding serious incidents, in a timely manner, relating to health and safety and transport safety at the board and ELT level is key to risk management, early intervention where required and oversight of harm to our people and public.

Ā muri ake nei / Next steps

15. Implement proposed incident reporting approach for board and ELT.

16. Revise Health and Safety Procedure HS13-01 Incident Management to reflect board and ELT intent.

Te whakapiringa / Attachment

Attachment number	Description
	Nil

Te pou whenua tuhinga / Document ownership

Submitted by	Nicola Gray Road Safety Partnerships Lead	
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