

## Health and Safety web reporting for incidents

Wellington Water’s Q-Pulse is a quick and easy website for reporting health and safety. It replaces email or paper forms.

When you are working for us and somebody is injured or nearly injured, report it on Q-Pulse immediately.

You should also report when a situation or thing could potentially cause an injury. These are called hazards or risks. Report these **by the next working day** so that we are alerted quickly.

### Bookmark the website to access it faster









Bookmark on a  
**Desktop or Laptop  
Computer**

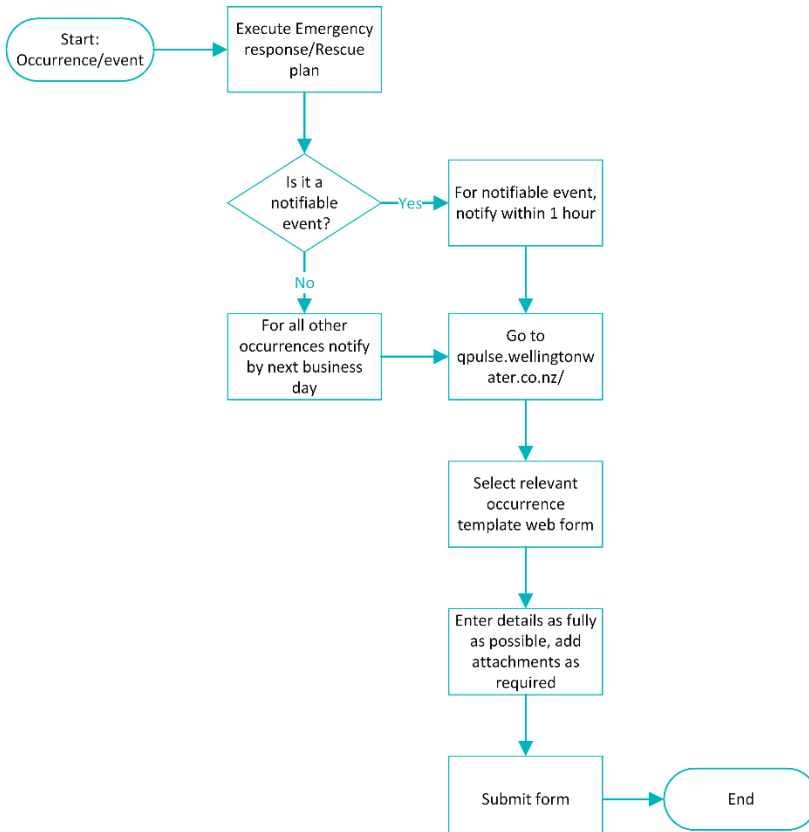
1. Open Internet Explorer or Google Chrome or Mozilla Firefox
2. Type this into the address bar: [qpulse.wellingtonwater.co.nz/reporting](http://qpulse.wellingtonwater.co.nz/reporting)
3. Press **Ctrl-D** on your keyboard
4. Save the website to the **Favourites Bar** or **Bookmark Bar**
5. Press **Add**, **Done** or **Save**
6. In the future, quickly access this bookmarked site by its name **Q-Pulse Web Reporting**



Bookmark on a  
**Smartphone or Tablet**

1. Open Internet Explorer or Google Chrome or Apple Safari or Browser
2. Type this into the address bar: [qpulse.wellingtonwater.co.nz/reporting](http://qpulse.wellingtonwater.co.nz/reporting)
3. Bookmark this website by pressing  or  or  or  or  or  depending on the browser
4. Choose the option to:
  - Add Bookmark or
  - Add Favourite or
  - Add to Home Screen or
  - Pin to Start Screen
5. In the future, quickly access this bookmarked site by its name **Q-Pulse Web Reporting**






### What to do after an incident process



# Types of Health and Safety reporting

Go to the **Q-Pulse Web Reporting** bookmark  
or type in the web address [qpulse.wellingtonwater.co.nz/reporting](http://qpulse.wellingtonwater.co.nz/reporting)



Form Button	Choose this occurrence when there is...
<b>Health and Safety Risk Identification</b> 	<p>An identified source of energy, activity or substance that could cause harm to people or the environment. The risk of a hazard is determined by its likelihood and consequence.</p>
<b>Injury or illness Occurrence</b> 	<p>An incident that caused injury or illness. When there are multiple people injured, use one form per person.</p>
<b>Non-Injury Occurrence (Near Hits)</b> 	<p>An incident in which no injury to a person has occurred but could have occurred. Near Hit incidents include the following:</p> <ul style="list-style-type: none"> <li>- damage to asset</li> <li>- environment and</li> <li>- reputation</li> </ul>
<b>Something Good</b> 	<p>A planned/non-planned positive H&amp;S interaction such as:</p> <ul style="list-style-type: none"> <li>- an onsite H&amp;S observation</li> <li>- team or company H&amp;S presentation</li> <li>- organising an in-house H&amp;S seminar</li> <li>- educational workshop</li> <li>- positive health and safety initiatives that have been noticed.</li> </ul>
<b>Supplier Data</b>  <p><b>*New Since August 2016</b></p>	<p>Every month, enter the number of worker hours you have directly done for us, and the horizontal distance of excavations.</p> <p><b>Scenario Explanation:</b> Say you are installing a water main and you dig 30m a day over a two week period (everything going well) that would be a total of 300m plus any new or replacement laterals, none on this job. The next two weeks you are installing a sewer and you achieve 5m a day for 6 days and install 4 manholes, 1 day each, a total of 30m sewer and a say total 4m for the manholes. You may have 3 laterals to replace rather than just reconnect and they were 3m long each. All up for the month then 300m water main, 30m sewer, 9m laterals, 4m for manholes total 343m.</p> <p>If you primarily do maintenance work, like City Care do, then you may dig a couple of hundred holes during the month, some more than a metre long and some less. In this case each hole is considered 1 metre long, so the total number of potholes dug over the month will equal the length of excavation we want you to report. This may result in a bit of an over estimation as many holes will be smaller but the idea is to make it as easy as possible. Potholing to find services or re-digging to connect a lateral is not necessary. It is the main work we will base this measure on. There will situations that we haven't described here so come back to us with them and we'll make a decision and let everyone know.</p> <p>The idea is to keep it simple as we want to try and measure any improvements with the work we are all doing to identifying services and with utilities see if improving plans over time will help.</p> <p>Please remember to report incidents and your hours if you have done work over the month directly for Wellington Water. If you have employed a sub-contractor then add in their hours and excavation as well.</p>